



APPLICATION FOR A HERITAGE PERMIT

Heritage Conservation District

The *Ontario Heritage Act* (Section 42.1) requires the issuance of a heritage permit prior to any exterior alteration, new construction or demolition within a designated Heritage Conservation District (HCD). There are two designated HCDs in Prince Edward County, the Picton Main Street Heritage Conservation District (By-law No. 3286-2013) and the Wellington Heritage Conservation District (By-law No. 159-2022). Permit requirements within the two HCDs are outlined in the applicable Heritage Conservation District Plans. Notably, both HCD Plans outline specific classes of alterations that are exempt permit requirements (e.g. repairs to building elements in the same style).

Prior to the submission of an application, the applicant is strongly encouraged to meet with a County Planner to discuss the application process including submission requirements. In advance of the meeting, it is advised that the applicant review the policies of the applicable HCD Plan. Both HCD Plans include criteria by which applications would be classified as minor or major. Minor permit applications are eligible for approval by staff after consulting with the Heritage Advisory Committee whereas major permit applications for more significant interventions must be approved by Council.

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/

For more information email aaa-planning@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 shall precede the establishment of a Site Plan Control Agreement.

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 applicable policy including:

- Sections 3 & 4 - Guidelines in the Picton Main Street Heritage Conservation District Plan (available at [Picton Heritage Conservation District - Prince Edward County Municipal Services](#))
- Sections 4 -10 - Guidelines in the Wellington Heritage Conservation District Plan (available at [Wellington Heritage Conservation District - Prince Edward County Municipal Services](#))
- Parks Canada Standards and Guidelines for the Conservation of Historic Places in Canada (at www.pc.gc.ca).

6. OTHER APPROVALS REQUIRED:

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)

Planning Services _____

BCHAC (if applicable) _____

Council (if applicable) _____

Application APPROVED

Application APPROVED WITH MODIFICATIONS

Application DENIED