



APPLICATION FOR A HERITAGE PERMIT

Picton Main Street Heritage Conservation District

The *Ontario Heritage Act* and County By-law No. 3286-2013 prohibit exterior property changes within the Picton Main Street Heritage Conservation District—including alterations, new construction and demolition—unless a heritage permit application has been approved by Council for changes deemed to be “major” or by Planning Staff for changes deemed to be “minor.” Certain alterations that do not require a permit are listed on the attachment to this form; also shown is the District boundary.

Prior to the submission of an application, the applicant is strongly encouraged to meet with a County Planner to confirm whether the proposed work is major or minor in nature, and to discuss the related application requirements. Prior to the meeting, the applicant should review the Picton Main Street Heritage Conservation District Plan, especially Section 4 Design Guidelines, available to read online or download at <https://www.thecounty.ca/residents/services/planning/heritage-conservation/>.

Did you know that you may be eligible to have some costs of your project covered by the Heritage Property Grant program?

This program provides grants to owners of heritage properties for the conservation and preservation of Prince Edward County’s built heritage resources.

To be eligible, the property must be designated under the *Ontario Heritage Act* including individually designated properties and properties in the Picton Heritage Conservation District that contribute to the cultural heritage value of the district. The property must be in compliance with the *Ontario Heritage Act* and any municipal by-laws and have no taxes or other monies owing to the County.

Eligibility requirements, application forms and guidelines are available online at: [thecounty.ca/residents/services/planning/heritage-conservation/heritage-property-grant-program/](https://www.thecounty.ca/residents/services/planning/heritage-conservation/heritage-property-grant-program/)

For more information email heritage@pecounty.on.ca or contact:

Planning Services
 The County of Prince Edward
 280 Picton Main Street, 2nd Floor Picton ON, K0K 2T0
 P: 613.476.2148 F: 613.471.2051

Priority will be given to projects that conserve and/or restore elements of the property as cited in its Historical Attributes Assessment. Property owners are only eligible for one grant per calendar year. For each grant, the property owner can only request funds for one project. Grants are not available for work which has been completed prior to application submission. It is preferred the work not begin until the grant is approved. However, if the work must begin prior to the approval of the grant, a request must be provided to Planning staff and acknowledgement will need to be provided that the work may proceed.

Questions about Heritage Permit Applications should be directed to Planning Services: Call 613.476.2148 or visit 280 Picton Main St., 2nd floor.

Note:

- The accuracy and completeness of this application is the responsibility of the applicant.
- Heritage Permit issuance must precede any other required municipal approval.

Deliver your completed application to Planning Services, 280 Picton Main Street, 2nd floor or Mail it to 332 Main Street, Picton ON K0K 2T0 Attn: Planning Services

Please provide the following information (print in ink)

1. TYPE OF WORK TO BE UNDERTAKEN

Check the type(s) of change encompassed by your application:

- Preservation Restoration Alteration Addition New Building Relocation Demolition

Note:

- “Preservation” means protecting, maintaining and stabilizing the existing form, material and integrity of a heritage building element.
- “Restoration” means bringing a heritage building element back to a previous state; for example, reconstructing a porch, cornice or window casing to match its appearance in a historical photo.

2. PROPERTY INFORMATION

Civic Address	
Ward	Assessment Role No.
Lot	Concession
Registered Plan No.	Lot/Block

2.1 Check current uses: Residential Commercial Institutional Industrial Other (specify)

2.2 Is the property designated under Part IV of the *Ontario Heritage Act*? Yes No

2.3 Is the property subject to a Heritage Easement or Agreement? Yes No

3. CONTACT INFORMATION

Note: Designate only one individual as the contact for the application.

	Property Owner <input type="checkbox"/> Designated Contact	Agent <input type="checkbox"/> Designated Contact
Name		
Address		
Phone		
E-mail		

4. DESCRIPTION OF PROPOSED CHANGES

4.1 Have you consulted with Planning Staff in preparing this application? Yes No

4.2 Describe each type of change to be made and the reason. Attach additional pages if needed.

4.3 Provide visual material that supports your above description. Indicate which of the following you are including:

- Site Plan Survey Photos Architectural Drawings Elevations
- Other (specify)_____

Note: Digital copies are required.

4.4 Check all building elements to be altered and circle (N) if this involves replacement with new materials and/or (R) if it involves restoration:

- Roof (N) (R) Cladding (N) (R) Windows (N)(R) Doors (N) (R)
- Porch (N) (R) Fencing (N) (R) Foundation Walls (N) (R) Landscaping(N) (R)
- Other (specify)_____

4.5 Use the Building Elements Form on page 3 to provide details for each of the above building elements that are to be altered.

Specify: (1) type of material, (2) colour and (3) other details such as brand, specifications, etc.

4.6 Supplement the information on the Building Elements Form with colour samples, product brochures and anything else that will help describe the alterations

Submit the material in an envelope labelled "Supplementary Material".

BUILDING ELEMENTS FORM

Item(s) to be changed	Material: e.g. wood, metal, brick	Colour	<input type="checkbox"/> Manufacturer's Details: check box if supplementary material is provided
Roof <input type="checkbox"/> New <input type="checkbox"/> Restoration			<input type="checkbox"/>
Cladding <input type="checkbox"/> New <input type="checkbox"/> Restoration			<input type="checkbox"/>
Doors <input type="checkbox"/> New <input type="checkbox"/> Restoration			<input type="checkbox"/>
Windows <input type="checkbox"/> New <input type="checkbox"/> Restoration			<input type="checkbox"/>
Trim <input type="checkbox"/> New <input type="checkbox"/> Restoration			<input type="checkbox"/>
Porch/Verandah <input type="checkbox"/> New <input type="checkbox"/> Restoration			<input type="checkbox"/>
Fencing <input type="checkbox"/> New <input type="checkbox"/> Restoration			<input type="checkbox"/>
Foundation Walls <input type="checkbox"/> New <input type="checkbox"/> Restoration			<input type="checkbox"/>
Landscaping <input type="checkbox"/> New <input type="checkbox"/> Restoration			<input type="checkbox"/>
Other <input type="checkbox"/> New <input type="checkbox"/> Restoration			<input type="checkbox"/>

5. CONSISTENCY WITH HERITAGE CONSERVATION DISTRICT PLAN

If your application is for a Major Heritage Permit, please attach a typed description as to how the proposed change is consistent with the:

- Section 4 - Design Guidelines in the Picton Main Street Heritage Conservation District Plan (available at www.thecounty.ca/residents/services/planning/heritage-conservation/picton-heritage-conservation-district/) and
- Parks Canada Standards and Guidelines for the Conservation of Historic Places in Canada (at www.pc.gc.ca).

6. OTHER APPROVALS REQUIRED: Note: Other approvals are to be initiated *after* the Heritage Permit Application is approved.

Check all that apply:

- Minor Variance Rezoning Site Plan Approval Building Permit Sign Permit

7. DECLARATION

I hereby declare that the statements made herein are, to the best of my knowledge, a true and complete presentation of the application.

I also hereby agree to allow the appropriate staff of Prince Edward County to enter the subject property in order to fully assess the scope and merits of the application. Note: property entry, if required, will be arranged with the owner or agent prior to entry.

_____ (signature of Owner or Authorized Agent) _____ (day / month / year)

8. OWNER AUTHORIZATION Note: To be completed by the Owner if an Agent has been appointed

As of the date of this application, I am the registered Owner of the lands described in section 2.

I authorize the submission of this application on my behalf by _____
whom I have appointed as my Agent. (printed name of appointed Agent)

_____ (signature of Owner) _____ (day / month / year)

_____ (printed name of Owner)

FOR OFFICE USE ONLY	
Date Received _____	Received by _____
Application No. _____	File No. _____
Related application no(s). _____	
Date determined complete by staff _____	
Review/Approval Authority	Date (day / month / year)
<input type="checkbox"/> Planning Services _____	
<input type="checkbox"/> PEHAC (if applicable) _____	
<input type="checkbox"/> Council (if applicable) _____	
<input type="checkbox"/> Application APPROVED	
<input type="checkbox"/> Application APPROVED WITH MODIFICATIONS	
<input type="checkbox"/> Application DENIED	

**ATTACHMENT to HERITAGE PERMIT APPLICATION
Heritage Conservation District Boundary**



List of Minor Alterations that *do not require* a heritage permit

1. Minor repairs to exterior building elements in the same style, materials, size, shape and detailing;
2. Weather-stripping and caulking of windows and doors;
3. Installation of eaves troughs and downpipes;
4. Interior renovation work;
5. Installation of utilities including gas and water meters;
6. Re-painting of wood, stucco, brick or metal finishes in traditional or compatible colours (e.g. Canadian historical colour palettes); and
7. Gardening and soft landscaping.

Minor repairs refer to work on components of a building element such as the replacement of a bottom rail of a window sash, panel mouldings on a front door, part of an eave fascia board, a tread on entrance steps or a small area of roof shingles/covering.