



The Corporation of the City of Kingston
Planning & Development Department
Sustainability and Growth
216 Ontario Street
Kingston, Ontario K7L 2Z3
Phone 613-546-4291, Ext. 3180
Fax 613-542-9965

Located at: 1211 John Counter Boulevard

APPLICATION FOR A HERITAGE PERMIT UNDER THE ONTARIO HERITAGE ACT

THE ACCURACY AND COMPLETENESS OF THIS APPLICATION IS THE RESPONSIBILITY OF THE APPLICANT. FAILURE TO PROVIDE A COMPLETE APPLICATION WILL RESULT IN DELAYS.

DATE FILED: _____ APPLICATION NO: _____

The undersigned hereby applies to the Kingston Municipal Heritage Committee (LACAC) of the Corporation of the City of Kingston **pursuant to Section 33, 34 and 42 of the Ontario Heritage Act, RSO 1990, c.18** for alteration, addition, demolition or removal as described in this application.

1. **NAME OF OWNER** _____

ADDRESS OF OWNER _____

POSTAL CODE _____ **TELEPHONE NO.** _____

EMAIL: _____

2. **LOCATION OF PROPERTY:**

CIVIC ADDRESS _____

LOT NO. and REGISTERED PLAN NO. _____

ASSESSMENT ROLL NO. _____

3. **NAME OF AGENT (IF ANY)** _____

ADDRESS _____

POSTAL CODE _____ **TELEPHONE NO.** _____

EMAIL: _____

4. **BRIEF DESCRIPTION OF WORK TO BE UNDERTAKEN**

The Building is: ___ **proposed** ___ **existing**
Request to: ___ **demolish** ___ **remove** ___ **alter**

Notice of Collection

Personal information, as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected on this application and during the hearing, under the authority of the Planning Act, R.S.O. 1990 and in accordance with MFIPPA. The personal information will be used to assist in making a decision on this matter. All names, addresses, opinions and comments made on this form and during the hearing will be made available for public disclosure. Questions regarding this collection should be forwarded to the Director, Planning & Development Department, The City of Kingston, 216 Ontario Street, Kingston ON K7L 2Z3, telephone 613-546-4291 ext. 3252.

5. **WRITTEN DESCRIPTION:** The writer must provide a complete written description all work to be approved by the Kingston Municipal Heritage Committee (LACAC). This description should complement photos, drawings, detailed construction plans, and any other sketches submitted with the application. Please complete the description on any standard 8 1/2 x 11 paper, either by computer or other means, but in any case in a legible manner and attach to the application.

6. **CONSTRUCTION DRAWINGS, SKETCH PLANS, SCALE DRAWING:** Along with construction drawings and scale drawings, the applicant may also (but not in lieu of) submit a sketch of any alterations made over a photo or free hand. Please note this is a requirement of the Kingston Municipal Heritage Committee and may not be required by other City of Kingston approval agencies. One set of drawings is required to be submitted in an 8 1/2 x 11 format. Please consult with the planner as to whether additional sets of drawings are required in a larger format.

Drawings to scale indicating the existing building must include:

1. overall dimensions;
2. specific sizes of building elements (signs, windows, awnings, etc.);
3. detail information including trim, siding, moldings, etc. including sizes and profiles;
4. electrical/mechanical information, if applicable;
5. materials to be used (these must also be included in the written description of the project) but should be noted on drawings to indicate their location; and
6. construction methods and means of attachment (these must be included in the written description of the project).

7. **PHOTOGRAPHS:** Photographs of the building including general photos of the property, the streetscape in which the property is located, the facing streetscape, and, if the property is located at an intersection, all four corners. Photos of the specific areas that may be affected by the proposed change or alteration must be included.

8. **PROFESSIONAL ASSISTANCE:** Although it is not a requirement to obtain professional assistance in the preparation of this information, the applicant may wish to seek such assistance from an architect, architectural technologist, preservation specialist, or others familiar with the unique requirements of designated heritage buildings.

9. **BUILDING CODES AND BY-LAWS:** It is the applicant's responsibility to address issues relating to public safety and correct building practices and by-law regulations.

10. **OTHER APPLICATIONS**

Do you have any concurrent applications (e.g. Committee of Adjustment)? YES NO

If YES, Please List _____

11. **To Be Completed By City Staff**

DESIGNATED PROPERTY	YES	NO
LISTED PROPERTY	YES	NO
DESIGNATING BY-LAW NO. _____		
<i>Property Listing in Buildings of Architectural and Historical Significance</i>		

VOLUME: _____ PAGE NO: _____

HERITAGE DISTRICT _____

SIGNATURE OF OWNER(S)

SIGNATURE OF AGENT

Please print name legibly under signature.

If the application is signed by an agent, the owner's written authorization for the agent to act, must accompany this application.



APPLICATION FOR A HERITAGE PERMIT UNDER THE ONTARIO HERITAGE ACT INFORMATION SHEET

The application is to be filed with the Planning and Development Department (Office Location: 1211 John Counter Boulevard. – Please call for an appointment). The application must be complete and must be filed by 4:30 p.m. on the appropriate cut-off date. The monthly meetings of the Kingston Municipal Heritage Committee, are usually held the first Monday of each month. Complete applications received after the cut-off date will be placed on the following monthly meeting agenda. This cut-off date is necessary in order to finalize the agenda for mailing to Committee members prior to the date of the meeting.

The dates and times for the meetings, and the cut-off dates for the agendas may be obtained by phone 613-546-4291 ext. 2176 or email: llambert@cityofkingston.ca

Please attend the meeting of the Kingston Municipal Heritage Committee (LACAC) at which your application will be considered in order to be available to answer any necessary questions from the Committee. **This committee is an advisory body to City Council under the Ontario Heritage Act and recommendations are taken to a subsequent Council meeting for final approval.**

If you have not provided a complete application which will meet the Building Division standards for issuance of a building permit, or if you cannot be available at the meeting to answer questions, this **may result in deferral** by the Kingston Heritage Municipal Committee (LACAC). As well, **an applicant must first make application to, and receive approval from the Kingston Municipal Heritage Committee (LACAC) and Council prior to a building permit being issued** by the Building Division for a property designated under the Ontario Heritage Act.

You may contact the City of Kingston Building Department at 613-546-4291, ext. 3265 (Fax: 613-542-9137) for information regarding building permits.

INTENTION AND CLARITY OF SUBMISSION

The Committee must be able to clearly **understand the specific details and visual representations** of any alterations to the historic property and the general physical setting into which the changes are being installed.

The Committee's role in such applications requires sufficient information so they can offer advice to both the applicant and to Council.

The Committee is willing to review alternatives and different approaches and to consider a number of possible solutions. Applicants should provide information on the various possible approaches they are considering.

Specific Projects

The Kingston Municipal Heritage Committee has prepared a series of guidelines and policy statements to assist applicants on a number of subjects including:

- Commercial Signs;
- Masonry Repair; and
- Windows.

Additional application requirements for specific projects are attached as Appendix A

Heritage Districts

For applicants whose projects are located in Heritage Conservation Districts such as Market Square or the Village of Barriefield please ensure you have reviewed the “Conservation Design Guidelines” specific to these areas. Copies are available from City staff.

For new building projects in a Heritage District, application requirements have been attached as Appendix B

APPENDIX A: Additional Information Required for Specific Alterations/ Designation

1. ADDITIONS

The drawings, photographs and written description should adequately describe:

1. Setting and streetscapes;
2. Building proportions and massing;
3. Door and window openings - size, frequency and type;
4. Roof type; and
5. Materials and detailing.

2. WINDOWS / DOORS

Kingston Municipal Heritage Committee (LACAC) encourages the **retention, repair and thermal upgrade** of **original windows and doors** in historic buildings. Doors and windows add a great deal to the character of a building. The size, proportion of width to height, type (casement or vertical slider), and construction detailing, all contribute to heritage character.

Proposed work for windows and doors should include:

1. A written description of the proposed work.
2. Scaled elevations of each type with dimensions to indicate the sizes of the individual components that make up the windows or doors.
3. Larger scale sections through jamb, heads, sills, meeting rails and muntin bars.

3. ROOFING

The application should include the following:

1. A description of proposed roofing **material** to be applied;
2. If there is a request to install a different roofing material the applicant may wish to **investigate** what **the original material** might have been;
3. **Photos** of the entire building;
4. For systems such as metal roofs include dimensions for pan sizes, batten sizes, etc.; and
5. Manufacturer's information if available. Provide colour sample(s).

4. MASONRY WORK

The application should include:

1. A description of the proposed **work, materials** and **methods**;
2. An outline of the **reasons** for the work;
3. **Photos** of the entire building and photos of specific areas;
4. **To scale drawings** of proposed changes if any; and
5. Any reports prepared by professionals with experience in masonry conservation.

5. SIGNS

The application should include:

1. A general written **description** of the proposed sign to be installed;
2. A **photo** of the entire building indicating the proposed **location** of the sign; and
3. A **scale drawing** of the sign with dimensions, materials, methods of construction, colours and means of attachment. Indicate the **means of attachment** to the building.

6. **AWNINGS**

The application should include:

1. **Photos** of the entire building;
2. A **sketch view** of the proposed awning - perhaps over the photo;
3. A **to-scale drawing** of the awning on the building with dimensions, materials, operating mechanism, method of construction, colours and means of attachment; and
4. Details of the **means of attachment. Note that in masonry buildings this** should be arranged to anchor into joints between the masonry units or, perhaps, into wooden building elements

7 **LANDSCAPING (Hard Features Only)**

1. **Provide drawings, i.e., lot plans, sections, details, to adequately describe proposed features such as pools, ponds, retaining walls, fences, etc.**
2. **Provide manufacturer's information where available.**

APPENDIX B:
Application Requirements for New Construction
within
Heritage Conservation Districts

SETTING:

1. Positioning on the lot including dimensions for setbacks, adjacent property lines, etc.;
2. Lot size related to building size; and
3. Streetscapes and demonstrate the applicant's understanding of the character of buildings in the surrounding area

BUILDING SIZES

1. Proportions and massing;
2. Provide an elevation of the street that indicates the overall height of the proposed new building in comparison to the closest existing adjacent and facing properties;
3. On the building elevation indicate the height of the proposed finished floor relative to a fixed datum such as top of sidewalk, i.e., not grade.; and
4. Other.

ROOF TYPE

1. Shape and scope; and
2. Adequate description of material with sizes, colour samples, etc.

WINDOW AND DOOR TYPES

1. Number;
2. Proportions;
3. Frequency; and
4. Type of operation, for example, casement, single hung.

ATTACHMENTS

1. Porches;
2. Trim; and
3. Signage.

MATERIALS

TYPES OF DETAILING