

What is a designated property?

The *Ontario Heritage Act*, in effect since 1975, enables local municipalities to protect and manage Ontario's cultural heritage resources. Part IV of the Act provides for municipal designation of individual properties identified as having cultural heritage value.

Properties are designated by municipal by-law, which contains the property location, defines its cultural heritage value or significance through a list of heritage attributes.

Once a property is designated, the City is enabled to manage physical changes to these heritage resources through the Heritage Permit process. Heritage permits ensure proposed changes do not adversely impact the identified heritage value and attributes of designated properties.

How do I apply for a Heritage Permit?

There is no cost to apply for a Heritage Permit. The Heritage Permit application form can be downloaded from the Heritage Planning section of the City of Hamilton website:

www.hamilton.ca/HeritagePlanning

or by contacting Heritage staff via phone, email, mail, or fax (contact information is provided on the rear of this brochure).

For more information contact:

Planning Division

Planning and Economic
Development Department, City
Hall.

71 Main St West, 5th Floor,
Hamilton, Ontario, L8P 4Y5

Phone: 905.546.2424

Fax: 905.546.4202

Email:

CulturalHeritagePlanning@hamilton.ca

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www.hamilton.ca/HeritagePlanning



Flamborough Archives
163 Dundas St E
Waterdown, Ontario
905-540-5161



MY
PROPERTY IS
DESIGNATED
*What does
that mean?*

When is a Heritage Permit Required?

The following are only a few examples of typical alterations that require a Heritage Permit. Please contact Heritage staff directly to confirm if your specific project requires this permit:

- Additions to the portions and elevations of individually designated heritage buildings
- New construction within a Heritage Conservation District
- Demolition of all or part of individually designated heritage buildings, or buildings and structures within a Heritage Conservation District
- Masonry cleaning and repointing
- Replacement or installation of new windows, doors, cladding material, roofing materials, soffits, eaves troughs, and down spouts
- Porch/verandah or chimney reconstruction or construction



Is a permit required for all alterations to my property?

When is a Heritage Permit not required?

It is always best to contact Heritage staff directly to confirm if your specific project can proceed without a Heritage Permit. The following are a few examples of alterations that do not usually require approval of a Heritage Permit:

- Any interior alterations, unless interior elements are specifically defined in the Reasons for Designation or if the interior work will affect the external appearance of the property.
- Structural repairs, unless they affect the external appearance of the building or overall structural integrity.
- Painting, unless on previously unpainted masonry
- Small repairs to soffits, weather stripping, eavestroughs, etc.
- Replacement of cladding or roofing with the same materials
- Repair of broken window glass



What information is to be included in the Heritage Permit Application?

The information varies depending on how you want to alter your property. As a minimum, you should be prepared to provide the following:

1. Plans and Elevation Drawings, to scale, of the existing and/or proposed building(s) or structures
2. A Survey/Site Plan
3. Photographs
4. Catalogues, product samples and/or paint chips showing the products to be used
5. Applications for restoration of original features can be supported with research or historical documentation, including archival photographs of the property, or pictures or plans of similarly styled buildings.

Following review by committees, a decision will be made regarding the permit application and the applicant is notified in writing within 90 days.