



Heritage Permitting Guidelines

Kawartha Lakes Economic Development





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Heritage Permitting in Kawartha Lakes

Under the Ontario Heritage Act, owners of a designated property must apply for a Heritage Permit to make certain types of alterations to their designated property. Once properties are designated under the Ontario Heritage Act, the City is required to manage physical change to the cultural heritage resources as a means of protection. The principal mechanism of management is the Heritage Permit Application process, which allows the municipality to review site-specific applications and determine if proposed changes will beneficially or detrimentally affect the reasons for designation and the property's heritage attributes.

The City understands that property owners make changes to their properties for a variety of reasons and does not expect heritage properties to stay exactly the same over time. This guide is intended to help you navigate the process of applying and receiving a heritage permit so that you can proceed with your project.

When is a Heritage Permit required?

A heritage permit is required when an alteration to a heritage property has the potential to impact its heritage attributes or features so that the City can assess whether the change being proposed will have a negative impact on the heritage property or district. In general, a permit is required any time a project is proposed that impacts an identified heritage attribute of a building or when new construction is proposed.

You will need a heritage permit any time you are applying for work on the exterior of a property that also required a building permit. You will not be able to receive your building permit until a heritage permit has been approved.

Permitting for Residential Properties

Residential property owners must apply for a heritage permit when undertaking certain types of work on their property. Some common projects in residential properties where heritage permits are required are as follows:

- Constructing or modifying additions, verandahs and decks
- Removal, replacement or modification of decorative features such as chimneys, gingerbread or columns
- Replacement of exterior windows and doors
- Construction of accessory structures such as garages
- Changes to rooflines
- Hard landscaping such as new paved areas or driveways and fencing

All residential properties are different and have different heritage attributes. If you are unsure of the heritage attributes that should be preserved on your heritage property, consult its designation by-law or the relevant heritage conservation district plan.

Permitting for Commercial Properties

Many of our commercial properties in Kawartha Lakes are designated individually or are located in heritage conservation districts. Businesses should apply for a heritage permit when contemplating any of the following changes:

- Installation of new commercial signage
- Installation of awnings
- Installation of exterior lighting
- Changes to storefronts, including the replacement, removal or installation of doors and windows and changing orientation or layout
- Removal, replacement or modification of decorative features such as cornices
- Replacement of exterior windows and doors
- Creation of permanent patios and associated features, such as pergolas and decks
- Installation of permanent accessibility features such as ramps

Interior Features

The majority of alterations to the inside of properties do not require a heritage permit. This might include renovating the interior of a store, putting in a new bathroom or kitchen and interior painting. A heritage permit for interior work may be required for individually designated properties with interior features identified in their designating by-laws. Heritage permits are never required for properties that are designated as part of a heritage conservation district.

If you are not sure what interior features of your property are designated, consult the individual designation by-law for your property. Every individually designated property has its own by-law that lists its heritage features. For a copy of your by-law or to discuss interior heritage features, please contact Heritage Planning staff.

Septic Systems

You are required to obtain a heritage permit prior to an application for a Septic Permit from the Building Division. The intention of obtaining a heritage permit for a new septic system is to ensure that the location of the new septic system is appropriately placed on the property and does not negatively impact the heritage features of the property. You will not be prevented from installing a new septic system as a result of your property being designated.

Swimming Pools

You are required to obtain a heritage permit prior to application for a Pool Permit from the Building Division. The intention of obtaining a heritage permit for a swimming pool is to ensure that the pool is appropriately placed on the property (i.e. in a rear yard) so as not to obscure or significantly impact heritage features and ensure that the installation of associated features, including decking and fencing, do not negatively impact a heritage home. You will not be prevented from installing a swimming pool as a result of your property being designated.

Heating, Cooling and Power Generation

You may be required to obtain a heritage permit for the installation of some heating, cooling and power generating equipment. The intention of obtaining a heritage permit for certain types of

equipment is to ensure that utility features are appropriately located on the property (i.e. in the rear yard) so as not to obscure or significantly impact heritage features.

Utilities that may require a heritage permit prior to installation include:

- Air conditioning condenser units
- Heat pumps (in-ground and air-to-air)
- Generators
- Solar panels
- Small wind turbines

You will not be prevented from installing heating, cooling or power generation equipment as a result of your property being designated.

Activities that Do Not Require a Heritage Permit

There are a number of activities that most property owners undertaken on their building on a regular basis that do not require a heritage permit. The following do not require a heritage permit:

- Routine maintenance and minor repairs that do not change the exterior appearance of a building
- Re-roofing, unless the roofing material is explicitly identified in a heritage by-law (i.e. cedar shingles)
- Painting woodwork and previously painted brick
- Repairs and replacement of eavestroughing and downspouts unless they are explicitly identified in a heritage by-law as a decorative feature
- Masonry repointing
- Gardening, tree planting, laying sod and other soft landscaping
- Creating additional residential units if there is no impact on the exterior of the property
- Construct accessory structures that do not require a building permit, such as garden sheds

If you are unsure as to whether your project requires a heritage permit, please reach out to Heritage Planning staff for advice.

Heritage Alterations Best Practices

When contemplating changes to your heritage property, you should aim to minimize its impact on the property as a whole. Changes to heritage properties should complement its existing heritage fabric, preserve its heritage attributes, and make a positive impact on the overall aesthetic of the property. The following are guiding principles for conserving a heritage property to keep in mind when planning for alterations and construction projects on your heritage building:

- **Respect for documentary evidence:** Use historic photographs, drawings, plans and physical evidence to guide your work, particularly when undertaking restoration.
- **Respect for original location:** Do not move heritage buildings or heritage attributes unless absolutely necessary.

- **Respect for historic material:** Repair and conserve historic materials where possible before replacing them.
- **Respect a building's history:** Do not destroy later additions or structures solely to restore a building to a single time period when those later additions contribute to its heritage value.
- **Reversibility:** Alterations should be able to return to their original condition in future.
- **Legibility:** New work should be distinguished from the old. New additions do not have to replicate a historic time period, but should be complementary to the historic portion of the structure.
- **Maintenance:** Keeping on top of maintenance will help avoid costly repairs and restoration in future.

How to Apply for a Heritage Permit

Apply for a heritage permit using our **Heritage Permit Application Form**. This form can be filled out in hard copy or electronically and submitted by mail or in person to **180 Kent Street West (Development Services Hub)** or by email to **heritage@kawarthalakes.ca**.

Your application should include a completed Heritage Permit Application Form and any supporting documents required to review your application. These supporting documents may include:

- Photographs of the property before alterations
- Architectural drawings
- Sign mockups
- Site plan
- Specifications for off the shelf or custom elements, such as windows, doors, or architectural elements
- Relevant studies (heritage impact assessment, etc.) if applicable

Your supporting documents will largely depend on what type of work you are contemplating. If you are unsure of what supporting documents you might need, please reach out to staff who will be happy to assist you.

Please be advised that if you are making an application and are not the owner of the property, such as a tenant or contractor, the property owner must sign off on the application or it will not be processed.

Review and Approval Process

Heritage permits are processed through the Economic Development Office in Development Services. If you are contemplating applying for a heritage permit to make changes to your property, you are encouraged to reach out to staff before making an application. By speaking to staff ahead of time, staff can provide advice, assist you with resources and advise you if there are aspects of your

application that may need modification before it is approved. This can help speed up the approvals process so your application is approved more quickly and without conditions.

Once you submit your application, it will undergo a preliminary review by staff. If there are issues with your application, such that it will not be approved or there are modifications required before it can be approved, staff reach out to you to discuss these and come to a solution.

If your property is individually designated:

- Your application will be reviewed by the Municipal Heritage Committee who will provide a recommendation to staff.
- Staff will then review and approve the application and issue a heritage permit and notice of approval.
- When your application is received, staff will notify you of the date of the next Municipal Heritage Committee meeting. You are welcome to attend the meeting to answer any questions about your application but you are not obliged to do so.
- When the permit is issued, you will then be able to apply for additional permissions, such as building permits, and proceed with your project.

If your property is located in a heritage conservation district:

- Your application will be reviewed and approved by staff and a heritage permit and notice of approval issued.
- You will then be able to apply for additional permissions, such as building permits, and proceed with your project.
- The typical turnaround for a heritage permit located in an HCD is 2-5 business days.

Some major projects, such as the construction of new buildings in a heritage conservation district, demolitions, or redevelopment projects with associated Planning Act applications, may require approvals by Council. If your permit application requires Council approval, staff will advise you and schedule a meeting to discuss the process with you.

If your heritage permit application is not approved or approved with conditions, you can appeal the decision to Council. Should you wish to do this, please contact staff who will walk you through this process.

Fees

There are no fees for heritage permits in Kawartha Lakes unless you are applying to demolish a heritage property. The demolition fee is updated from time to time and can be found in the City's Fee By-law. The fee does not apply to the demolition of non-historic accessory buildings, such as modern garages and sheds, or the removal of modern additions.

If you are applying to demolish a heritage property, the appropriate fee must be submitted at the time of application.

Non-Compliance

Undertaking alterations to a designated property without an approved Heritage Permit is an offence under the Ontario Heritage Act. The Act allows for financial or other penalties. If you undertake alterations without a Heritage Permit, you may be subject to one of the following:

- Requirement to remove the alteration and restore the property to its original condition
- Restoration of the property to its original condition by the City and cost recovery from the owner
- Fines of up to \$1,000,000 dependant on the type and severity of the alteration

Additional Permits and Permission

When you receive a heritage permit for a project, you must also ensure that you are also in receipt of any other permissions from the City that your project might require. This might include:

- Building permit
- Permission under the Planning Act (i.e. minor variances, Zoning By-law Amendment, Official Plan Amendment, Site Plan Approval)
- Septic permit
- Pool permit
- Entrance Permit
- Encroachment Agreement

It is your responsibility to ensure that you all have received all of the required permits and approvals before commencing work on your property.

Some of these permits and approvals may be processed concurrently with your heritage permit application while others must be completed after a heritage permit has been received. **You must apply for and receive a Heritage Permit before submitting an application for a Building Permit or a Sign Permit.** If you are unsure about which applications to submit first, please reach out to Heritage Planning staff.

Guidelines for Commercial and Institutional Signage

Designated property owners are required to obtain a heritage permit to install commercial or institutional signage. Applications for commercial signage should be submitted using the regular heritage permit application form and comply with the City's Sign By-law. The overall goal of signage on heritage buildings should be to complement and enhance

Types of Signs

Traditionally, historic commercial buildings had either signboard above the storefront advertising the name of the business (a primary sign), a blade sign mounted on a decorative arm perpendicular to

the storefront, or both. Commercial heritage properties can choose one or both of these types of signs. Alternatively, wall signs may be appropriate in some areas, such as on side alleys, where there is no existing signboard. Primary signs may also be located on awnings where present on a storefront

For institutional buildings, such as churches or schools, signs may include ground or wall mounted signage, as appropriate for the location and type of building.



Size and Location

Signs attached to buildings should be integral to storefronts and should be located along and within existing signboards, where present, above the main entrance of the store. Signs should be no larger than 600mm in height, unless the existing historic signboard is larger. Blade signs should generally be located as a height above 2.4 metres, and not exceed 1 metre in height and 0.6 metre in length. Blade signs should be located just above or just below an awning, where present, and can be suspended by either a bracket or chains.

Primary signs should be mounted directly to the sign board and should not be installed using aluminum frames. In situations where a sign cannot be mounted without a frame, frames should be low relief and in the same or a coordinating colour to the background of the sign. Signs may not be mounted in existing backlighting frames. These frames must be removed before the new sign is installed.

Signage for institutional buildings is largely dependant on the size and type of building. Wall signage should generally be located on a plain wall away from decorative features, such as decorative entrances. Ground signage should not obstruct views of the building or overwhelm it in size.

Materials

Traditionally, signs were painted on wood or made of raised wood or ceramic letters on a wood base. Raised and pin-mounted plastic or metal lettering and moulded polyurethane signage are good alternatives to traditional wood signage that lessens maintenance but maintains a historic aesthetic. Flat faced acrylic signage is also acceptable but should be manufactured with a matte finish. High-gloss plastic should be avoided in all applications.

Content and Branding

Signage on heritage buildings should be used to identify the business or organization that operates there, as opposed to functioning as advertising. Wording should be simple and concise and should include only the name of the businesses and, in some circumstances, the products or services offered if not evident from the name of the business. Phone numbers, email and street addresses should not be included in the signage. Graphics should be kept to a minimum on primary signs and be secondary to the text of the sign. Graphics can be more predominant in blade signs and symbol-only signs are acceptable for blade signs.

Businesses are not expected to change their branding – including colours or graphics – when installing new signage on a heritage building. However, corporate and branded signage is expected to comply with these guidelines and may require some adaptation to fit the broader sign requirements for heritage buildings.

Traditional Painted Signage

Traditional painted wall and window signage is acceptable on heritage buildings. Painted signage should be undertaken in accordance with the time period and style of the heritage building and should not overwhelm or take away from the character of the building.

Restoration of historic wall advertising should be undertaken using evidence, such as historic photos, to ensure accuracy. Painted signage requires a heritage permit.



Window Decals

Window decals are acceptable on heritage buildings and should complement and enhance the historic aesthetic of the building. Choose historic fonts and graphics that are consistent with the storefront, its architectural features and colour palette.

Window frosting can also be applied to heritage storefronts for privacy screening, such as in professional businesses or in cannabis retail where required. Frosting must be translucent, and windows may not be opaque or blacked out.

Both window decals and privacy frosting require a heritage permit.



Colour Palette

There is no defined colour palette for signage in Kawartha Lakes and businesses are not prohibited from using their brand colours in their signage. The City has a recommended historic colour palette which is included at the end of this guide.

Lighting

Signage on heritage buildings cannot be internally lit. However, externally lighting to highlight signage is acceptable and should complement the historic character of the building.

- Gooseneck lighting or small unobtrusive spotlights can be used to highlight signage.
- Lighting of smaller signage or front door areas can be accomplished using traditional style wall or ceiling mounted fixtures, such as lantern style lighting, or recessed fixtures in plain styles.
- Modern light fixtures should come with technologies that include dark sky compliance and shadow guards.
- Neon, electronic and pulsating lighting are to be avoided except with buildings where that may be in keeping with the character of the building, such as theatres. Businesses that may be considering installing this type of lighting should reach out to staff to discuss their proposal in advance of applying for a heritage permit to ensure compliance with both the heritage permitting guidelines and the City's Sign By-law.



Accessibility

Signage on heritage buildings are not required to be accessible or fulfil AODA guidelines. However, business owners and institutions are strongly encouraged to incorporate accessibility best practices into their designs to deliver the best experience to customers and visitors.

- Signs should incorporate a non-glare finish to reduce glare.
- High contrast will improve the accessibility of signage by either placing light characters on a dark background or visa versa. Avoid colours and shades that are too similar to one another.
- Stylized and difficult to read fonts should be avoided. Sans serif fonts are the most accessible, but basic serif fonts are also readable. Some examples of readable serif fonts include Palatino, Georgia, and Bookman Old Style.
- Text should be large enough to easily read from street level.
- Signs should be uncluttered without too much text, too many sizes of text, or too much imagery that makes a sign hard to read and interpret.

Colour Palette

Kawartha Lakes does not have a required colour palette for heritage properties and you are not required to obtain a heritage permit to paint your property. You do not have to use historically accurate colours to paint your property.

If you are interested in using a historic colour palette for your property, several paint companies have historic lines with colours historically accurate to eighteenth, nineteenth and early twentieth century properties. Consult Benjamin Moore's Historic Collection or Sherwin Williams' Historic Paint Colours for suggestions.

The City has also developed a colour palette with different historically-appropriate colour combinations to give you ideas for your property. All colours referenced in the colour palette are drawn from the Benjamin Moore Historic Collection. **This is an optional colour palette and you are not required to use any of the colour or colour combinations in this guide.**

Typically, painted elements on historic buildings use a primary base colour for the largest painted area of the building, a secondary colour for trim work, and a three colour for elements that require accenting. Our colour palette includes colours in groups of three to help you choose a primary, secondary and accent combination.







Autumn Haze
45YY 67/120
SE20 W



Tuscan Hillside
50YY 30/192
SE20 A



Country Store
10YY 26/321
SE15 A



Water Chestnut
30YY 62/127
SE46 W



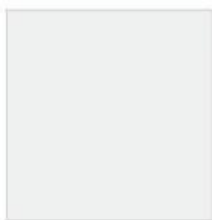
Song Porcelain
00NN 83/000
SE44 W



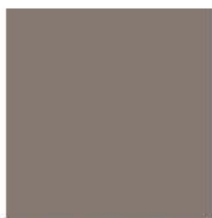
Soaring Eagle
10BB 15/154
SE32 A



Burmese Beige
40YY 51/084
CP46 W



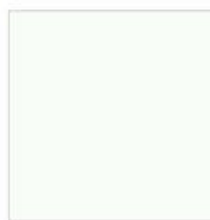
Pelican
30YY 72/018
CP47 W



Grey Mountain
40YY 25/074
CP47 M



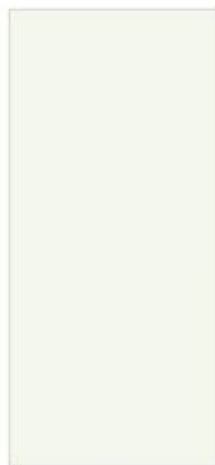
Distant Mountain
70YY 57/098
MC48 W



Natural White
50YY 83/029
MC46 W



Palo Verde
70YY 26/137
MC48 A



Winter Bird
30YY 78/018
DL50 W



Drum Beat
00YR 08/409
DL05 A



Dark Secret
00NN 05/000
DL41 A



Artesian White
20YY 83/025
DL46 W



Fossil Grey
30YY 56/060
DL46 W



Cocoa Mousse
48YR 06/091
DL43 A



For more information or for assistance with your heritage permit application, please contact:

Economic Development Officer – Heritage Planning
180 Kent Street West, Lindsay
705-324-9411 ext. 1366
heritage@kawarthalakes.ca
kawarthalakes.ca

Kawartha Lakes
Jump In

