



HERITAGE PERMIT APPLICATION
THE MUNICIPALITY OF CLARINGTON
PLANNING SERVICES DEPARTMENT

MUNICIPAL ADDRESS: _____

	REGISTERED OWNER	APPLICANT (if different from owner)
Owner Name:		
Company:		
Mailing Address:		
E-mail/Fax		
Phone:	()	()

Property is designated under the Ontario Heritage Act as:

- Individual (Part IV) Heritage Conservation District (Part V)

Purpose of Application:

- Building Addition Building Alteration New Construction
 Relocation of a building Building Demolition Other _____

Description of proposed work: _____

Attachments:

- Photographs of structure from the street(s) showing existing front and side elevations
 Elevation drawings showing proposed alteration, addition or new construction
 Manufacturers brochures and/or product sample
 Survey or site plan showing addition, new construction or building removal
 Other _____

Note: Attachments to a Heritage Permit Application should include any drawing, specification or photograph that will provide the necessary information for the project to be evaluated for conformity with the Ontario Heritage Act and/or the Heritage Conservation District Plan. Additional information may be requested.

Additional applications submitted: _____

(i.e. Building permit, minor variance, consent, zoning amendment)

Signature of Owner(s)

Signature of Applicant(if different from the owner)

The Owner **must** sign the application or provide written authorization for the applicant to act on the owner's behalf.

Individually Designated Heritage Properties require a Heritage Permit where an alteration is likely to affect the property's heritage attributes, as set out in the designating by-law.

Examples of Projects requiring a Heritage Permit in a Heritage Conservation District are:

- ❖ Addition to a principle building
- ❖ Demolition of a building
- ❖ Replacement of windows or doors
- ❖ Installation of cladding materials
- ❖ Construction of front yard verandahs or decks
- ❖ Construction of a new building

For a complete listing of the types of projects in a Heritage Conservation District that do and do not require a Heritage Permit please see the Permit Requirement Chart of the Heritage Conservation District Plan ([LINK](#)).

NOTE: Applicants are requested to consult with the Building Division to determine if a building permit application is also required. Please note that a Heritage Permit does not supersede the requirements of the Ontario Building Code Act, the Municipal Act, or the Planning Act.

There is no application fee for a Heritage Permit.

FOR OFFICE USE ONLY	
Date received: _____	Received by: _____
Application Number: _____	Inventory Number: _____
PIN Number: _____	Planning File Number: _____
Related application number(s): _____	
Approval Authority	Date of Approval
<input type="checkbox"/> HCD Advisory Committee	_____
<input type="checkbox"/> Clarington Heritage Committee	_____
<input type="checkbox"/> Planning Services Director	_____
<input type="checkbox"/> Council (if applicable)	_____
<input type="checkbox"/> APPLICATION APPROVED	
<input type="checkbox"/> APPLICATION APPROVED WITH MODIFICATIONS	
<input type="checkbox"/> APPLICATION DENIED	

APPLICATION PACKAGE MUST BE SUBMITTED TO:

Planning Services Department
Municipality of Clarington
40 Temperance Street, Bowmanville, Ontario, L1C 3A6
Phone: (905) 623-3379 Toll Free: 1-800-563-1195 Fax: (905) 623-0830
flangmaid@clarington.net