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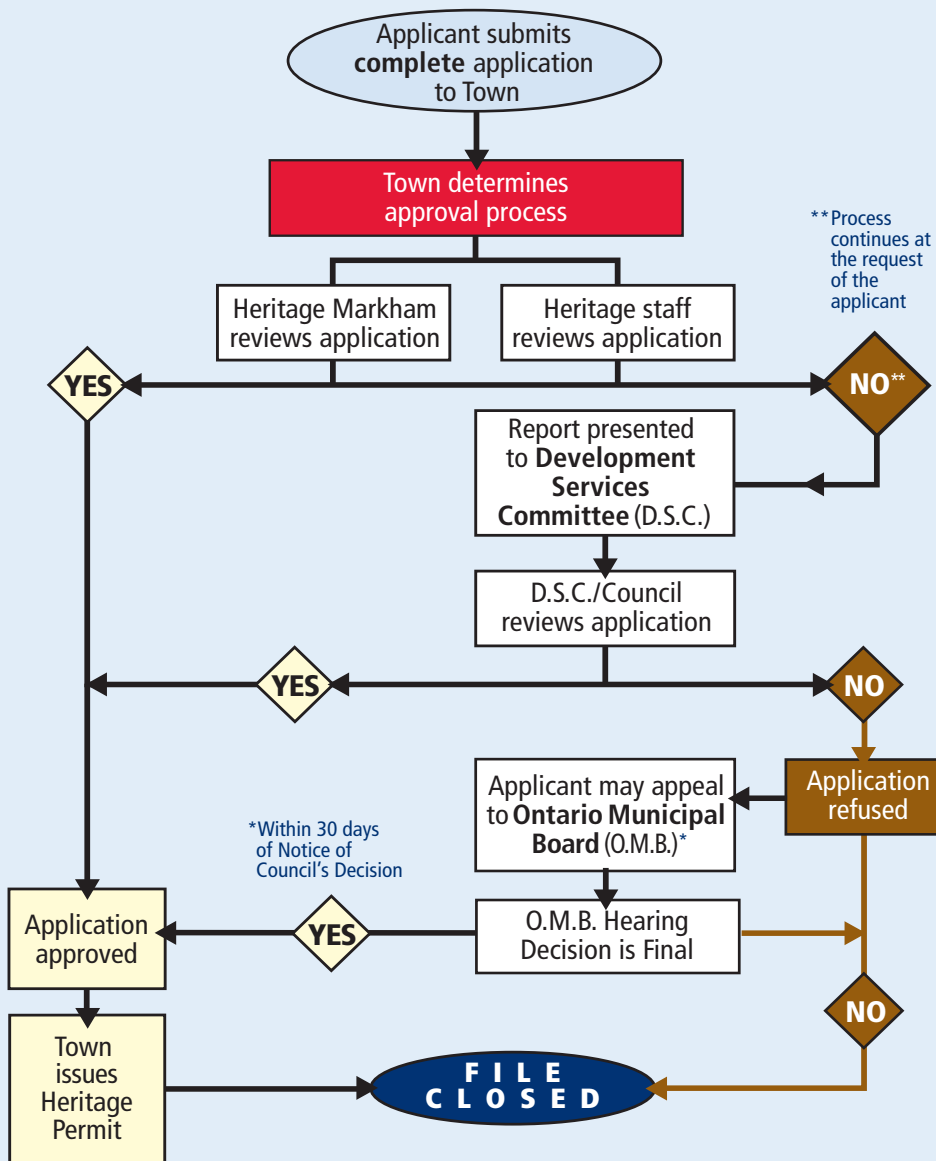
Heritage Permit?

A Heritage Permit is required from the Town before making any minor external building or property alterations to individually designated heritage properties, or any properties located within a heritage conservation district.

The Heritage Permit is only used when no other permits or development approvals are required. The Ontario Heritage Act requires that any alteration to designated heritage properties (unless specifically identified as a minor alteration that does not require a permit) be approved by the municipality.

HERITAGE PERMIT APPROVAL PROCESS

This application process may take 4 to 6 months to complete



This flow chart highlights the basic process – some steps may not be shown.

CONSIDERATIONS: It is always best to check if a heritage permit is required before beginning your project. Permit requirements vary slightly depending on the Heritage District Plan.

We recommend the following:

- review the applicable Heritage Conservation District Plan for guidance
- ensure that heritage attributes and features are conserved
- ensure that new work is complementary and respectful of the heritage building and/or the district character
- consult with Heritage Section staff before you submit an application

There is no fee for a Heritage Permit.

Typical projects requiring a heritage permit include:

- new or different wall cladding or roof treatment
- painting
- masonry cleaning and repointing
- new or different windows or doors
- changes to architectural decorations (verandas, trim, soffits, fascia, etc)
- front yard patios, lamp installations, awnings
- mechanical equipment
- structural repairs that affect the external appearance
- fences
- tree or major vegetation removal (not traditional gardening).

Typically, a Heritage Permit is not required for:

- interior work
- general repairs to existing materials
- paving or re-paving a driveway in asphalt
- backyard features not readily visible from the street.

Pre-consultation

Before submitting an application, we recommend that you take the time to discuss your proposal with Town staff. Heritage staff in the Planning and Urban Design Department can guide you through the process, by providing preliminary comments about the viability of your proposal and ensuring you submit a complete application for consideration. An incomplete application will delay or stop the process.

HOW TO APPLY

Heritage Permit application forms are available at the **Development Services Counter**. They can also be downloaded from the Town's website at www.markham.ca under the Forms and Applications tab "Building and Planning Permits".

Other Documents to Review

If applicable, review these documents, which are available at the **Development Services Counter** prior to filing your application:

- Town of Markham Official Plan/ Secondary Plan Policies
- Zoning By-Law(s)
- Heritage Conservation District Plans
- Heritage Matters in Markham brochure entitled *Conservation Principles - Ontario Ministry of Culture*.

Contact Us

This brochure is part of a series that outlines development processes in the Town of Markham. If you have any questions, please contact the staff of the Development Services Commission.

Development Services Commission

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DEVELOPMENT SERVICES

HERITAGE PERMITS PROCESS GUIDELINES

The Process

The flow chart represents the Heritage Permit Approval process in the Town of Markham. Please keep in mind that each proposal is unique and the process may vary slightly for each application.

Heritage Section staff review each application and either approve the work with or without modifications, or circulate it to Heritage Markham for comment. Heritage Markham is Council's advisory committee on all matters involving the protection and preservation of built heritage resources. If necessary, Council will be consulted if outstanding issues cannot be resolved.