



# CITY OF LONDON HERITAGE ALTERATION PERMIT APPLICATION FORM

Planning and Development  
300 Dufferin Avenue, PO Box 5035 London, ON N6A 4L9  
Tel: 519-930-3500 [heritage@london.ca](mailto:heritage@london.ca)

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## 1. WHAT IS A HERITAGE ALTERATION PERMIT?

Heritage Alteration Permit approval is required prior to undertaking changes to a heritage designated property. These changes could include the alteration, replacement, removal, or destruction of the property's heritage attributes.

The intent of the Heritage Alteration Permit application process is to conserve the cultural heritage value of a heritage designated property and its heritage attributes for future generations.

## 2. WHEN IS A HERITAGE ALTERATION PERMIT REQUIRED?

For properties individually designated, Heritage Alteration Permit approval is required by Section 33(1) of the *Ontario Heritage Act* if any change is likely to affect any of the property's heritage attributes.

For properties designated as part of a Heritage Conservation District, Heritage Alteration Permit approval by Section 42(2.1) of the *Ontario Heritage Act* based on the classes of alterations identified in the applicable Heritage Conservation District Plan.

## 3. WHAT IS THE HERITAGE ALTERATION PERMIT APPLICATION PROCESS?

The following describes the typical process for a Heritage Alteration Permit:

### 1. Contact

A property owner or applicant contacts a Heritage Planner to determine if Heritage Alteration Permit approval is required for a potential or proposed change to a heritage designated property.

### 2. Consultation

Discussions with the property owner or applicant and a Heritage Planner regarding the scope of the proposed change and required information. This may include a pre-consultation meeting and/or a site visit to the property.

### 3. Submit Heritage Alteration Permit application

The property owner or applicant submits the Heritage Alteration Permit application, including all required information, to a Heritage Planner ([heritage@london.ca](mailto:heritage@london.ca)). The Heritage Planner will review the submitted application. If complete, the Heritage Planner will issue a Notice of Receipt, which initiates the legislated ninety (90) day review timeline.

### 4. Type of Review/Approval

The Heritage Planner will determine the type of approval required for the Heritage Alteration Permit application.



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**a) Delegated Authority – By-law C.P.-1502-129, as amended**

The Heritage Planner reviews the Heritage Alteration Permit application and makes a recommendation to the Manager, Heritage approve or approve with terms and conditions.

**b) CACP Consultation, Municipal Council Decision**

The Heritage Planner reviews the Heritage Alteration Permit application and prepares a staff report to the Community Advisory Committee on Planning (CACP) with a recommendation to approve, approve with terms and conditions, or refuse the Heritage Alteration Permit application. With the recommendation of the CACP, Municipal Council will approve, approve with terms and conditions, or refuse the Heritage Alteration Permit application.

**5. Heritage Alteration Permit**

The property owner or applicant receives notification of the decision on their Heritage Alteration Permit application. Changes may be undertaken to the heritage designated property in compliance with the approval or approval with terms and conditions of the Heritage Alteration Permit.

**4. WHAT INFORMATION IS REQUIRED FOR A HERITAGE ALTERATION PERMIT APPLICATION?**

Sections A, B, C, D, E, and F of the Heritage Alteration Permit application form must be completed, and all required information submitted. Attachments must include the required information to provide the descriptive and technical information (information and materials) for the review of the Heritage Alteration Permit application.

Although it is not required to obtain professional assistance in the preparation of a Heritage Alteration Permit application, property owners/applicants are encouraged to seek the assistance of an architect, cultural heritage specialist, or experienced and qualified professional familiar with the requirements of conserving heritage designated properties.

A Heritage Alteration Permit application is deemed complete only when all required information has been received and accepted by the Heritage Planner. The Heritage Planner will review the submitted application to determine if the required information has been received. Once the Heritage Planner determines all the required information has been submitted to the City's satisfaction, a Notice of Receipt will be issued by the Heritage Planner, as required by the *Ontario Heritage Act*.



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The information listed below is required information for a complete Heritage Alteration Permit application:

**a) Description of Property**

Clearly identifying the property and its cultural heritage status pursuant to the *Ontario Heritage Act*.

**b) Proposed Change(s)**

Identifying the type of work, any related applications, a description of the proposed changes, and providing a rationale for the changes required as well as any potential impacts to the heritage attributes of the property.

**c) Required Information**

Required information can vary depending on the type, scale, and extent of the proposed change but generally includes, but is not limited to:

- Written description and specifications of the proposed change(s), including materials and methodology.
- Photographs that depict the existing building(s), structure(s), and heritage attributes that are affected and their condition and context.
- A site plan or sketch that illustrates the location of the proposed change(s).
- Dimensioned drawings of the proposed change(s). Drawings must document the existing condition and the proposed change(s). Drawings must include overall dimensions, specified sizes and labelled building elements, detailed architectural information with sizes and profiles, type of material and finishes specified on the drawings, construction methods and means of attachment. Freehand drawings are discouraged; pencil drawings cannot be accepted.
- All technical cultural heritage studies that are relevant to the proposed change. This could include, but is not limited to:
  - Historical documentation (e.g., old photographs, paint samples).
  - Heritage Impact Assessment.
  - Conservation Plan.

**d) Applicant Information**

Contact information for the property owner, authorized agent, and/or applicant.

**e) Declaration**

**f) Notes for Declaration**

**5. ADDITIONAL INFORMATION**

- There is no fee for a Heritage Alteration Permit application.



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- The maximum review period for a complete Heritage Alteration Permit application is ninety (90) days.
- The property owner or applicant may request a delegation to the CACP when their Heritage Alteration Permit application is being considered.
- The property owner may, within thirty (30) days after receipt of the notice of decision, appeal the Municipal Council's decision to the Ontario Land Tribunal (OLT) by giving notice of the appeal to the OLT and the City Clerk, setting out the objection to the decision and the reasons in support of the objection. Further details, including forms and prescribed fees can be found on the OLT website: [www.olt.gov.on.ca](http://www.olt.gov.on.ca).
- Inspections may be undertaken to verify compliance with the Heritage Alteration Permit.
- Any changes or deviations from the proposed work as submitted in a Heritage Alteration Permit application and approved or approved with terms and conditions shall require an amendment to the Heritage Alteration Permit. Property owners and applicants are encouraged to contact the Heritage Planner if any changes are proposed or contemplated to the alterations authorized by a Heritage Alteration Permit in advance of undertaking any changes.
- Non-compliance with an approved Heritage Alteration Permit, including any terms and conditions, may result in charges laid against the property owner for violation of the *Ontario Heritage Act*.



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SECTION A: DESCRIPTION OF THE HERITAGE DESIGNATED PROPERTY

Municipal Address: \_\_\_\_\_

Heritage Designation: [ ] Part IV By-Law \_\_\_\_\_

[ ] Part V Heritage Conservation District \_\_\_\_\_

SECTION B: PROPOSED CHANGE(S)

Type of Work: [ ] alteration [ ] addition [ ] new building [ ] signage [ ] other

Related Applications: [ ] Building Permit [ ] Sign Permit [ ] other \_\_\_\_\_

Brief Description of Proposed Changes(s): \_\_\_\_\_

Four horizontal lines for describing proposed changes.

Reason for the Proposed Change(s): \_\_\_\_\_

Four horizontal lines for explaining the reason for the proposed change.

Potential impact(s) to the Property's Heritage Attributes: \_\_\_\_\_

Four horizontal lines for describing potential impacts on heritage attributes.



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**SECTION C: REQUIRED INFORMATION**

- Written specifications, including materials and methodology
- Photographs that depict the existing building(s), structure(s), and heritage attributes that are affected by the proposed change(s) and their condition and context
- Site plan or sketch that illustrates the location of the proposed change(s)
- Dimensioned drawings of the proposed change(s)
- Technical cultural heritage studies:
  - Historical documentation
  - Heritage Impact Assessment
  - Conservation Plan
  - \_\_\_\_\_



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**SECTION D: APPLICANT INFORMATION**

<b>Property Owner</b>		
Name		Phone
Address		City
Province		Postal Code
E-mail		
<b>Applicant (complete if Applicant is not the Property Owner)</b>		
Name		Phone
Address		City
Province		Postal Code
E-mail		
<b>Agent Authorized by the Property Owner to Submit the Application</b>		
Name		Phone
Address		City
Province		Postal Code
E-mail		

Who of the above is the primary contact?  Property Owner  Applicant  Agent



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**Property Owner's Authorization**

This must be completed by the Property Owner if the Property Owner is not completing the Heritage Alteration Permit application. If there are multiple Property Owners, an authorization letter from each Owner (with dated, original signature) is required or each Property Owner must sign the following authorization.

I, (we) \_\_\_\_\_, being the  
*Print name(s) of property owner, individual or company*  
registered Property Owner(s) of the subject lands, hereby authorize  
\_\_\_\_\_,  
*Print name of agent and/or company (if applicable)*  
to prepare and submit a Heritage Alteration Permit application.

_____ <i>Signature</i>	_____ <i>Date</i>
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**SECTION E: APPLICANT'S DECLARATION**

This section must be completed by the person submitting the Heritage Alteration Permit application in the presence of a Commissioner of Oaths.

I, \_\_\_\_\_ of the  
*Print name of Applicant*

\_\_\_\_\_ in the Region/County/District of \_\_\_\_\_  
*Print name of City, Town* *Print name of Region/County/District*

solemnly declare that all of the statements contained in this application for a Heritage Alteration Permit at:

\_\_\_\_\_,  
*Property address of Heritage Alteration Permit application*

and all supporting documents are true and complete, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the *Canada Evidence Act*.

Declared before me at the County of Middlesex, in the Municipality of London,

this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Commissioner of Oaths*

\_\_\_\_\_  
*Print name of Applicant*





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**OFFICE USE ONLY**

Complete Application:  (date of receipt) \_\_\_\_\_

Approval Type:  Delegated Authority By-law

Municipal Council

Related Applications:  Building Permit  Sign Permit  other \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Pre-consultation (date): \_\_\_\_\_

CACP (date): \_\_\_\_\_ PEC (date): \_\_\_\_\_ Municipal Council (date): \_\_\_\_\_

AMANDA entry: (date): \_\_\_\_\_

Work completed, Terms & Conditions fulfilled: (date): \_\_\_\_\_