

HERITAGE PERMIT APPLICATION FORM

PROJECT SUMMARY:

☐ Addition ☐ Renovation ☐ Demolition ☐ Other (Specify): _____

Location of Work: _____

Summary of Proposed Work: _____

Proposed Start Date: _____ Proposed End Date: _____

Estimated Cost of Project: \$ _____

APPLICANT INFORMATION:

Name of Applicant: _____

Applicant's Address: _____

Postal Code: _____ Email: _____

Primary Phone: _____ Secondary Phone: _____

OWNER'S INFORMATION (if owner not the applicant):

Name(s) of Property Owner(s): _____

Owner's Address: _____

Postal Code: _____ Email: _____

Primary Phone: _____ Secondary Phone: _____

CONTRACTOR'S INFORMATION (if contractor not the applicant):

Company: _____ Contact Name: _____

Contractor's Address: _____

Postal Code: _____ Email: _____

Primary Phone: _____ Secondary Phone: _____

Contractor possesses current City of Brandon Business License ☐ Yes ☐ No

ARCHITECT OR ENGINEER'S INFORMATION (if not the applicant):

Company: _____ Contact Name: _____

Architect or Engineer's Address: _____

Postal Code: _____ Email: _____

Primary Phone: _____ Secondary Phone: _____

As the applicant, I confirm and verify to the City that

☐ I am the registered owner of the site.

☐ I have written authorization from the registered owner(s) of the site to make this application.

As the applicant, I confirm and verify to the City that

☐ I have also applied for a development or building permit for the proposed work on the site.

☐ I will apply for a development or building permit for the proposed work on the site.

☐ a development or building permit is not required for the proposed work on the site.

As the applicant, I confirm and verify to the City that the information provided on this application form is true and complete.

Signature of Applicant

Date

Heritage Permits

A Municipal Heritage Site is a legally recognized and protected site that has significance to the community's history and heritage. Significance can include an association with an important person, event or theme in the community's history, notable architecture or materials, recognition as a community landmark, or a connection to everyday experiences or spiritual lives of residents. A heritage permit is often required for work done on a Municipal Heritage Site.

Documentation and Fee Requirements

- Application Fee: See fee schedule
- Status of Title: Available at Brandon Land Titles Office, 705 Princess Ave.
- Letter of Intent: As per attached checklist
- Site Plan: As per attached checklist
- Elevation Plans: As per attached checklist
- Other plans and documentation may be required, depending on the nature of the request

Timelines

The process generally can take two (2) months at best; complicated applications may take a longer period of time.

Decision Making Authority

Municipal heritage permit applications are approved by the Brandon Municipal Heritage Advisory Committee, a committee of City Council.

Pre-Application Review

Before formal submission of an application, the Planning, Property & Buildings Department can do a preliminary review of the application package and, if necessary, advise the applicant on which elements of the package should be revisited. The Planning, Property & Buildings Department cannot guarantee support or approval of an application, as it must objectively analyze all applications. The pre-application review may take two to three (2-3) weeks.

Committee's Review

The applicant must attend the Brandon Municipal Heritage Advisory Committee meeting in which the heritage permit application is scheduled to be considered, and he/she is responsible to present details of his/her application and answer any questions the Committee may have.

Conditions and Limits of Approval

Some approvals may have conditions attached to ensure the heritage integrity of the building, structure or site is maintained.

Other Approvals Required

Some work proposed under a heritage permit also requires a development or building permit if the heritage permit is approved. Please consult with the Planning, Property & Buildings Department on requirements and the process for a development or building permit.

Some work proposed under a heritage permit may not comply with other laws or by-laws, such as the Zoning By-law. Those issues must be addressed before the heritage permit application can be considered.

Letter of Intent Requirements—Heritage Permit Application

All letters of intent must have the following information:

For Planning Office Use Only

	<i>Provided</i>	<i>N/A</i>
1. Business/Formal letter format (addressed to “Brandon Municipal Heritage Advisory Committee”, signed and dated)	<input type="checkbox"/>	<input type="checkbox"/>
2. Name(s) of applicant(s)	<input type="checkbox"/>	<input type="checkbox"/>
3. Location of site (civic and legal)	<input type="checkbox"/>	<input type="checkbox"/>
4. Detailed description of proposed work	<input type="checkbox"/>	<input type="checkbox"/>
5. Reasons for proposed work	<input type="checkbox"/>	<input type="checkbox"/>
6. Which character defining elements (as specified in the site’s Statement of Significance) will be affected by the work? List all the affected elements and describe the impacts to each affected element	<input type="checkbox"/>	<input type="checkbox"/>
7. How does the proposed work comply with the Canadian Register of Historic Places’ “ Standards and Guidelines for the Conservation of Historic Places in Canada ”? Cite applicable guidelines and demonstrate compliances	<input type="checkbox"/>	<input type="checkbox"/>
8. Is any other work anticipated in the future (i.e. to complete a larger project)? If yes, describe future work and proposed scheduling (note that a separate heritage permit may be required for future work if not addressed under this application)	<input type="checkbox"/>	<input type="checkbox"/>

Site Plan Requirements—Heritage Permit Application

The site plan must be drawn to scale with all dimensions clearly labeled and submitted in PDF and paper format (Maximum Size: 11" x 17") showing:

For Planning Office Use Only

	<i>Provided</i>	<i>N/A</i>
1. Title and date (latest revision)	<input type="checkbox"/>	<input type="checkbox"/>
2. North arrow (oriented to top of page)	<input type="checkbox"/>	<input type="checkbox"/>
3. Drawing scale (metric)	<input type="checkbox"/>	<input type="checkbox"/>
4. Location (civic and legal)	<input type="checkbox"/>	<input type="checkbox"/>
5. Legend for all symbols, hatching and shading	<input type="checkbox"/>	<input type="checkbox"/>
6. Property lines and all adjacent public right-of-ways	<input type="checkbox"/>	<input type="checkbox"/>
7. All easements (utility, overland drainage, etc...)	<input type="checkbox"/>	<input type="checkbox"/>
8. Total floor area of building(s) (m ²)	<input type="checkbox"/>	<input type="checkbox"/>
9. Area of site (m ²)	<input type="checkbox"/>	<input type="checkbox"/>
10. Existing/proposed buildings (include setbacks from property lines)	<input type="checkbox"/>	<input type="checkbox"/>
11. Proposed changes to existing buildings, structures or the site	<input type="checkbox"/>	<input type="checkbox"/>
12. Character defining elements that will be affected by the proposed work	<input type="checkbox"/>	<input type="checkbox"/>
13. Surface treatment of all areas	<input type="checkbox"/>	<input type="checkbox"/>
14. Roadways, driveways, laneways, aisles	<input type="checkbox"/>	<input type="checkbox"/>
15. Pedestrian connections	<input type="checkbox"/>	<input type="checkbox"/>
16. Parking	<input type="checkbox"/>	<input type="checkbox"/>
17. Any other information as required	<input type="checkbox"/>	<input type="checkbox"/>

Elevation Plan(s) Requirements—Heritage Permit Application

All elevation plans must be drawn to scale with all dimensions clearly labeled and submitted in PDF and paper format (Maximum Size: 11" x 17") showing:

For Planning Office Use Only

	<i>Provided</i>	<i>N/A</i>
1. Title and date (latest revision)	<input type="checkbox"/>	<input type="checkbox"/>
2. Drawing scale (metric)	<input type="checkbox"/>	<input type="checkbox"/>
3. Location (civic and legal)	<input type="checkbox"/>	<input type="checkbox"/>
4. Exterior of the building or structure, including all windows, doors, projections, fascia trim, decorative elements and lighting fixtures	<input type="checkbox"/>	<input type="checkbox"/>
5. All existing and proposed finishing materials indicating:		
• Exterior materials (e.g. brick, stucco, vinyl siding)	<input type="checkbox"/>	<input type="checkbox"/>
• Roof material (e.g. asphalt shingle, metal)	<input type="checkbox"/>	<input type="checkbox"/>
• Fascia, soffit and trim	<input type="checkbox"/>	<input type="checkbox"/>
• Colours of all major exterior building materials	<input type="checkbox"/>	<input type="checkbox"/>
6. Dimensioned height from grade to top of first floor, peak and eaves	<input type="checkbox"/>	<input type="checkbox"/>
7. Any other information as required	<input type="checkbox"/>	<input type="checkbox"/>
<i>Elevation details should be included for additions, alterations or removals involving</i>		
8. Buildings	<input type="checkbox"/>	<input type="checkbox"/>
9. Other structures or features on the site (e.g. gazebos, benches, fences)	<input type="checkbox"/>	<input type="checkbox"/>