



**TOWN OF AURORA**

**HERITAGE PERMIT APPLICATION FORM**

**PLANNING AND DEVELOPMENT SERVICES**  
**Development Planning Division**  
**Heritage Planning Section**  
Phone: 905-727-3123 ext. 4226  
Fax: 905-726-4736  
Email: [planning@aurora.ca](mailto:planning@aurora.ca)

**Town of Aurora**  
100 John West Way,  
Box 1000, Aurora, ON L4G 6J1  
[www.aurora.ca](http://www.aurora.ca)

December, 2017



HERITAGE PERMIT APPLICATION FORM

FOR OFFICE USE ONLY	
Application Received by	
Heritage Status	Date Received
Application Approved    Yes <input type="checkbox"/> No <input type="checkbox"/>	
Date of Approval	
Approval Authority	
Heritage Permit Number	

Municipal Address		
Registered Plan Number (if applicable)		
Owner	Name	
	Address	
	City	Province
	Postal Code	Phone Number
	E-mail	
Agent (if applicable)	Name	
	Address	
	City	Province
	Postal Code	Telephone
	E-mail	
Other Related Applications (Building/Planning)	Application Number	
Brief Description of Proposed Work (Attach any drawings, specifications, samples or photographs to outline proposed work)		
Signature	Date	

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## HERITAGE PERMIT APPLICATION FORM

Heritage Permit Applications are intended for proposed work on properties within a Heritage Conservation District and for individually designated properties under the Ontario Heritage Act within the Town of Aurora. Applicants are requested to discuss their renovation plans with our Building Division to confirm whether a Building Permit Application is required before completing this Application. There is no fee for submitting this Application.

### **When is a Heritage Permit Required?**

Owners requiring building permits and Site Plan Approval for proposed work on properties in a Heritage Conservation District or properties individually designated under Part IV of the *Ontario Heritage Act* require a Heritage Permit prior to the issuance of the building permit or planning approval. This Application Form is also for minor work that does not require a building permit, but may nevertheless require a heritage permit.

Typical small projects that require a Heritage Permit without other approvals include:

- Replacement siding;
- Cleaning or re-posting masonry (A lime rich mortar is recommended for older homes);
- Replacement windows or doors on elevations visible from the street; and
- Removal of architectural building elements (e.g. shutters, doors, trim, etc.).

### **Heritage Permits are not required for Minor Alterations**

In accordance with Section 41.1 (5)(e) of the *Ontario Heritage Act*, Council has determined the following classes of alterations to be minor in nature, are determined that a heritage permit is not required:

- Any interior work except that which effects external appearance;
- Repair to roof, eaves troughs, chimneys; re-roofing using appropriate material listed in Section 9.8 of the heritage conservation district plan;
- Repair and restoration of original elements using like materials;
- Caulking, window repair, weather stripping, installation of storm doors and windows;
- Minor utility installations, including small satellite dishes;
- Painting;
- Fencing, patios, garden and tool sheds, gazebos, dog houses and other small outbuildings that are not readily visible from the street;
- Lighting, flagpoles;
- Planting;
- Removal of trees smaller than 200mm applier, and any other vegetation on private property;
- Extension of residential parking pads other than in front or flanking yards;
- Ramps and railings to facilitate accessibility, gates installed for child safety; and
- Repair of utilities and public works, installation of public works that are in compliance with the Guidelines in the Heritage Conservation District Plan.

## HERITAGE PERMIT APPLICATION FORM

Please note that these are only examples of alterations. Please inquire as to whether or not a Heritage Permit is required before any work is undertaken. In a Heritage Conservation District, please refer to the Heritage Conservation District Plan for more information.

(The Northeast Old Aurora Heritage Conservation District Plan can be found online at the Town's website under Planning and Development Services, under the Heritage Planning, or by calling Planning and Development Services at 905-727-3123 ext. 4224 or by e-mail at [planning@aurora.ca](mailto:planning@aurora.ca))

### **SUBMISSION REQUIREMENTS**

The Heritage Permit Application must be submitted in such a way that it provides a clear indication of the nature of proposed work in detail. It must also be accompanied with visual representations which demonstrate any proposed work.

Application Forms are commonly accompanied by:

- Drawings;
- Contractor/engineer elevations;
- Site Plans;
- Current photographs of the building and site (noting all elevations);
- Historic photographs;
- References to materials and/or contractors; and
- Addendums of detailed descriptions of proposed work and rationale (if necessary)

### **SUBMISSION DEADLINE**

The schedule for submission deadlines can be accessed from the Town's website, under Planning and Development Services, under the Heritage Planning or by calling Planning and Development Services at 905-727-3123 ext. 4226 or by e-mail at [planning@aurora.ca](mailto:planning@aurora.ca).

### **PROCESSING**

Completed Application Forms should be submitted to the Town of Aurora, Planning and Development Services, 100 John West Way, Box 1000, Aurora, ON L4G 6J1. Upon receiving a complete Application, a Notice of Receipt will be forwarded to the Applicant. The Application Form will be reviewed to determine the required method of approval and approval authority.

Applications in conformity with the Heritage Conservation District Plan may be considered for approval by Heritage Planning. Other items may be brought forward to the Heritage Advisory Committee for their consideration in accordance with the *Ontario Heritage Act*. The Heritage Advisory Committee recommendation is considered by Council.

Applicants may attend Heritage Advisory Committee meetings to speak on their behalf as it relates to their submitted Application. More information regarding delegation forms are available on the Town's website or by contacting Corporate Services at 905-727-3123 ext. 4227.



HERITAGE PERMIT APPLICATION FORM

**AFFIDAVIT**

I/We	of the Municipality of
In the Region of	
solemnly declare that all the statements contained in this Application Form are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of <i>The Canada Evidence Act</i> .	
SWORN before me at the(City/Town)	of(Municipality)
in the (Region, if Applicable)	of
This	day of , 20
Owner/Agent or Applicant	
Commissioner for Taking Affidavits, etc.	



HERITAGE PERMIT APPLICATION FORM

**AUTHORIZATION OF OWNER**

I/We,	
Hereby authorize (Name of Agent or person authorized to sign this Application Form)	
to act as our Agent to sign this Application Form, to appear on my/our behalf at any hearing(s) in respect of the Application and to provide any information or material required by the Town in connection with this Application Form and I/We hereby authorize the Town to collect such information from my/our client.	
Address	
Legal Description	
Signature(s) of Owner(s)	
Name of corporation	
Name	Title
Dated this        day of        , 20	
Signing Officer Signature and Corporation seals, if applicable	
Per Name of corporation	
Name	Title
I/We have the authority to bind the corporation	



HERITAGE PERMIT APPLICATION FORM

**PUBLIC RECORD NOTICE AND RELEASE**

**Public Record Notice:** Pursuant to the section 1.0.1 of the *Planning Act*, R.S.O. 1990, c. P.13, all information and material required in support of your Application Form will be made available to the public.

I understand and agree that my personal information, as well as any other information and material including, but not limited to, drawings, studies, plans, affidavits, etc., provided on this Application Form and/or required as part of this Application Form, will be used to create a record that is available to the general public and I do hereby authorize and consent to the release, disclosure, copying and distribution of any such information and/or material to any person or public body.

I also understand and agree that The Corporation of the Town of Aurora (*the "Town"*) is not responsible for protecting and/or enforcing copyrights or any other intellectual property rights that might attach to any information or material provided or submitted as part of this Application Form.

By signing below, I agree to the foregoing and I also agree to release, waive and forever discharge the Town from all actions, claims, demands, losses, costs, damages, suits, proceedings or liabilities whatsoever related to: (a) the collection, handling and release of any information provided on this form and/or required as part of this Application Form; and (b) any copyright or intellectual property rights that might attach to any information or material submitted as part of this Application Form and made available to the public by the Town pursuant to section 1.0.1 of the *Planning Act*.

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Signature of Owner

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Date