



**The Corporation of the Town of Orangeville**  
**Heritage Permit Application Form**

**Note:** This application should be used by those persons owning a building within a Heritage Conservation District or individually designated under the Ontario Heritage Act within the Town of Orangeville. The types of external alterations which require a Heritage Permit are explained below.

Applicants are requested to discuss their renovation plans with the Building Division to confirm whether a Building Permit is required. It should be noted that a Heritage Permit does not supersede the requirements of the Ontario Building Code, the Municipal Act or the Planning Act.

**There is no application fee for a Heritage Permit.**

**1. Legal Description**

**Lot & Concession, Former Township**

**Lot(s)/Block(s), Registered Plan**

**Part(s), Reference Plan**

**Property Identification Number (P.I.N.)**

**Municipal Address**

**2. Owner and Agent Information**

**Name of Owner**

**Address**

**Telephone**

**Email**

**Name of Agent  
(if applicable)**

**Telephone**

**Email**

**Note:** To appoint an Agent, the Owner Authorization must be filled out in full, executed and dated. Unless otherwise requested, all communications will be directed to the Agent, if any.

**3. Description of Subject Property Including Current Use(s) and Existing Structures:**

**4. Description of work to be undertaken (attach drawings, specifications, photographs or paint chips where necessary):**

**5. Rationale for work being undertaken (why is it necessary or desirable to make the proposed changes?):**

**6. To the best of your knowledge, has the Town of Orangeville previously made a façade improvement grant to an owner or tenant of this property?**

Yes

No

Unaware

**7. Declaration**

I have read the information provided and all above statements are true to the best of my knowledge.

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**Signature of Owner or Authorized Agent**

Dated at the

of

this

day of

**8. Owner Authorization**

**Note: to be signed by Owner only if an Agent has been appointed.**

**As of the date of this application, I am the registered Owner of the lands described above. I authorize the submission of this application on my behalf by:**

**Name of Appoint Agent (please print)**

**Whom I have appointed as my agent.**

**Date:**

**Signature of Owner**

**Name of Owner (please print)**

## Heritage Permit Application Form

### Processing

Once a complete application is submitted to the Planning Department in the Municipal Offices, Town Hall, 87 Broadway, Orangeville, L9W 1K1 it is reviewed by the Planning Department and representatives of Heritage Orangeville. After this review is complete, a report is prepared and forwarded to Council for consideration.

### Projects Requiring a Heritage Permit

In accordance with the Ontario Heritage Act, R.S.O. 1990, c.O18, as amended, once a Heritage Conservation District designation by-law comes into force, no person, including the municipality, can erect, demolish or remove any building or structure without a permit issued by the Council of the municipality.

A permit is also required for the alteration of the external portion of any building or structure. All internal work is exempt unless it somehow affects the external appearance of the structure.

Typical projects requiring a Heritage Permit include but are not limited to:

- any changes or additions that affect the external appearance
- new or different cladding materials (wall or roof treatment)
- masonry cleaning
- awning and lamp installation
- changes to architectural decorations, including a change of paint colour
- any new or changes to signage (these are also subject to the requirements of the Town's Sign By-law)
- new doors

Typical projects not requiring a Heritage Permit include:

- any interior work unless it affects the external appearance
- repair of broken window panes
- weatherstripping
- eavestrough, roof or chimney repair
- roof repair
- fence repair
- installation of storm windows
- backyard patios, garden and tool sheds, gazebos, dog houses and other small outbuildings in the backyard that are not readily visible from the street
- planting and removal of vegetation of private property

These are just examples of changes. Please refer to the Heritage District Guidelines for more information. Please contact the Planning Department to find out whether you need a heritage permit before any work is undertaken on a building within the District.