

## HERITAGE PERMIT - GENERAL INFORMATION

### ***What is a Heritage Permit?***

A Heritage Permit is required for alterations or demolition to heritage properties designated under Part IV (individual designation) or Part V (Heritage Conservation District designation) of the *Ontario Heritage Act*. There is no fee for a Heritage Permit.

### ***What type of work requires a Heritage Permit?***

Generally, a Heritage Permit is required for exterior alterations to a building/property that change the cultural or heritage attributes of the building/property. For individually designated properties, this information will be listed on the designation by-law. For Heritage Conservation District (HCD) properties within Pickering Village, this list can be found in Sections 8.3.1 and 8.3.2 of the HCD Plan (available online on the Town's website).

**It is best to consult with Heritage Planning Staff at the Town of Ajax first to understand if a Heritage Permit is required for the work you would like to undertake.**

### ***Approval Process***

The approval process has been streamlined to ensure timely processing of applications. If the proposed work is minor in nature and the applicant has met the guidelines and pre-consulted with Heritage Planning Staff, applications may be approved within one to two business days. For applications that are more complex, review with the Town's Heritage Advisory Committee may be required.

If the applicant requires either a Building Permit or needs to go through the Planning approvals process (i.e. Site Plan, Minor Variance etc), the heritage review process will be coordinated through these processes. A formal pre-consultation meeting will be required with any Site Plan Applications. Any application where issues cannot be resolved at the staff or Heritage Advisory Committee level would be forwarded to Council for review and decision. Applicants would be invited to make deputations to Council before any decision is rendered.

### ***Supporting Documents***

Through the Heritage Permit process, applicants are asked to provide documentation of the proposed changes or alterations. Documents can include:

- **Drawings** – Architectural drawings and elevations showing the proposed changes to the structure.
- **Materials** – samples or specifications (brochures) of materials to be used.
- **Photographs** – of existing building and neighbouring buildings or streetscapes if required, historical photographs may be beneficial if available.
- **Site Plans / Surveys** – showing existing and proposed structures on the property, setbacks to property lines and any changes to the layout of the property.
- **Certified Arborist Report** – for the removal of trees larger than 200mm caliper measured at 1.5m above the ground.

**Contact:** If you have any questions, you can contact Mike Sawchuck, Heritage Planning Staff at Ph: 905-619-2529 Ext. 3200 or [michael.sawchuck@ajax.ca](mailto:michael.sawchuck@ajax.ca).