



DEVELOPMENT SERVICES COMMISSION  
 101 TOWN CENTRE BOULEVARD  
 MARKHAM, ONTARIO, L3R 9W3  
 (905) 475-4861

## HERITAGE PERMIT APPLICATION

This permit form is to be utilized by persons proposing **external alterations** to **individually designated properties**, and to properties located within a **heritage conservation district** and **Markham Heritage Estates subdivision**. The types of external alterations requiring a Heritage Permit are explained on the reverse of this application.

Applicants are requested to confirm their renovation plans with the Building Standards Department to ensure a Building Permit is not required. The Heritage Permit is only used when no other permits or planning approval are required. A Heritage Permit does not supersede the requirements of the Building Code Act, the Municipal Act or the Planning Act. **There is NO FEE for a Heritage Permit.**

Attachments to this application should include any drawing, photograph or specification that will provide the necessary visual or technical information by which the project can be properly evaluated.

PROPERTY INFORMATION			
Municipal Address:	Street No.:	Street Name:	Unit Num.:
Commercial Name (if applicable)			
OWNER and APPLICANT INFORMATION			
Property Owner Information (check one)		Person(s)	Company
Registered Land Owner:	Surname:	First Name:	
Name	(if Company)	Company Officer:	
Address:	Street No.:	Street Name:	Unit Num.:
Municipality:	Province:		Postal Code:
Telephone: No. ( )	Fax: ( )		E-Mail:
Applicant Information (if different than Owner):			
Application Contact:	Surname:	First Name:	
Address:	Street No.:	Street Name:	Unit Num.:
Municipality:	Province:		Postal Code:
Telephone: No. ( )	Fax: ( )		E-Mail:
I hereby make the above application for a Heritage Permit Application, declaring all the information contained herein is true and correct, and acknowledging the Town of Markham will process the application based on the information provided.			
Signature:		Title:	
Printed Name of Signatory:		Date:	
FOR OFFICE USE ONLY			
Date Rec'd :		Approval Stamp	
<b>Review and Approval/Denial</b>	<b>Date</b>		
Planning Staff			
Heritage Markham			
Council			
Entered into AMANDA by:		Date:	
Application Number:			

## Description of Work to be Undertaken

- Attach drawings, specifications, photographs, paint chips, additional notes as necessary.

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## For Further Information:

Planning and Urban Design Department- Heritage Section  
Telephone 905-477-7000, ext. 2585 Fax 905-475-4739

[heritage@markham.ca](mailto:heritage@markham.ca)

## Heritage Permit Policies

All non-controversial or compliant Heritage Permits can be reviewed and approved by Heritage Section staff.

### Individually Designated Properties

An owner of a property designated under Part IV of the *Ontario Heritage Act* shall not alter or permit the alteration of the property where the alteration is likely to affect the reason for the designation unless an application is made to Council and consent is obtained in writing to make such an alteration.

### Heritage Conservation Districts

In a heritage conservation district, the owner must obtain a permit to **alter any part of the property**, or **erect, demolish or remove any building or structure** on the property. All interior work is exempt unless it somehow affects the external appearance of the structure. 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 (i.e. verandas, trim, soffits fascia, etc)
- Front yard patios, lamp installations, awnings
- Mechanical equipment
- Structural repairs that effect the external appearance
- Fences
- Changes to Commercial Signage Panel Message
- Tree or major vegetation removal (not traditional gardening activities)

#### A Heritage Permit is NOT required for:

- General repairs to weatherstripping, eavestroughs, roofs, chimneys, fences, existing cladding
- Repair of broken window panes to original specifications
- Backyard patios, garden sheds, gazebos and other small outbuildings that are not readily visible from the street (which do not require a Building Permit)

### Markham Heritage Estates Subdivision

All properties in the subdivision are designated. The Agreement of Purchase and Sale fully describes the restrictions imposed on residents. Owners have agreed to ensure that the heritage dwelling and lot remain in the condition approved by the Town, and that **any and all changes** must be approved in writing by the Town prior to the changes being undertaken.

A Heritage Permit will be required for any external alteration to the heritage dwelling's appearance (including colours), the landscape treatment, or any accessory building. The Town may in its discretion refuse to approve of any such proposals which in its opinion are unsuitable or undesirable. The Town may take into consideration the material, detail and colour of all roofs, exterior walls, woodwork, windows, hardware and lighting fixtures, fencing, paving and landscape details proposed and the harmony thereof with the surroundings.