



Heritage Permit Application Submission Guidelines



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What is a Designated Heritage Property?

A designated heritage property is a property that has been identified as having cultural heritage value or interest and is protected under Part IV (individual designation) or Part V (district designation) of the *Ontario Heritage Act* (OHA). Municipalities pass by-laws with description of heritage attributes to formally designate the properties. A list of designated heritage properties is found in the City of St. Catharines [Municipal Heritage Register](#).

What are Heritage Attributes?

Heritage attributes are features (e.g., materials, forms, location and spatial configurations) of the designated heritage property, buildings, and/or structures that contribute to its cultural heritage value or interest. Heritage attributes should be retained to conserve the property's heritage value.

Examples of heritage attributes, categorized by type of cultural heritage value or interest, include:

- **Physical or design:** windows, chimneys, verandahs, porches, doors, cladding materials, millwork, trim, etc.;
- **Historical or associative:** features related to a property's historical associations; and
- **Contextual:** the relationship between a property and its broader setting.

Why is a Heritage Permit Required?

The purpose of the heritage permit process is to manage the physical change of cultural heritage resources and to protect heritage attributes from inappropriate alterations or destruction. The OHA requires that owners of designated heritage properties obtain the consent of City Council prior to commencing alterations that are likely to affect a property's heritage attributes or features. In the City of St. Catharines, the Director of Planning and Building Services has delegated approval of heritage permits with the exception of demolition approvals, which must go before City Council. The intention is not to prevent alterations to heritage properties but rather to guide alterations through a clear process.

Please see [Appendix A: Policy Context](#) for OHA policies and other relevant policies.

When is a Heritage Permit Required?

Work that is likely to result in the alteration of heritage attributes requires approval from the Director of Planning and Building Services, or City Council for demolition approvals. Projects for which a heritage permit is typically required includes significant exterior alterations, additions and work that requires a building permit. However, smaller scale

projects such as the removal of a verandah railing may also require a heritage permit if the project would impact the heritage attributes of a Part IV (individual designation) property, even on elevations not seen from the streetscape.

The types of projects for which heritage permits are required for Part V (district designation) properties is determined by the applicable Heritage Conservation District Plan. The Heritage Conservation District Plans can be found on the City of St. Catharines [Heritage Districts](#) page. The City of St. Catharines has four heritage conservation districts: Port Dalhousie Heritage Conservation District, Power Glen Heritage Conservation District, Queen Street Heritage Conservation District and Yates Street Heritage Conservation District. Please see [Appendix B: Heritage Conservation District Alteration Policies](#) for the types of alterations permitted in each Heritage Conservation District.

The Heritage Permit Application Process

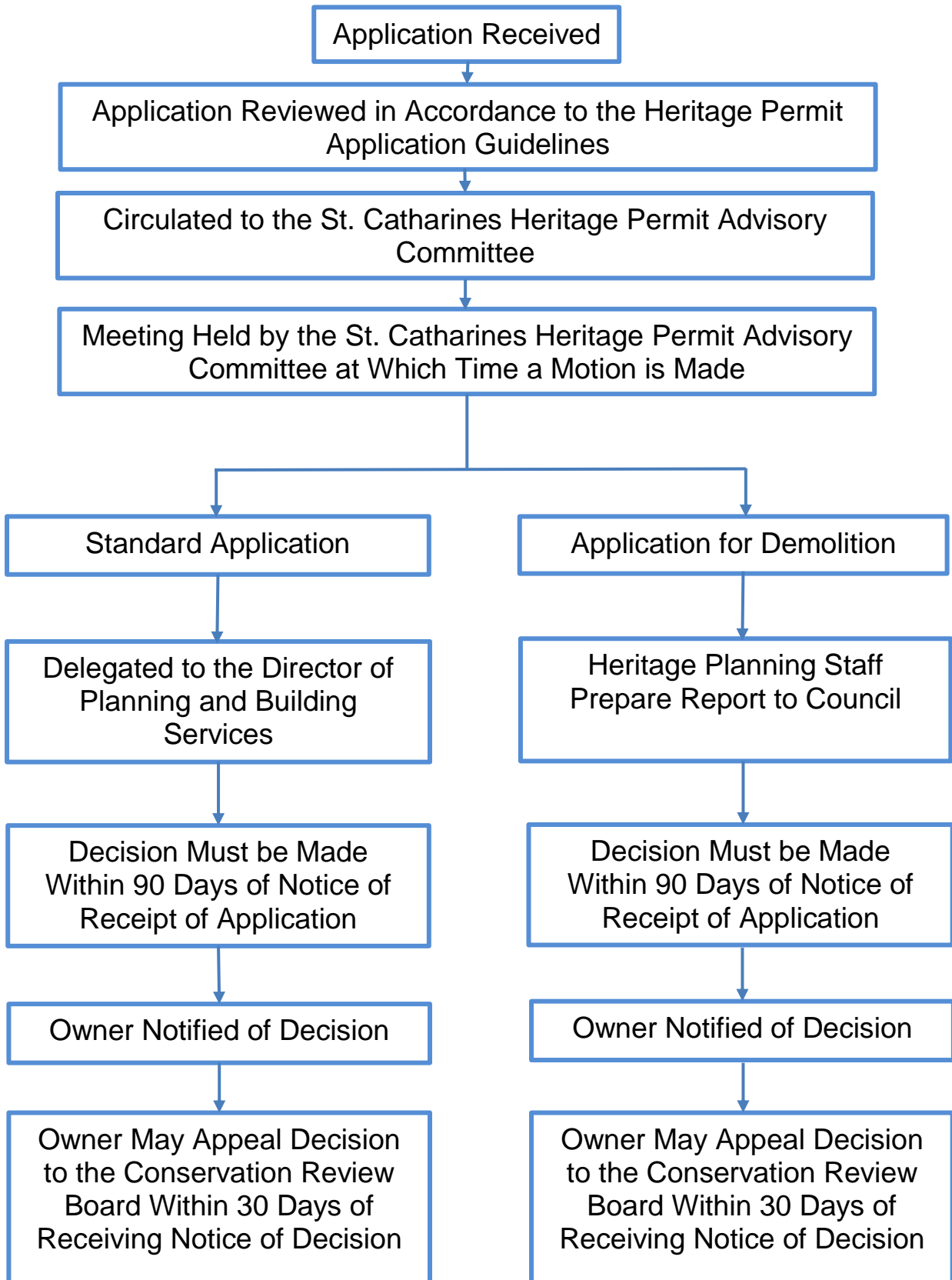
1. The property owner (applicant) reviews the Heritage Permit Guidelines and contacts Heritage Planning staff to discuss the proposed work and to confirm whether it requires a heritage permit.
2. A complete Heritage Permit Application is submitted by the applicant, at least two weeks in advance of meetings. Heritage Planning staff send a notice of receipt to the applicant once the complete Heritage Permit Application is received. Complete applications may include supporting documentation such as detailed plans, photographs and written documentation.
3. The St. Catharines Heritage Permit Advisory Committee (SCHPAC)* meets to review the application. The applicant is strongly encouraged to attend the meeting should any questions arise. The SCHPAC recommends approval (with or without conditions), deferral (pending additional information) or denial/refusal of the application.
4. The SCHPAC and Heritage Planning staff submit a recommendation to the Director of Planning and Building Services or City Council, as applicable.
5. The Director of Planning and Building Services or City Council, as applicable, considers the recommendations and makes a decision. The decision must be made within 90 days of the applicant receiving a notice of receipt of a complete application.
6. The applicant is notified of the decision and may appeal the decision to the Conservation Review Board within 30 days of receiving notice.

* The SCHPAC typically meets on the last Thursday of every month at 4:30 pm in the Burgoyne Woods Room, Third Floor, City Hall (50 Church Street). For more information

and to review meeting agendas and minutes, please visit the [St. Catharines Heritage Permit Advisory Committee webpage](#).

Please note that heritage permits should be obtained before seeking other approvals, including minor variances from the Committee of Adjustment, approvals from Building Services, site plan approvals, etc. The applicant is responsible for checking with City staff to determine if their project requires any additional permits or approvals. All works done to a property, regardless of whether a heritage permit is required, must comply with the requirements of the Zoning By-law and *Ontario Building Code*. Heritage permits expire after two years of the approval date.

Process Flow



Complete Applications & Supporting Documentation

In order for Heritage Planning staff and the SChPAC to have a complete understanding of the scope of work, the heritage permit application must contain sufficient supporting documentation. Under the OHA, an incomplete application cannot be processed until all documents are included and a notice of receipt is issued.

In addition to the application form (containing a description of the property and its attributes, the proposed alterations and its effects on the heritage attributes), applicants may be required to submit the following supporting documentation (12 physical copies and a corresponding digital file) to showcase their intent and scope of the proposed project:

Drawings/Plans – a sketch of the proposed work made over a photograph may be acceptable for small projects but is not to be submitted in lieu of architectural drawings if requested by staff. Detailed architectural drawings may include elevations, drawn to scale.

Photographs – views of the property from the streetscape, elevation views from each direction, detailed photographs of applicable portions of the property and structures, and photographs of the nearby streetscape and neighbouring properties.

Registered Survey – shows all structures, all critical setbacks and distances from adjacent properties, and the location of proposed work; prepared by an Ontario Land Surveyor.

Site Plans – shows existing and proposed structure(s)/addition(s), setbacks, lot lines, areas of demolition, location of proposed site features and accessory structures.

Floor Plans – outlines the arrangement of interior spaces, including the existing and proposed alterations, as well as windows and doors.

Building Elevations – shows elevations from each direction of the proposed addition/alteration. Recommended details to include are: building height, grade, floor elevations, window/door openings, roof slopes, materials, lighting, etc.

Material Specifications – proposed colours, materials, sizes, etc. and samples of materials will assist Committee members and staff in making decisions.

Cultural Heritage Studies – studies such as Heritage Impact Assessments, Salvage and Documentation Reports, Commemoration Briefs and/or Conservation Plans prepared by qualified heritage professionals (Professional members of the Canadian Association of Heritage Professionals) may be required to support heritage permit applications.

Clear dimensions of the building proportions and massing should be included, as well as clear dimensions of door and window openings with respect to size, type and style (as

applicable). Construction methods and means of attachment should also be included in the written description.

In the event that staff believe that there is an insufficient understanding of the scope of work, the applicant will be notified and the application will be deferred or denied until sufficient information is provided. Drawings/plans that are not final cannot be supported in principle by the SChPAC and staff.

Summary of Supporting Documentation Required by Type of Project

For some projects, Heritage Planning staff and the SChPAC may determine that a few photographs are sufficient to support a permit application.

With larger projects, additional supporting material is required. The following summary outlines what supporting documentation is generally required by type of project:

New Signage

- Photographs (streetscape and property perspective)
- Site plan
- Affected elevations
- Design of sign (dimensions, materials list and colour scheme)

Large Maintenance Projects/Major Upgrade/Major Alterations

- Photographs
- Material samples
- Work specifications and methods

Exterior and Interior Restorations

- Photographs of features and attributes
- Description of restoration techniques
- Material samples
- Historical photographs or reference documents
- Construction specifications

Additions* and New Construction

- Photographs
- Site plan
- Existing plans and elevations
- Proposed plans and elevations
- Material samples
- Construction specifications

Land Division*

- Photographs
- Present registered survey
- Site plan and subdivision

Relocation of an Existing Building*

- Photographs
- Present registered survey
- Site plan
- Existing plans and elevations

Demolitions*

- Photographs of structures proposed for demolition
- Present registered survey
- Existing plans and elevations
- Heritage Impact Assessment

* Please note that Heritage Planning staff may determine that cultural heritage studies prepared by qualified heritage professionals (Professional members of the Canadian Association of Heritage Professionals), such as Heritage Impact Assessments, Conservation Plans, Salvage and Documentation Reports, Commemoration Briefs, etc., are required.

Evaluation Standards for Heritage Permit Applications

Heritage permit applications are evaluated with respect to the OHA, the City of St. Catharines Garden City Plan, the designating by-laws and/or district plans, and other guidelines that promote the best practices of heritage conservation, such as the [*Standards and Guidelines for the Conservation of Historic Places in Canada*](#). Property owners may obtain a copy of the district plans through the City of St. Catharines [Heritage Districts](#) page. Designating by-laws are available through Heritage Planning staff or online through the [Ontario Heritage Act Register](#).

Applications should demonstrate how the proposed work is consistent with the Garden City Plan, the designating by-law for individual properties (Part IV) or the district plan for properties within a Heritage Conservation District (Part V). Applications should also demonstrate how the proposed work is consistent with the best practices of heritage conservation. Applicants are encouraged to discuss their scope of work with Heritage Planning staff.

The following are the general standards for preservation, rehabilitation, and restoration from Parks Canada's *Standards and Guidelines for the Conservation of Historic Places in Canada*.

General Standards for Preservation, Rehabilitation and Restoration

1. Conserve the heritage value of an historic place*. Do not remove, replace or substantially alter its intact or repairable character-defining elements. Do not move a part of an historic place if its current location is a character-defining element.
2. Conserve changes to an historic place that, over time, have become character-defining elements in their own right.
3. Conserve heritage value by adopting an approach calling for minimal intervention**.
4. Recognize each historic place as a physical record of its time, place and use. Do not create a false sense of historical development by adding elements from other historic places or other properties, or by combining features of the same property that never coexisted.
5. Find a use for an historic place that requires minimal or no change to its character-defining elements.
6. Protect and, if necessary, stabilize an historic place until any subsequent intervention is undertaken. Protect and preserve archaeological resources in place. Where there is potential for disturbing archaeological resources, take mitigation measures to limit damage and loss of information.
7. Evaluate the existing condition of character-defining elements to determine the appropriate intervention needed. Use the gentlest means possible for any intervention. Respect heritage value when undertaking an intervention.
8. Maintain character-defining elements on an ongoing basis. Repair character-defining elements by reinforcing their materials using recognized conservation methods. Replace in kind any extensively deteriorated or missing parts of character-defining elements, where there are surviving prototypes.
9. Make any intervention needed to preserve character-defining elements physically and visually compatible with the historic place and identifiable on close inspection. Document any intervention for future reference.

Additional Standards Relating to Rehabilitation

10. Repair rather than replace character-defining elements. Where character-defining elements are too severely deteriorated to repair, and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements. Where there is insufficient physical evidence, make the form, material and detailing of the new elements compatible with the character of the historic place.

11. Conserve the heritage value and character-defining elements when creating any new additions to an historic place or any related new construction. Make the new work physically and visually compatible with, subordinate to and distinguishable from the historic place.
12. Create any new additions or related new construction so that the essential form and integrity of an historic place will not be impaired if the new work is removed in the future.

Additional Standards Relating to Restoration

13. Repair rather than replace character-defining elements from the restoration period. Where character-defining elements are too severely deteriorated to repair and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements.
14. Replace missing features from the restoration period with new features whose forms, materials and detailing are based on sufficient physical, documentary and/or oral evidence

* Historic place: A structure, building, group of buildings, district, landscape, archaeological site or other place in Canada that has been formally recognized for its heritage value.

** Intervention: Any action, other than demolition or destruction, that results in a physical change to an element of a historic place.

Best Practices for Heritage Conservation

- Hire consultants, architects and contractors that are experienced with heritage properties (please see the [Professional Directory](#) maintained by the Canadian Association of Heritage Professionals).
- Regular maintenance to prevent future major repairs and the associated high costs.
- Use suitable repair materials such as lime-based mortar instead of Portland cement for masonry repairs.
- Do not paint or coat untreated surfaces such as exterior brick and stone walls. Individual brick and stones should be repaired. Stucco-style coatings should be avoided as they harm the original materials such as brick.
- Refrain from modifying the building in a way that interferes with its original architectural style.
- Avoid adding “replica” details that did not originally exist or were never envisioned for the building.
- Avoid replacing historical features with incompatible modern materials.

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- Modern facilities and services should be placed in discrete areas of the building.
- Be sensitive when maintaining historical features. Historic materials will be damaged by improper treatment such as sandblasting.
- Recognize, respect and embrace the cultural and historical value of the property.
- For additional information on historic building materials, please see the [Standards and Guidelines for the Conservation of Historic Places in Canada](#) 4.5 Guidelines for Materials.

For more information, contact:
Heritage Planner
Planning and Building Services
City Hall (Ground Floor)
PO Box 3012
50 Church Street
St. Catharines, ON
L2R 7C2

Phone: (905) 688-5600
Email: pbs@stcatharines.ca
Web: www.stcatharines.ca

Appendix A: Policy Context

Ontario Heritage Act – OHA (2005)

The OHA enacts legislative protection for designated heritage properties regarding conservation standards, alternatives to demolition, mitigation measures and more.

Section 33 of the OHA outlines that written consent must be provided prior to proceeding with alterations that may influence heritage attributes.

“33 (1) No owner of property designated under section 29 shall alter the property or permit the alteration of the property if the alteration is likely to affect the property’s heritage attributes... unless the owner applies to the council of the municipality in which the property is situate and receives consent in writing to the alteration”.

Section 34 of the Ontario Heritage Act states:

“34 (1) No owner of property designated... shall demolish or remove a building or structure on the property or permit the demolition or removal of a building or structure on the property unless the owner applies to the council of the municipality in which the property is situate and receives consent in writing to the demolition or removal. 2002, c. 18, Sched. F, s. 2 (18); 2005, c. 6, s. 22 (1).”

Section 42 of the Ontario Heritage Act states that a permit is required for any alterations other than the interior of any structure, as well as any construction or demolition of a structure.

“42 (1) No owner of property situated in a heritage conservation district... shall do any of the following, unless the owner obtains a permit from the municipality to do so:

- 1. Alter, or permit the alteration of, any part of the property, other than the interior of any structure or building on the property.*
- 2. Erect, demolish or remove any building or structure on the property or permit the erection, demolition or removal of such a building or structure. 2005, c. 6, s. 32 (1).”*

Ontario Planning Act (1990)

Section 2(d) of the Planning Act states:

“...the conservation of features of significant architectural, cultural, historical, archaeological or scientific interest...”

Conservation of features is of interest to the Province and councils of municipalities, local boards and other local parties. Municipalities shall be responsible for following interest in accordance of the Act.

Provincial Policy Statement – PPS (2014)

The Provincial Policy Statement (PPS) sets the foundation for Ontario’s policy planning system. It delivers policy direction for municipalities and local authorities that make key decisions regarding land use planning.

Section 2.6.1 of the PPS states:

“Significant built heritage resources and significant cultural heritage landscapes shall be conserved.”

Section 2.6.3 of the PPS states:

“Planning authorities shall not permit development and site alteration on adjacent lands to protected heritage property except where the proposed development and site alteration has been evaluated and it has been demonstrated that the heritage attributes of the protected heritage property will be conserved.”

These two policies are approaches to conserve heritage attributes and mitigate alternative approaches influenced by alterations and developments. The Provincial Policy Statement and Ontario Heritage Act work together to protect Ontario’s cultural heritage.

City of St. Catharines Garden City Plan (2013)

Section 3.1.6 of the City of St. Catharines Official Plan (2013) states:

“Development/redevelopment and site alteration may be permitted on adjacent lands to protected heritage property pursuant to Part IV and V of the Ontario Heritage Act, where the proposed development or site alteration has been evaluated and it has been demonstrated that the heritage attributes of the protected heritage property will be conserved.

Mitigative measures and/or alternative development approaches may be required in order to conserve the heritage attributes of the protected heritage property affected.”

Section 3.1.10 of the City of St. Catharines Official Plan (2013) states:

“The City shall encourage the adaptive reuse of heritage properties. Any permitted redevelopment shall ensure, where possible, that the original building fabric and architectural features are retained and restored and that any new additions will complement the existing building.”

These two policies regulate alterations to heritage properties. The City of St. Catharines Official Plan ensures that development to heritage properties are done with consideration to best practices.

Appendix B: Heritage Conservation District Alteration Policies

With respect to any alteration that does not require a heritage permit but may result in a noticeable change, the applicant/property owner should consult the technical and/or design guidelines in the applicable district plan as well as consult with Heritage Planning staff.

Figure 1: Power Glen Heritage Conservation District

Alteration	Permitted in Heritage District	Heritage Permit Required	District Plan Policy
Interior alterations	Yes	No	Section 6.4
Continuing maintenance (e.g., Soffit/eavestrough replacement)	Yes	No	Section 6.4
Installing storm windows and doors	Yes	No	Section 6.4
Painting	Yes	No	Section 6.4
Installation of number and name signage for residences	Yes	No	Section 6.4
Installation of porch or security lighting	Yes	No	Section 6.4
Installation of eavestroughs and downspouts	Yes	No	Section 6.4
Installation of fixed, seasonal, temporary canopies and awnings either affixed to homes or freestanding	Yes	No	Section 6.4
Installation of replacement stairs/steps	Yes	No	Section 6.4
Installation of decks at rear/side of buildings	Yes	No	Section 6.4

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Installation of satellite dishes	Yes	No	Section 6.4
Installation of aluminum siding on structures without siding	Yes	No	Section 6.4
Application of stucco on existing non-stuccoed structures	Yes	No	Section 6.4
Application of any masonry veneers to existing structures	Yes	No	Section 6.4
Removal of wood on slate roofing and replacement by asphalt shingles	Yes	No	Section 6.4
Removal of chimneys	Yes	No	Section 6.4
Removal of minor architectural decorative features	Yes	No	Section 6.4
Construction of sheds under 100 square feet	Yes	No	Section 6.4
An alteration not visible from the street that does not require a building permit	Yes	No	Section 6.4
Installation of pools (above or below ground)	Yes	No	Section 6.4
Landscaping	Yes	No	Section 6.4
Interior Alterations	Yes	No	Section 6.4
Maintenance or small repairs	Yes	No	Section 6.4
Installation of storm windows and doors weather stripping or concealed insulation eaves trough or down spout replacement	Yes	No	Section 6.4
Painting except for previously unpainted stone or brick	Yes	No	Section 6.4
Painting of doors, windows, trim or architectural detailing	Yes	No	Section 6.4

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Painting of painted stucco or wood siding	Yes	No	Section 6.4
Installation of number and name signage on residences	Yes	No	Section 6.4
Installation of porch or other security lighting	Yes	No	Section 6.4
Installation of eavestroughs	Yes	No	Section 6.4
Installation of downspouts	Yes	No	Section 6.4
Installation of storm windows	Yes	No	Section 6.4
Installation of storm doors	Yes	No	Section 6.4
Installation of seasonal, temporary canopies and awnings of canvas material	Yes	No	Section 6.4
Installation of replacement stairs to steps	Yes	No	Section 6.4
Installation of decks at rear of buildings not on corner lots	Yes	No	Section 6.4
Other similar minor alterations or changes that do not require a building permit	Yes	No	Section 6.4
Exterior wall re-cladding	Yes	Yes	Section 6.5
Replacement of windows and doors	Yes	Yes	Section 6.5
Additions (porches, decks, garages, sunrooms and added living or operational space)	Yes	Yes	Section 6.5
New accessory structure	Yes	Yes	Section 6.5
Construction of new dwelling	Yes	Yes	Section 6.5

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Demolition of an existing structure	Yes	Yes	Section 6.5
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Figure 2: Port Dalhousie Heritage Conservation District

Exterior Alterations and Additions	Permitted in Heritage District	Heritage Permit Required	District Plan Policy
Interior Alterations	Yes	No	Section 7.7.3
Maintenance or small repairs	Yes	No	Section 7.7.3
Installation of storm windows and doors weather stripping or concealed insulation eaves trough or down spout replacement	Yes	No	Section 7.7.3
Painting except for previously unpainted stone or brick	Yes	No	Section 7.7.3
Painting of doors, windows, trim or architectural detailing	Yes	No	Section 7.7.3
Painting of painted stucco or wood siding	Yes	No	Section 7.7.3
Installation of number and name signage on residences	Yes	No	Section 7.7.3
Installation of porch or other security lighting	Yes	No	Section 7.7.3
Installation of eavestroughs	Yes	No	Section 7.7.3
Installation of downspouts	Yes	No	Section 7.7.3
Installation of storm windows	Yes	No	Section 7.7.3
Installation of storm doors	Yes	No	Section 7.7.3
Installation of seasonal, temporary canopies and awnings of canvas material	Yes	No	Section 7.7.3
Installation of replacement stairs to steps	Yes	No	Section 7.7.3

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Installation of decks at rear of buildings not on corner lots	Yes	No	Section 7.7.3
Other similar minor alterations or changes that do not require a building permit	Yes	No	Section 7.7.3
Installation of satellite dishes	Yes*	No	Section 7.7.3
Installation of fixed canopies and awnings of canvas aluminum and like material	Yes*	No	Section 7.7.3
Installation of aluminum siding on existing structures without aluminum siding	Yes*	No	Section 7.7.3
Application of stucco on existing non-stuccoed structures	Yes*	No	Section 7.7.3
Application of any masonry veneers to existing structures	Yes*	No	Section 7.7.3
Removal of slate roofing and replacement by asphalt shingles	Yes*	No	Section 7.7.3
Removal of wood roof shingles and replacement by asphalt roof shingles	Yes*	No	Section 7.7.3
Removal of chimneys	Yes*	No	Section 7.7.3
Painting any previously unpainted masonry structure (brick, stone or concrete)	Yes*	No	Section 7.7.3
Removal of minor architectural decorative feature	Yes*	No	Section 7.7.3
Construct a new, principal building	Yes	Yes	Section 7.7.3
Construction of a garage or a carport	Yes	Yes	Section 7.7.3
Construct an addition to an existing non-heritage building in the district	Yes	Yes	Section 7.7.3
Relocate a building	Yes	Yes	Section 7.7.3

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Minor changes that are part of a major change requiring a building permit	Yes	Yes	Section 7.7.3
Demolition of entire buildings and structures	Yes	Yes	Section 7.7.3
Make alterations to an existing building which significantly affects the external appearance of a building such as changing existing roofing material, installing large canopies or other large features	Yes	Yes	Section 7.7.3
Demolishing portions of an existing building that significantly affects the external appearance of a building such as removing porches or substantial chimneys	Yes	Yes	Section 7.7.3
Installation of new doors cut into existing walls	Yes	Yes	Section 7.7.3
Installation of new windows cut into existing walls	Yes	Yes	Section 7.7.3
Installation of new dormers	Yes	Yes	Section 7.7.3
Construction of storage sheds	Yes	Yes if over 100 sq ft.	Section 7.7.3
Installation of fascia signage or freestanding sign	Yes	Yes	Section 7.7.3
Installation of fences over 1 metre in front yards and along corner lot lines	Yes	Yes	Section 7.7.3

Figure 3: Queen Street Heritage Conservation District

Alteration	Permitted in Heritage District	Heritage Permit Required	District Plan Policy
Painting of trim	Yes	No	Section 9-4
Replacement of asphalt shingles in kind and of the same colour	Yes	No	Section 9-4
Painting of masonry surfaces	Yes	Yes	Section 9-4
Alterations which would materially affect the character or external appearance of a building	Yes	Yes	Section 9-4
New construction comprising freestanding buildings (e.g., new garage)	Yes	Yes	Section 4-4, 5.17.5
Construction of an addition	Yes	Yes	Section 4-4, 5.17.5
Construction of new dwelling	Yes	Yes	Section 9-4
Demolition of an existing structure	Yes	Yes	Section 9-4

Figure 4: Yates Street Heritage Conservation District

Alteration	Permitted in Heritage District	Heritage Permit Required	District Plan Policy
Major external alteration of a building or structure	Yes	Yes	Section 8.0
Additions (porches, decks, garages, sunrooms and added living or operational space)	Yes	Yes	Appendix 3
New accessory structure	Yes	Yes	Section 8.0
Construction of new dwelling	Yes	Yes	Section 8.0
Demolition of an existing structure	Yes	Yes	Section 8.0