



## HERITAGE PERMIT APPLICATION & SUBMISSION REQUIREMENTS

Development & Housing Approvals  
200 King Street West, 6<sup>th</sup> Floor  
Kitchener ON N2G 4V6  
519-741-2426; [planning@kitchener.ca](mailto:planning@kitchener.ca)

### PART A: SUBMISSION REQUIREMENTS

The following requirements are designed to assist applicants in submitting sufficient information in order that their Heritage Permit Application may be deemed complete and processed as quickly and efficiently as possible. If further assistance or explanation is required please contact heritage planning staff at [heritage@kitchener.ca](mailto:heritage@kitchener.ca).

#### 1. WHAT IS A HERITAGE PERMIT APPLICATION?

The Province of Ontario, through the *Ontario Heritage Act*, has enacted legislation to assist its citizens with the protection and conservation of cultural heritage resources.

Once properties are designated under the *Ontario Heritage Act*, the City is enabled to manage physical change to the cultural heritage resources as a means of protection. The principal mechanism of management is the Heritage Permit Application process, which allows the municipality to review site-specific applications and determine if proposed changes will beneficially or detrimentally affect the reasons for designation and heritage attributes.

As a general rule, the preferred alterations to heritage properties are those that repair rather than replace original heritage attributes, and those that do not permanently damage cultural heritage resources and their heritage attributes. Where replacement of materials or new construction is necessary, these should be compatible with the original. Reversibility is also preferable as this allows for the future reinstatement of heritage attributes.

According to the *Ontario Heritage Act*, no owner of designated property 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 and receives written consent. This consent is obtained through the approval of a Heritage Permit Application.

Heritage Permit Applications are applicable for all individually designated properties (under Part IV of the *Ontario Heritage Act*) and all properties located within the boundaries of Heritage Conservation Districts (designated under Part V of the *Ontario Heritage Act*).

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

Under the Ontario Heritage Act, R.S.O. 1990, any new construction or "alteration" to a property designated under Part IV of the Act (individually designated property) or a property designated under Part V of the Act (within a Heritage Conservation District) requires a Heritage Permit Application. "Alteration" is defined as: "to change in any manner and includes to restore, renovate, repair or disturb." In addition, the approval of a Heritage Permit Application is required for any demolition of a property designated under Part IV or V of the Act. **Please contact Heritage Planning staff directly to confirm if your specific project requires the approval of a Heritage Permit Application.**

Below are some examples of typical Part IV alterations that may require a Heritage Permit Application:

- Addition and/or alteration to an existing building or accessory building
- Replacement of windows or doors, or a change in window or door openings
- Change in siding, soffit, fascia or roofing material
- Removal and/or installation of porches, verandahs and canopies
- Removal and/or installation of cladding and chimneys
- Changes in trim, cladding, or the painting of masonry

- Repointing of brick

**Note:** Heritage Permit Application requirements differ between Part V designations depending on the policies and guidelines of the respective Heritage Conservation District Plans. Please refer to the City of Kitchener's website at [www.kitchener.ca/heritage](http://www.kitchener.ca/heritage) to download a copy of the relevant Heritage Conservation District Plan (Civic Centre Neighbourhood, St. Mary's, Upper Doon, and Victoria Park Area).

### 3. WHAT INFORMATION IS REQUIRED WITH A HERITAGE PERMIT APPLICATION?

The information required varies with each application. The intent of the application is to ensure that Heritage Planning staff and, where required, the Heritage Kitchener committee understand the specific details of any proposed changes in order to be sufficiently informed so they may offer advice to the applicant and, where required, to City Council. An incomplete application cannot be processed and the official notice of receipt (as required under the *Ontario Heritage Act*) will not be issued until all of the documents have been submitted. Failure to provide a complete application may result in deferral by Heritage Planning staff or the Heritage Kitchener committee in order to secure additional information, which will delay final approval. At minimum, the following information is required:

#### Heritage Permit Application Form

The applicant must provide a complete original copy, including signature of the owner, of the Heritage Permit Application Form.

#### Written Description

The applicant must provide a complete written description of all proposed work. The description should complement drawings, detailed construction plans, photos and any other sketches or supporting information submitted with the application. The written description must include a list and the details of all proposed work including, but not limited to, proposed colours, materials, sizes, etc.

#### Construction and Elevation Drawings

Along with construction elevation drawings (drawn to scale) the applicant may also, **but not in lieu of**, submit a sketch of the proposed work made over a photograph.

#### **Drawings must be drawn to scale and include:**

- Overall dimensions
- Site plan depicting the location of existing buildings and the location of any proposed new building or addition to a building
- Elevation plan for each elevation of the building
- Specific sizes of building elements of interest (signs, windows, awnings, etc.)
- Detailed information including trim, siding, mouldings, etc., including sizes and profiles
- Building materials to be used (must also be included in the written description)
- Construction methods and means of attachment (must also be included in the written description)

Some of the above components may be scoped or waived at the discretion of Heritage Planning staff following discussion with the applicant.

#### Photographs

Photographs of the building including general photos of the property, the streetscape in which the property is located, facing streetscape and, if the property is located at an intersection, all four corners. Photos of the specific areas that may be affected by the proposed alteration, new construction, or demolition must be included.

**Electronic copies of construction and elevation drawings, sketches, and photographs, along with hard copies submitted with the application, are encouraged.**

Samples

It is recommended that applicants bring samples of the materials to be used to the Heritage Kitchener meeting when their application is to be considered. This may include a sample of the windows, brick, siding, roofing material, as well as paint chips to identify proposed paint colours.

Other Required Information

In some circumstances Heritage Planning staff may require additional information, such as a Heritage Impact Assessment or Conservation Plan, to support the Heritage Permit Application. The requirement for additional information will be identified as early on in the Heritage Permit Application process as possible. Pre-consultation with Heritage Planning staff before formal submission of a Heritage Permit Application is strongly encouraged.

**4. WHAT CAN I DO IF MY HERITAGE PERMIT APPLICATION IS DENIED?**

City of Kitchener Heritage Planning staff and the Heritage Kitchener committee endeavour to come to solutions for every Heritage Permit Application submitted. Discussions with the applicant and revisions usually result in successful applications.

However, if the municipality refuses your application and you choose not to resolve the issue with a revised application, you have the option of appealing the decision to the Conservation Review Board (for alterations to designated properties under Part IV) or the Ontario Municipal Board (for demolition of property designated under Part IV or for any work to designated property under Part V).

**5. IMPORTANT NOTES**

Professional Assistance

Although it is not a requirement to obtain professional assistance in the preparation of this information, the applicant may wish to seek such assistance from an architect, architectural technologist, draftsman or others familiar with the assessment of buildings and the gathering together of building documents.

Building Codes and Other By-laws

It is the applicant’s responsibility to ensure compliance with all other applicable legislation, regulations and by-laws. These items include the Ontario Building and Fire Codes, and the City’s zoning and property standards by-laws.

<b>2024 Heritage Permit Application Submission Deadlines</b>	<b>2024 Heritage Kitchener Meeting Dates</b>
November 24, 2023	January 9, 2024
December 29, 2023	February 6, 2024
January 26, 2024	March 5, 2024
February 23, 2024	April 2, 2024
March 29, 2024	May 7, 2024
April 26, 2024	June 4, 2024
-	No July Meeting
June 28, 2024	August 6, 2024
July 26, 2024	September 3, 2024
August 23, 2024	October 1, 2024
September 27, 2024	November 5, 2024
-	No December Meeting

## 6. HOW DO I PROCEED WITH SUBMITTING MY HERITAGE PERMIT APPLICATION?

- a) Heritage Planning Staff are available to meet with applicants and review all documentation prior to formal submission. Often Heritage Planning staff can assist you with historical and architectural information that might help with your proposed changes.
- b) Formal submission of a Heritage Permit Application with all supporting documentation (written description, construction drawings, sketch plans, scale drawing, photographs) to Heritage Planning staff are due approximately five (5) weeks prior to a Heritage Kitchener meeting (see schedule for submission deadlines and committee meeting dates).
- c) Upon confirmation of the submission of a complete application, including the owner's signature and all supporting documentation, Heritage Planning staff will issue a Notice of Receipt, as required by the *Ontario Heritage Act*, to the Applicant.
- d) Heritage Planning staff determine whether the Heritage Permit Application may be processed under delegated authority approval without the need to go to Heritage Kitchener and/or Council. Where Heritage Permit Applications can be processed under delegated authority approval without the need to go to Heritage Kitchener and Council, Heritage Planning staff will endeavour to process the application within 10 business days.
- e) Where Heritage Permit Applications are required to go to Heritage Kitchener, Heritage Planning staff prepare a staff Report based on good conservation practice and the designating by-law, or the guidelines and policies in the Heritage Conservation District Plan. Preparation of the staff Report may require a site inspection.
- f) Heritage Kitchener Meeting Agenda, including staff Report, circulated to Committee members prior to Heritage Kitchener meeting. Staff Report circulated to applicant prior to meeting.
- g) Heritage Permit Application is considered at Heritage Kitchener meeting. Heritage Planning staff present staff Report and Recommendations to Heritage Kitchener. Applicants are encouraged to attend the Heritage Kitchener meeting in order to provide clarification and answer questions as required. Failure to attend the Heritage Kitchener meeting may result in a deferral in order to secure additional information, which would delay consideration of the Heritage Permit Application. Where the applicant, Heritage Planning staff, and Heritage Kitchener support the Heritage Permit Application, the application may be processed under delegated authority and approved by the Coordinator, Cultural Heritage Planning. Where the applicant, Heritage Planning staff and/or Heritage Kitchener do not support the Heritage Permit Application, the staff report with recommendation and Heritage Kitchener recommendation will be forwarded to Council for final decision.
- h) Where the staff report with recommendation and Heritage Kitchener recommendation are forward to Council for final decision, Council may:
  1. Approve the Heritage Permit Application;
  2. Approve the Heritage Permit Application on Terms and Conditions; or,
  3. Refuse the Heritage Permit Application.
- i) Within 30 days of receiving Notice of Council's Decision, the applicant may appeal the decision and/or terms and conditions to the Conservation Review Board or Local Planning Appeal Tribunal (LPAT).

## 7. SPECIFIC REQUIREMENTS FOR NEW CONSTRUCTION, ALTERATIONS AND ADDITIONS TO DESIGNATED PROPERTY

Information presented in the Heritage Permit Application should indicate an understanding of the reasons for designation and heritage attributes of the designated property and, if applicable, the surrounding area, including the following:



### Setting

1. Positioning of the heritage building or structure on the property
2. Lot size related to building size
3. Streetscape (relationship to other properties and structures on the street)

### Building Details

1. Proportion and massing
2. Roof type and shape
3. Materials and detailing
4. Windows and doors:
  - Style
  - Proportions
  - Frequency or placement
5. Relationship of the heritage building to other buildings on the lot and to the streetscape

### Heritage Attributes

The following applies where a Heritage Permit Application includes work on heritage attributes:

#### Windows and Doors

The applicant should consider in order of priority:

1. Repairing or retrofitting the existing units (information on how to make older windows more energy efficient is available from Heritage Planning staff)
2. Replacing the units with new units matching the originals in material, design, proportion and colour
3. Replacing the units with new units that are generally in keeping with the original units

If historic window units are proposed to be replaced the application should include the following:

- Description of the condition of the existing units
- Reasons for replacing the units
- Description of the proposed new units

If approval to replace historic window units is given, the following action should be considered:

- A sample of a window removed should be stored on site in case a future owner wishes to construct a replica of the original
- The masonry opening and/or door framing should not be disturbed
- Exterior trim should match the original

#### Roofing

The application should include:

- Description of proposed roofing material to be applied
- If there is a request to install a different roofing material, the applicant may wish to investigate what the original material might have been

### Masonry Work

The application should include:

- A description of the proposed work, materials (type/style of brick, type of mortar mix, etc.) and methods of repair and application
- Outline the reasons for the work

### Signage

The application should include:

- A general written description of the proposed signage to be installed
- A scale drawing of the signage with dimensions, materials, methods of construction, colours and means of attachment (the means of attachment should be arranged to anchor into joints between historic masonry units or into wood building elements)
- Type of illumination, if applicable

### Awnings

The application should include:

- A sketch view of the proposed awning – perhaps over a photo
- A scale drawing of the awning on the building with dimensions, materials, operating mechanism, method of construction, colours and means of attachment (the means of attachment should be arranged to anchor into joints between masonry units or into wooden building elements)
- Type of illumination, if applicable.

## **8. SPECIFIC REQUIREMENTS FOR DEMOLITION**

Information presented in the Heritage Permit Application should describe the existing conditions, including the existing setting and existing heritage attributes, of the designated property and the surrounding area, specifically as they relate to the building proposed for demolition. The Heritage Permit Application should provide a detailed rationale for the demolition, including an assessment of the current condition of the building, and a cost comparison identifying the difference in cost to repair and restore the building versus cost to demolish and construct a new building.

## **9. HERITAGE CONSERVATION PRINCIPLES**

The Heritage Permit Application must demonstrate how the proposed work (e.g., alteration, new construction or demolition) is consistent with the designating by-law for individual properties (Part IV) or the Heritage Conservation District Plan for properties within a Heritage Conservation District (Part V designation). In addition, the Heritage Permit Application must demonstrate how the proposed work is consistent with the Parks Canada's *Standards and Guidelines for the Conservation of Historic Places in Canada* (available at [www.historicplaces.ca/en/pages/standards-normes.aspx](http://www.historicplaces.ca/en/pages/standards-normes.aspx)).

**For more information on Heritage Planning in the City of Kitchener please contact our heritage planning staff at [heritage@kitchener.ca](mailto:heritage@kitchener.ca).**

	<h2 style="margin: 0;">HERITAGE PERMIT APPLICATION &amp; SUBMISSION REQUIREMENTS</h2> <p style="margin: 0;">Planning Division – 200 King Street West, 6<sup>th</sup> Floor P.O. Box 1118, Kitchener ON N2G 4G7 519-741-2426; planning@kitchener.ca</p>
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**STAFF USE ONLY**

Date Received:	Accepted By:	Application Number:
		HPA-

**PART B: HERITAGE PERMIT APPLICATION FORM**

**1. NATURE OF APPLICATION**

- Exterior                       Interior                       Signage  
 Demolition                       New Construction                       Alteration                       Relocation

**2. SUBJECT PROPERTY**

Municipal Address: 99 COLLEGE ST, KITCHENER, ON.

Legal Description (if know): PLAN 401 PT LOT 7 RP 58R-1450 PART 1

Building/Structure Type:    Residential                       Commercial                       Industrial                       Institutional

Heritage Designation:    Part IV (Individual)                       Part V (Heritage Conservation District)

Is the property subject to a Heritage Easement or Agreement?                       Yes                       No

**3. PROPERTY OWNER**

Name: [REDACTED]

Address: [REDACTED]

City/Province/Postal Code: [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

**4. AGENT (if applicable)**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

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

City/Province/Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**5. WRITTEN DESCRIPTION**

Provide a written description of the project including any conservation methods proposed. Provide such detail as materials to be used, measurements, paint colours, decorative details, whether any original building fabric is to be removed or replaced, etc. Use additional pages as required. Please refer to the City of Kitchener Heritage Permit Application Submission Guidelines for further direction.

This project consists of a 3 storey addition (11.9m x 9.04m) with basement to the existing 3 storeys with basement. The addition will be located at the back of the ex. building and will connect to the rear wall of the ex. building. The exterior of the ex. building is to remain untouched aside from the rear wall. The addition is to have a dark grey horizontal aluminum siding as a finish with white window trims.

**6. REVIEW OF CITY OF KITCHENER HERITAGE PERMIT APPLICATION SUBMISSION GUIDELINES**

Describe why it is necessary to undertake the proposed work:

The addition is necessary to provide additional housing in accordance to the Provincial Growth Plan.

Describe how the proposal is consistent with the Part IV individual designating by-law or the Part V Heritage Conservation District Plan:

Describe how the proposal is consistent with Parks Canada’s *Standards and Guidelines for the Conservation of Historic Places in Canada* ([www.historicplaces.ca/en/pages/standards-normes.aspx](http://www.historicplaces.ca/en/pages/standards-normes.aspx)):

Existing heritage building is to remain as is without any alterations to the building exterior aside of the rear wall where the addition will join with the existing building. Minimal intervention will be required with the existing building.

**7. PROPOSED WORKS**

a) Expected start date: \_\_\_\_\_ Expected completion date: \_\_\_\_\_

b) Have you discussed this work with Heritage Planning Staff?  Yes  No

- If yes, who did you speak to? \_\_\_\_\_

c) Have you discussed this work with Building Division Staff?  Yes  No

- If yes, who did you speak to? Garett Stevenson

b) Have you applied for a Building Permit for this work?  Yes  No

c) Other related Building or Planning applications: Application number \_\_\_\_\_

**8. ACKNOWLEDGEMENT**

The undersigned acknowledges that all of the statements contained in documents filed in support of this application shall be deemed part of this application. The undersigned acknowledges that receipt of this application by the City of Kitchener - Planning Division does not guarantee it to be a 'complete' application. The undersigned acknowledges that the Council of the City of Kitchener shall determine whether the information submitted forms a complete application. Further review of the application will be undertaken and the owner or agent may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted. Once the application is deemed to be fully complete, the application will be processed and, if necessary, scheduled for the next available Heritage Kitchener committee and Council meeting. Submission of this application constitutes consent for authorized municipal staff to enter upon the subject property for the purpose of conducting site visits, including taking photographs, which are necessary for the evaluation of this application. The undersigned acknowledges that where an agent has been identified, the municipality is authorized but not required to contact this person in lieu of the owner and this person is authorized to act on behalf of the owner for all matters respecting the application. The undersigned agrees that the proposed work shall be done in accordance with this application and understands that the approval of this application under the *Ontario Heritage Act* shall not be a waiver of any of the provisions of any by-law of the City of Kitchener or legislation including but not limited to the requirements of the Building Code and the Zoning By-law. The undersigned acknowledges that in the event this application is approved, any departure from the conditions imposed by the Council of the City of Kitchener or from the plans or specifications approved by the Council of the City of Kitchener is prohibited and could result in a fine being imposed or imprisonment as provided for under the *Ontario Heritage Act*.

Signature of Owner/Agent:  Date: 

Signature of Owner/Agent:  Date: \_\_\_\_\_

**9. AUTHORIZATION**

If this application is being made by an agent on behalf of the property owner, the following authorization must be completed:

I / We, \_\_\_\_\_, owner of the land that is subject of this application, hereby authorize \_\_\_\_\_ to act on my / our behalf in this regard.

Signature of Owner/Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner/Agent: \_\_\_\_\_ Date: \_\_\_\_\_

*The personal information on this form is collected under the legal authority of Section 33(2), Section 42(2), and Section 42(2.2) of the Ontario Heritage Act. The information will be used for the purposes of administering the Heritage Permit Application and ensuring appropriate service of notice of receipt under Section 33(3) and Section 42(3) of the Ontario Heritage Act. If you have any questions about this collection of personal information, please contact the Manager of Corporate Records, Legislated Services Division, City of Kitchener (519-741-2769).*

**STAFF USE ONLY**

Application Number: \_\_\_\_\_

Application Received: \_\_\_\_\_

Application Complete: \_\_\_\_\_

Notice of Receipt: \_\_\_\_\_

Notice of Decision: \_\_\_\_\_

90-Day Expiry Date: \_\_\_\_\_

**PROCESS:**

Heritage Planning Staff: \_\_\_\_\_

Heritage Kitchener: \_\_\_\_\_

Council: \_\_\_\_\_

01 November 2023

Planning Department  
City of Kitchener  
200 King Street, West  
Kitchener, ON  
N2G 4V6

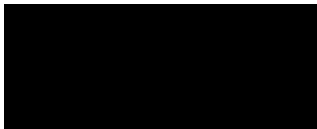
**RE: Written Description for Heritage Permit**

Good afternoon,

The proposed addition will be located to the rear of the property, with the walls entirely concealed by the existing building. The materials selected for the new addition are intended to resemble the appearance of other rear additions that have been done in the neighborhood, using a colour to differentiate it from the original building. The construction and materials for the addition are going to be typical/standard for this type and size of building. The construction will be wood frame with some ICF around the stairs to address the requirement for a 1-hour Fire Resistance Rating along the Norther property line. The cladding will be vinyl siding with a 5” aluminum frame around the windows with standard asphalt shingle roof.

Best Regards,

Facet Design Studio



Steve Burrows





























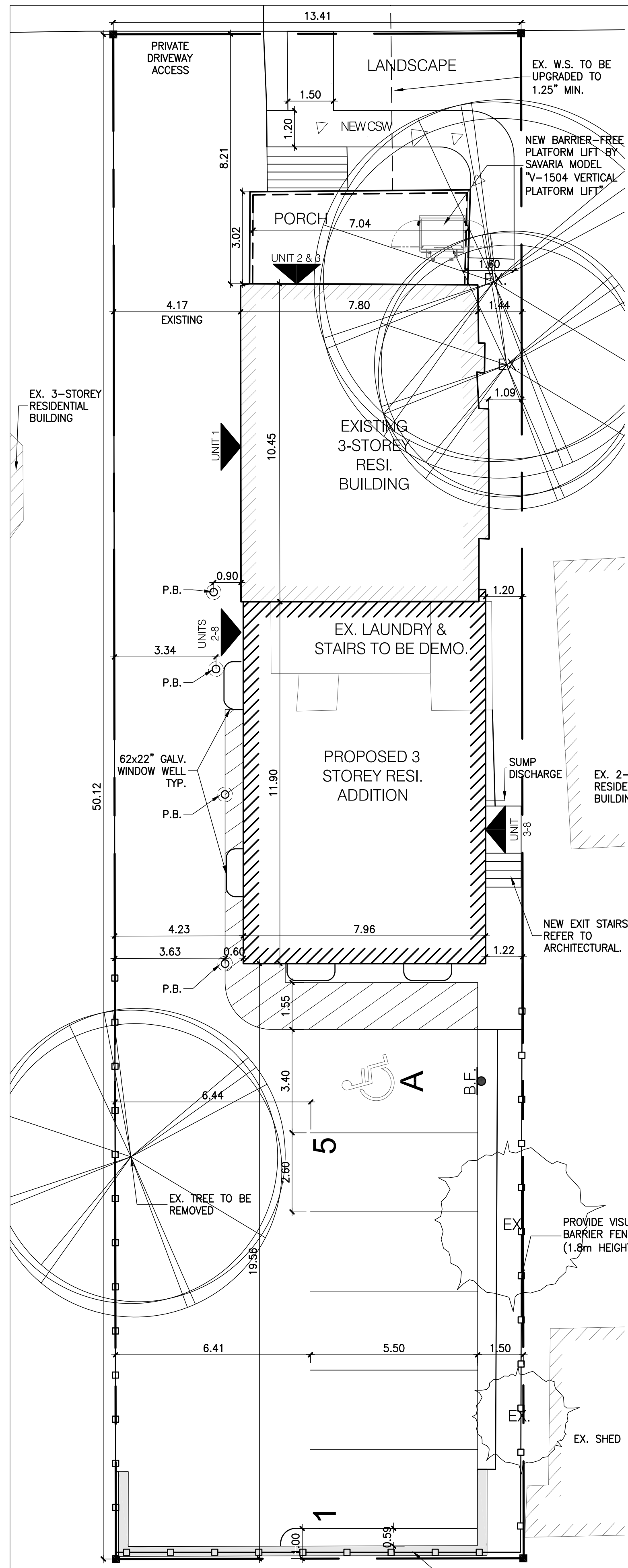




NO PARKING  
IN FRONT  
OF  
BUS STOP

99





SITE PLAN DATA CHART		PROPOSED	REQUIRED
PROPERTY ADDRESS: EXISTING PROPERTY ADDRESS ASSIGNED PROPERTY ADDRESS	99 COLLEGE STREET N/A		
NUMBER OF CONSOLIDATED LOTS	1		
SITE AREA: SITE AREA: (not incl. utility easement)	672.19 m <sup>2</sup> /0.07 ha.		N/A
PROPERTY ZONING	CR-3		
SITE SPECIFIC ZONING	16H		
SETBACK INFORMATION: FRONT LOT LINE FRONT YARD SETBACK SIDE YARD SETBACK (INTERIOR) REAR YARD SETBACK	EX.-13.41m EX.-8.21m EX.-1.09m, 4.17m New:1.20m,4.23m EX.-19.56m		15 m Min. 4.5 m Min. 1.2 m Min. 7.5 m Min.
PARKING INFORMATION: TOTAL PARKING SPACES PROVIDED PARKING CALCULATIONS: RESIDENTIAL 1.25 SP./UNIT VISITOR (20%) BARRIER FREE	6 5 0 1		13 10 2 1
PREVIOUS CoA APPLICATION APPROVAL	N/A		
TOTAL BUILDING HEIGHT: BUILDING STOREYS BUILDING HEIGHT	3 11.5m		3 Max. N/A
MAXIMUM LOT COVERAGE INFORMATION: BUILDING COVERAGE (GRND. FLR. AREA)	178.87 m <sup>2</sup> (26.61%)		369.70m <sup>2</sup> (55%)
NUMBER OF UNITS	8		N/A
ASPHALT AREA	EX.-345.44 m <sup>2</sup>		
LANDSCAPED AREA (incl. conc. walks and patio areas)	EX.-135.0 m <sup>2</sup> (20.13%)		67.1 m <sup>2</sup> (10%)

Table 3.1.1.2.C (IP) Zone 1 - Compliance Packages for Electric Space Heating, Forming Part of Sentence 3.1.1.2.(3).			
Component	Thermal Values	Compliance Package	
Ceiling with Attic Space	Min. Nominal R	50	
	Max. U	0.02	
	Min. Effective R	4923	
Ceiling Without Attic Space	Min. Nominal R	31	
	Max. U	0.036	
	Min. Effective R	27.65	
Exposed Floor	Min. Nominal R	35	
	Max. U	0.031	
	Min. Effective R	32.02	
Walls Above Grade	Min. Nominal R	22 + 7.5 ci	
	Max. U	0.042	
	Min. Effective R	23.9	
Basement Walls	Min. Nominal R	20 ci	
	Max. U	0.047	
	Min. Effective R	21.12	
Below Grade Slab Entire Surgace > 600 mm Below Grade	Min. Nominal R	-	
	Max. U	-	
	Min. Effective R	-	
Heated Slab or Slab ≤ 600 mm Below Grade	Min. Nominal R	10	
	Max. U	0.09	
	Min. Effective R	11.13	
Edge of Below Grade Slab ≤ 600 mm Below Grade	Min. Nominal R	10	
	Max. U	0.28	
	Energy Rating	25	
Windows and Sliding Glass Doors	Max. U	0.49	
Skylights	Max. U	0.49	
Space Heating Equipment	Min.	ASHP: 7.1 HSPF	
HRV	Min. SRE	55%	
Domestic Water Heater	Min. EF	-	
	Column 1	Column 2	Column 6

Item	Ontario Building Code Data Matrix				OBC Reference					
	Project Description:	<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Change of Use	<input type="checkbox"/> Part 11 11.1 to 11.4	<input type="checkbox"/> Part 3 2.1.1	<input type="checkbox"/> Part 9 9.10.1.3					
1	3 STORY ADDITION									
2	Major Occupancy (s): GROUP C				3.2.2.47		9.10.2			
3	Building Area (m <sup>2</sup> ): Existing: 102.74m <sup>2</sup> Demo: 19.56m <sup>2</sup> New: 94.78m <sup>2</sup> Total: 177.96m <sup>2</sup>				1.1.3.2		1.1.3.2			
4	Gross Area: Existing: 430.52m <sup>2</sup> Demo: 58.68m <sup>2</sup> New: 380.03m <sup>2</sup> Total: 751.87m <sup>2</sup>				1.1.3.2		1.1.3.2			
5	Number Of Storeys: Above Grade: 3 Below Grade: 1				3.2.1.1 & 1.1.3.2		2.1.1.3			
6	Height of Building (ft): Existing: 11.5m New: 11.5m									
7	Number of Streets/Access Routes <input checked="" type="checkbox"/> 1 street <input type="checkbox"/> 2 street <input type="checkbox"/> 3 street				3.2.2.10		9.10.19			
8	Building Classification : Group: C Division: N/A				3.2.2.20-83		9.10.2			
9	Sprinkler System Proposed <input type="checkbox"/> Entire Building <input type="checkbox"/> Basement Only <input type="checkbox"/> In Lieu of Roof Rating <input type="checkbox"/> NFPA 13 <input type="checkbox"/> NFPA <input type="checkbox"/> Not Required				3.2.2.20-83		9.10.8			
10	Standpipe required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				3.2.9		N/A			
11	Fire Alarm required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				3.2.4		9.10.18.2			
12	Water Service/Supply is Adequate <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				3.2.5.7		N/A			
13	High Building (3.2.6) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				3.2.6		N/A			
14	Construction <input type="checkbox"/> Combustible <input type="checkbox"/> Non - Combustible <input checked="" type="checkbox"/> Both				3.2.2.20-83		9.10.6			
15	Mezzanine(s) Area ft <sup>2</sup> : N/A Existing area: N/A New area: N/A Mezzanine 10% or less Enclosed (area) : <=40% Unenclosed (area)				---		---			
16	Occupant load: Existing: 10 New: 16 Total: 26 Based on <input type="checkbox"/> ft <sup>2</sup> /Person <input checked="" type="checkbox"/> Design of building				3.1.16		9.9.1.3			
17	UNIT 1: BY DESIGN OCCUPANCY: DWELLING LOAD: 2 PERSON UNIT 2: BY DESIGN OCCUPANCY: DWELLING LOAD: 2 PERSON UNIT 3: BY DESIGN OCCUPANCY: DWELLING LOAD: 4 PERSON UNIT 4: BY DESIGN OCCUPANCY: DWELLING LOAD: 2 PERSON UNIT 5: BY DESIGN OCCUPANCY: DWELLING LOAD: 4 PERSON UNIT 6: BY DESIGN OCCUPANCY: DWELLING LOAD: 4 PERSON UNIT 7: BY DESIGN OCCUPANCY: DWELLING LOAD: 4 PERSON UNIT 8: BY DESIGN OCCUPANCY: DWELLING LOAD: 4 PERSON									
17	Washroom: Number of fixtures 1 PER UNIT				3.7.4.7					
18	Barrier - Free Design <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, NOT REQUIRED				3.8		9.5.2			
19	Concealed space (floor or ceiling) used as a plenum <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No									
20	Hazardous Substances <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (National Fire Code, Ontario Fire Code)				3.3.1.2. & 3.3.1.19		9.10.1.3(4)			
21	Additional Fire Separations required									
22	Required Fire Resistance Rating (FRR)	Horizontal Assemblies FRR Listing Design No. or Description (SB-2) Floors: 45 Min. F9c (SB-3) Roof: 0 Hours N/A Mezzanine: N/A		FRR of Supporting Members Listing Design No. or Description (SB-2) Beams: 45 Min. - Columns: 45 Min. - Other: 45 Min. -		3.2.2.20-83 & 3.2.1.4 3.2.2.13	9.10.8 9.10.9			
23	Spatial Separation - Construction of Exterior Walls	9.10.14.4 9.10.14.2(3)		Non-Combustible Required		Construction Cladding				
	Wall	Area of EBF (sq. ft)	L.D. (ft)	L/H or H/L	Permitted Max. % of Openings	Proposed % of Openings	FRR (Hours)	Listed Design or Description	Ex.	Ex.
	North	Ex.	Ex.	Ex.	Ex.	Ex.	Ex.	Ex.	Ex.	Ex.
	South	705.86	64'-2"	1.2	100%	23.5%	0 HR	-	COMB.	NON-COMB.
	East (New)	1,237.92	3'-11 1/4"	1.2	7%	0.2%	1 HR	-	NON-COMB.	NON-COMB.
	West (Unit 5)	110	13'8 1/4"	13.6	96%	16.6%	0 HR	-	COMB.	NON-COMB.
	West (Unit 6)	404	13'8 1/4"	3.85	32%	8.1%	0 HR	-	COMB.	NON-COMB.
	West (Unit 7)	365.75	13'8 1/4"	4.05	32%	7.3%	0 HR	-	COMB.	NON-COMB.
	West (Unit 8)	346.5	13'8 1/4"	4.27	32%	6.9%	0 HR	-	COMB.	NON-COMB.
24	Confirmation of Designer completing Matrix: Name: _____ Signature: _____									

Ontario Building Code Data Matrix Part 11		OBC Reference	
1.11	EXISTING BUILDING CLASSIFICATION: DESCRIBE EXISTING USE: GROUP C DESCRIBE NEW USE: UNCHANGED CONSTRUCTION INDEX: HAZARD INDEX: <input checked="" type="checkbox"/> NOT APPLICABLE (NO CHANGE OF MAJOR OCCUPANCY)	<input checked="" type="checkbox"/> PART 11 11.2.1 T 11.2.1.1A T 11.2.1.1B to N	
11.2	ALTERATION TO EXISTING BUILDING IS: BASIC RENOVATION: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES EXTENSIVE RENOVATION: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES	11.3.3.1 11.3.3.2	
11.3	REDUCTION IN PERFORMANCE LEVEL: STRUCTURAL: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES BY INCREASE IN OCCUPANT LOAD: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES BY CHANGE OF MAJOR OCCUPANCY: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES PLUMBING: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES SEWAGE SYSTEM: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES	11.4.2 11.4.2.1 11.4.2.2 11.4.2.3 11.4.2.4 11.4.2.5	
11.4	COMPENSATING CONSTRUCTION: STRUCTURAL: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES INCREASE IN OCCUPANT LOAD: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES (PROVIDE FIRE ALARM SYSTEM WITH HORNS INCLUDING EXISTING UNITS)	11.4.3 11.4.3.2 11.4.3.3	
11.5	COMPLIANCE ALTERNATIVES PROPOSED: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES (give number(s)) C152	11.4.3.4 11.4.3.5 11.4.3.6	11.5.1

14	REVISED	24.05.22
6	REVISED FOR MINOR VARIANCE	24.05.03
5	REVISED FOR PERMIT	23.12.05
4	REVISED FOR APPLICATIONS	23.10.31
3	REVISED FOR PERMIT	23.10.04
2	ISSUED FOR PERMIT R1	23.09.18
1	ISSUED FOR PERMIT	23.08.16

KEY PLAN

ARCHITECTS *facet* design studio ltd.

490 DUTTON DR., SUITE B1  
WATERLOO, ON  
N2L 6H7

facetsd.ca | 519.746.1003 | design @ facetsd.ca

PROJECT TITLE  
**99 COLLEGE APARTMENTS**

2022.12.23 PROJECT #: 2207\_03

PROJECT LOCATION:  
99 COLLEGE ST.  
KITCHENER, ON

CLIENT INFO:  
JOHN GIBSON  
368 PHILLIP STREET  
WATERLOO, ON  
N2J 5H1

TITLE  
**SITE PLAN/OBC**

SHEET No.  
**A1.0**

DRAWN BY:  
JH  
REVIEWED BY:  
SB

PLOT DATE: 2024/05/31 TIME: 11:54 AM Plot By: Juan Henao

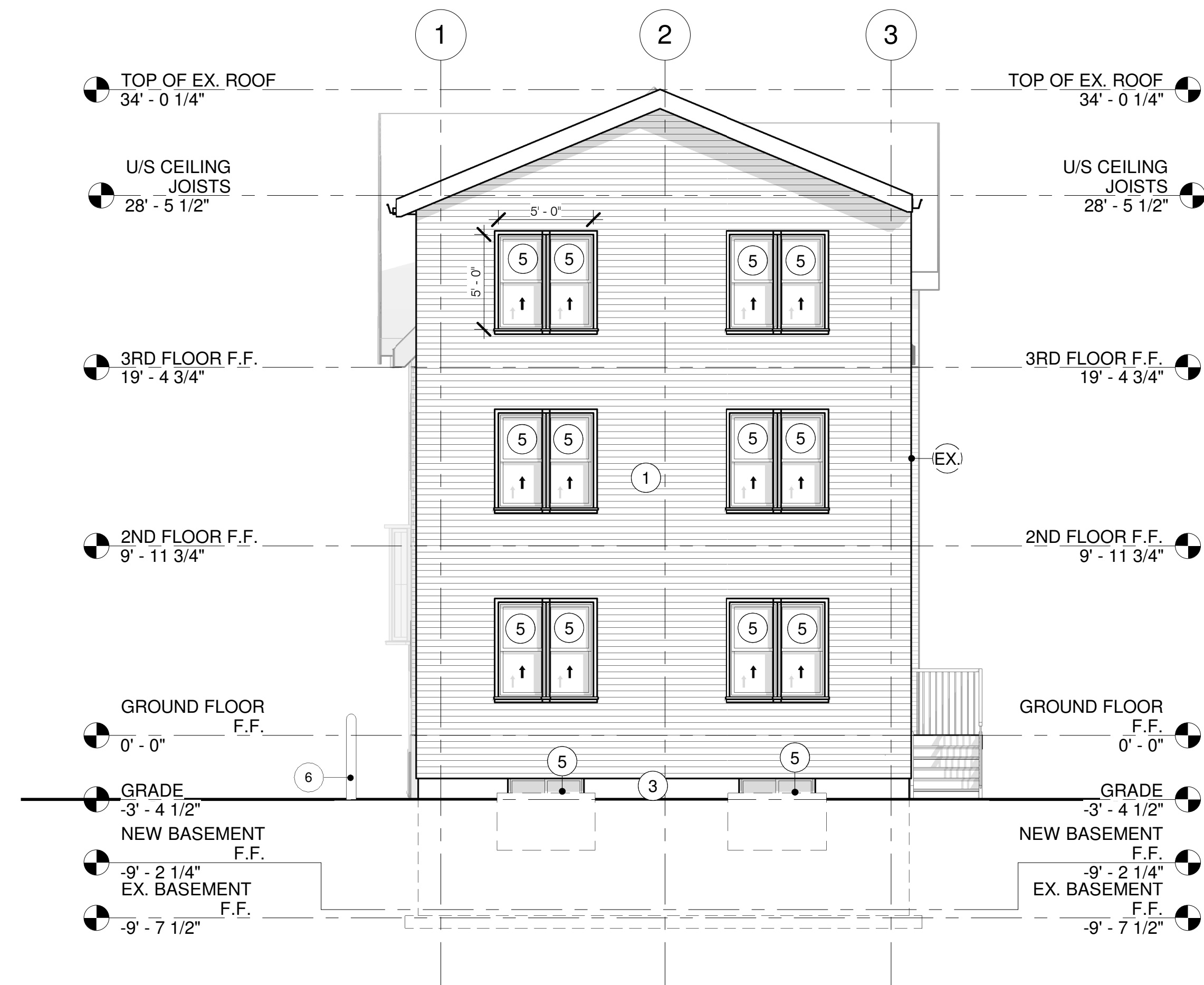


**MATERIALS LEGEND:**

- ① HORIZONTAL ALUMINUM CLADDING
- ② NEW ASPHALT SHINGLES
- ③ DUROCK B2000 PARGE COAT FINISH FOR ICF'S
- ④ PREFINISHED ALUMINUM FASCIA
- ⑤ TYPICAL WINDOW GLAZING, TRANSPARENT
- ⑥ 54" EXPOSED PIPE BOLLARD WITH CONC. FILL. & ROUNDED CONC. TOP



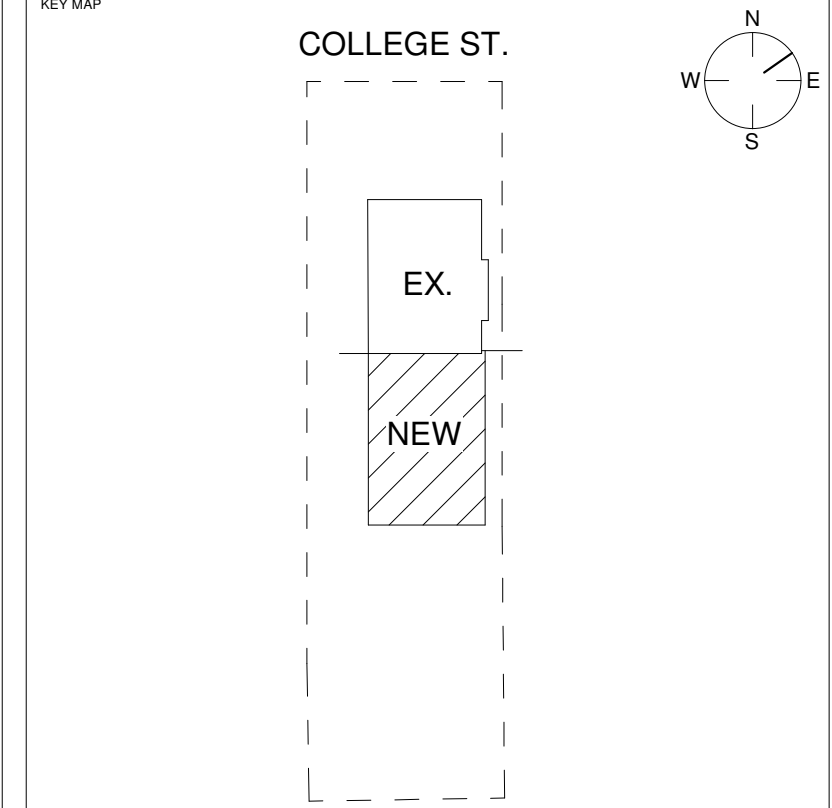
① EAST ELEVATION  
3/16" = 1'-0"



② SOUTH ELEVATION  
3/16" = 1'-0"

No.	REVISION	Date
14	REVISED	24.05.22
13	REVISED FOR PERMIT	23.12.05
12	ISSUED FOR HERITAGE	23.10.31
2	REVISED FOR PERMIT	23.10.04
1	ISSUED FOR PERMIT	23.08.16

No.	REVISION	Date
1	ISSUED FOR PERMIT	23.08.16



**ARCHITECT**  
*facet*  
design studio ltd.

490 DUTTON DR., SUITE B1  
WATERLOO, ON  
N2L 6H7

facetds.ca | 519.746.1003 | design @ facetds.ca

**99 COLLEGE ADDITION**

PROJECT DATE: 22.07.01 PROJECT No: 2207\_03  
PROJECT LOCATION: 99 COLLEGE, KITCHENER, ON

CLIENT INFO: JOHN GIBSON  
368 PHILLIP STREET  
WATERLOO, ON  
N2J 5H1

**BUILDING ELEVATIONS**

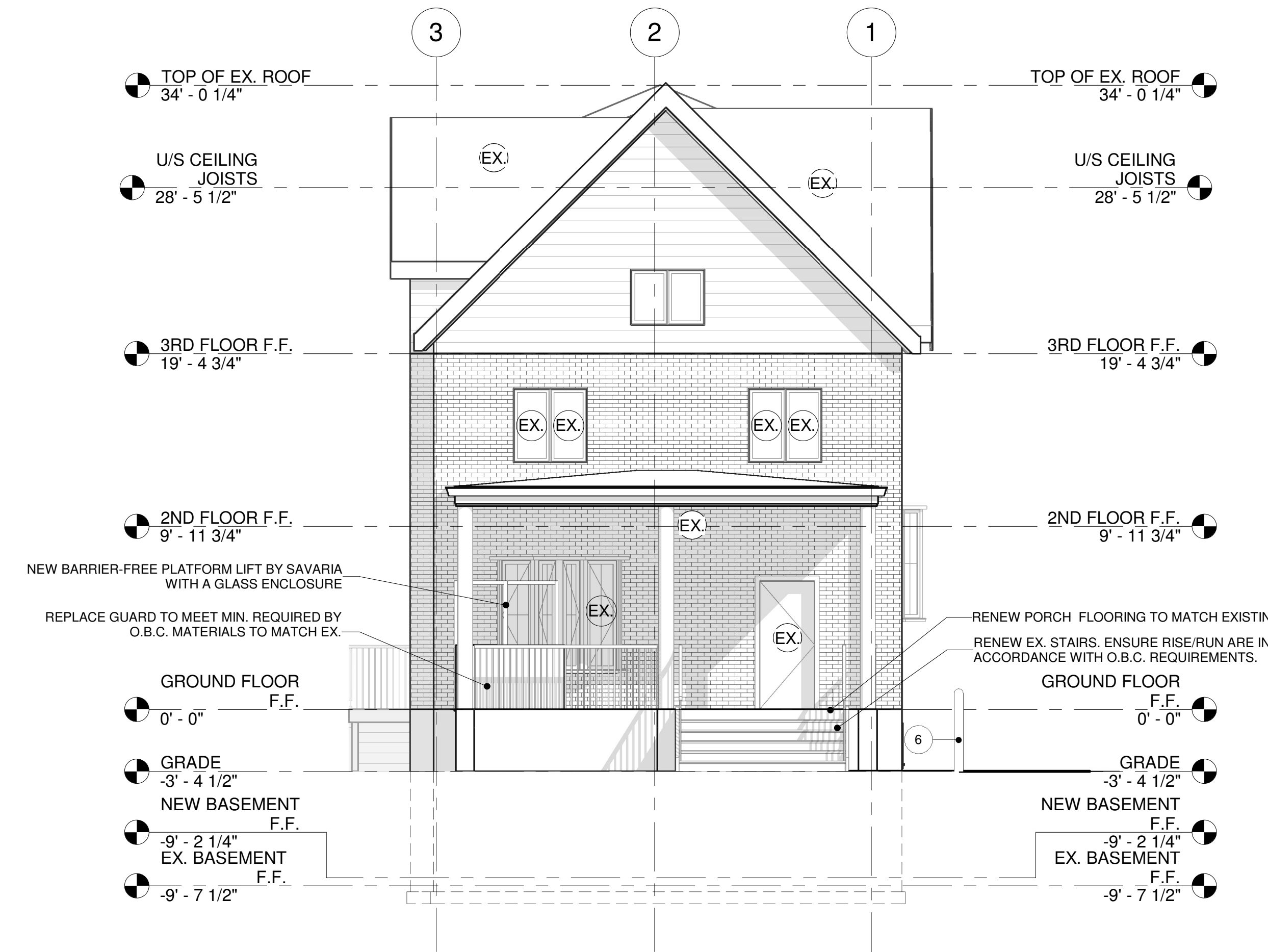
SHEET No: **A3.1**  
DRAWN BY: JH  
REVIEWED BY: SB

**MATERIALS LEGEND:**

- ① HORIZONTAL ALUMINUM CLADDING
- ② NEW ASPHALT SHINGLES TO MATCH EXISTING
- ③ DUROCK B2000 PARGE COAT FINISH FOR ICF'S
- ④ PREFINISHED ALUMINUM FASCIA
- ⑤ TYPICAL WINDOW GLAZING, TRANSPARENT
- ⑥ 54" EXPOSED PIPE BOLLARD WITH CONC. FILL. & ROUNDED CONC. TOP

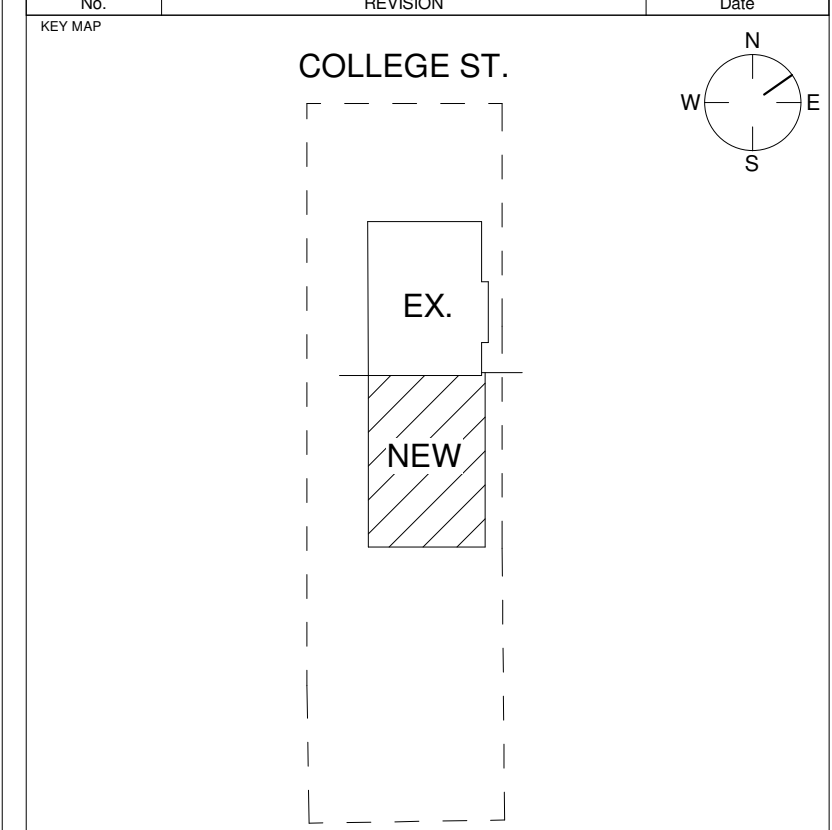


① WEST ELEVATION  
3/16" = 1'-0"



② NORTH ELEVATION  
3/16" = 1'-0"

No.	REVISION	Date
14	REVISED	24.05.22
13	REVISED FOR PERMIT	23.12.05
12	ISSUED FOR HERITAGE	23.10.31
2	REVISED FOR PERMIT	23.10.04
1	ISSUED FOR PERMIT	23.08.16



**ARCHITECT**  
*facet*  
design studio ltd.  
490 DUTTON DR., SUITE B1  
WATERLOO, ON  
N2L 6H7

facetds.ca | 519.746.1003 | design @ facetds.ca

**PROJECT TITLE**  
99 COLLEGE ADDITION

**PROJECT DATE** 22.07.01 **PROJECT No.** 2207\_03  
**PROJECT LOCATION**  
99 COLLEGE, KITCHENER, ON

**CLIENT INFO**  
JOHN GIBSON  
368 PHILLIP STREET  
WATERLOO, ON  
N2J 5H1

**SHEET TITLE**  
BUILDING ELEVATIONS

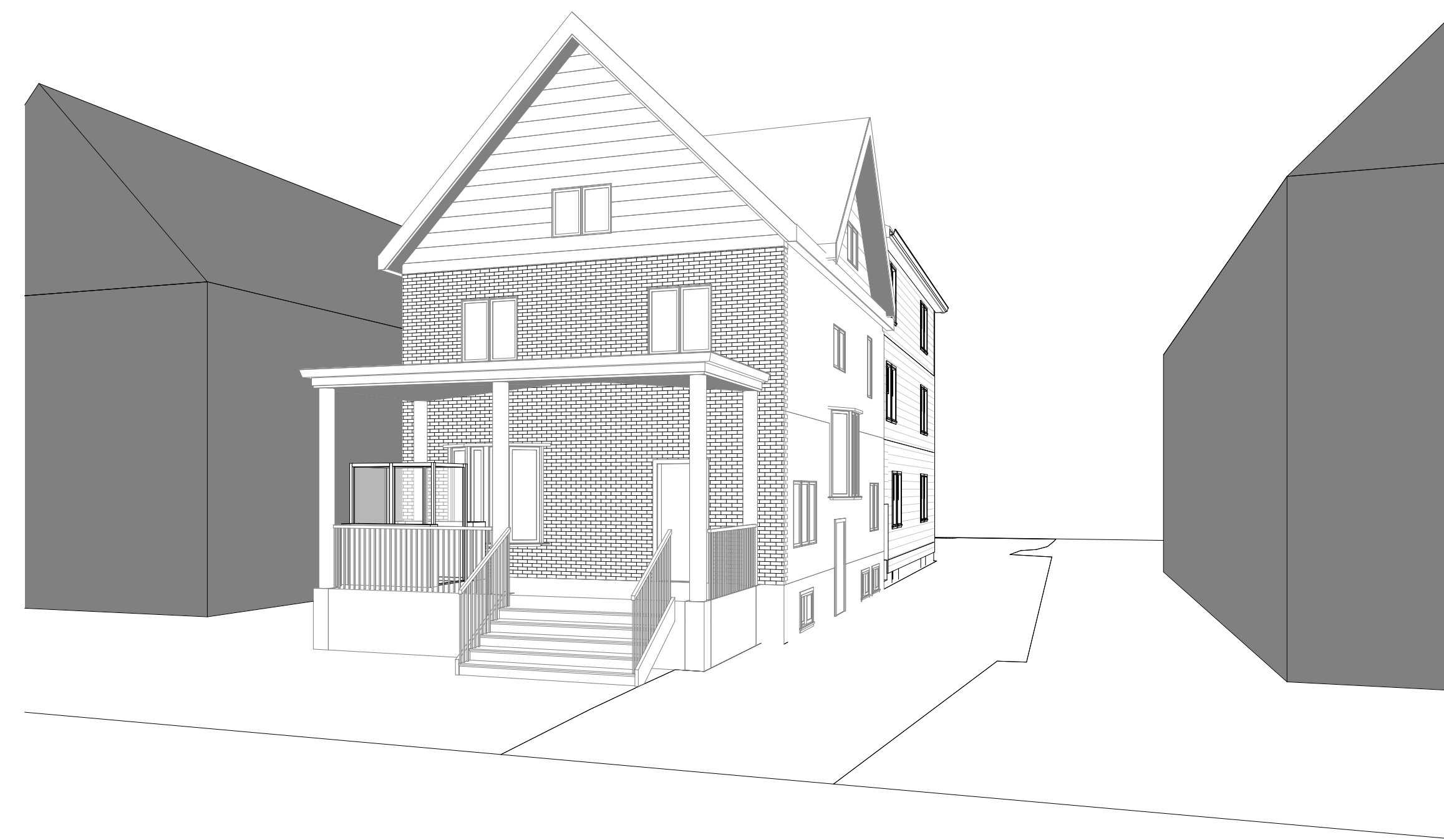
**SEAL** **SHEET No.**  
**A3.2**  
**DRAWN BY** JH  
**REVIEWED BY** SB  
2024-05-31 11:14:08 AM



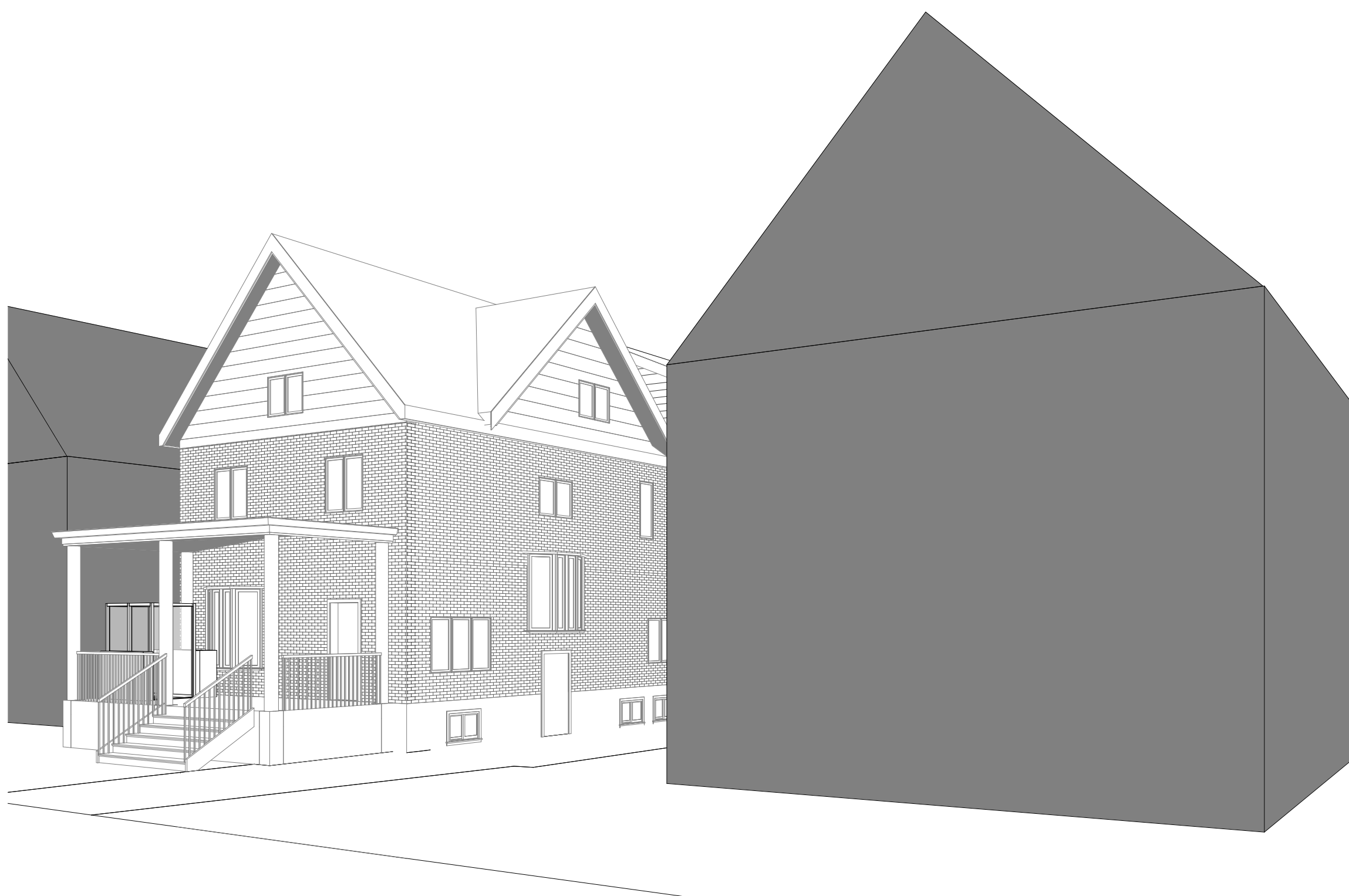
1 ACROSS THE STREET 1



2 ACROSS THE STREET 2

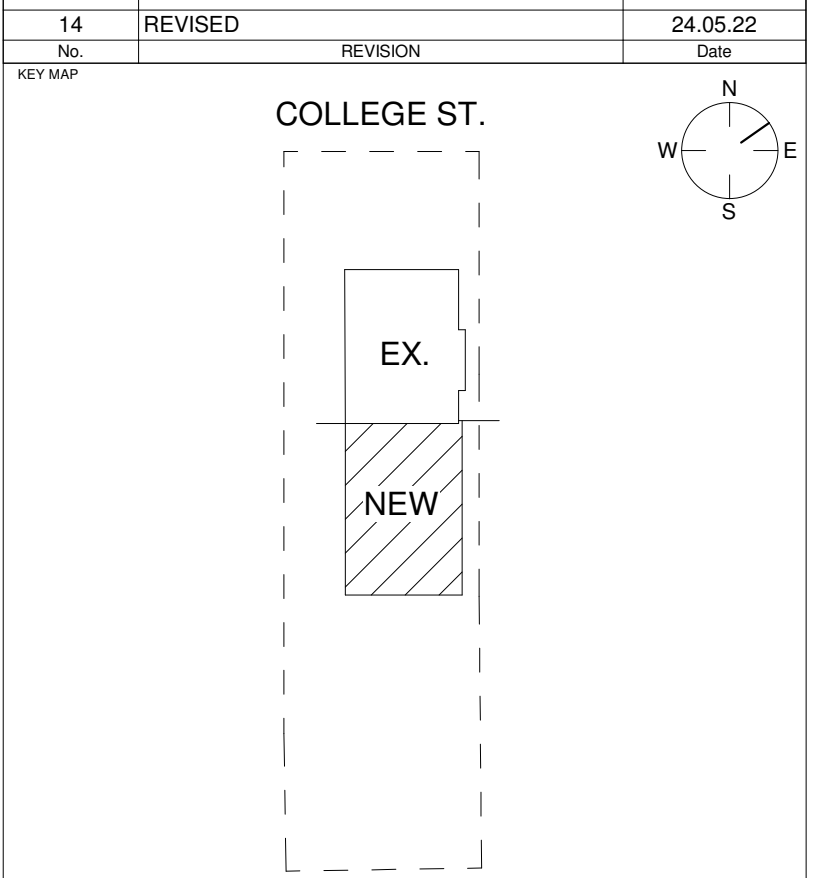


3 ACROSS THE STREET 3



4 ACROSS THE STREET 4

No.	REVISION	Date
14	REVISED	24.05.22



**ARCHITECTS**  
*facet*  
 design studio ltd.

490 DUTTON DR., SUITE B1  
 WATERLOO, ON  
 N2L 6H7

facetds.ca | 519.746.1003 | design @ facetds.ca

**PROJECT TITLE**  
 99 COLLEGE ADDITION

**PROJECT DATE** 22.07.01      **PROJECT No.** 2207\_03  
**PROJECT LOCATION**  
 99 COLLEGE, KITCHENER, ON

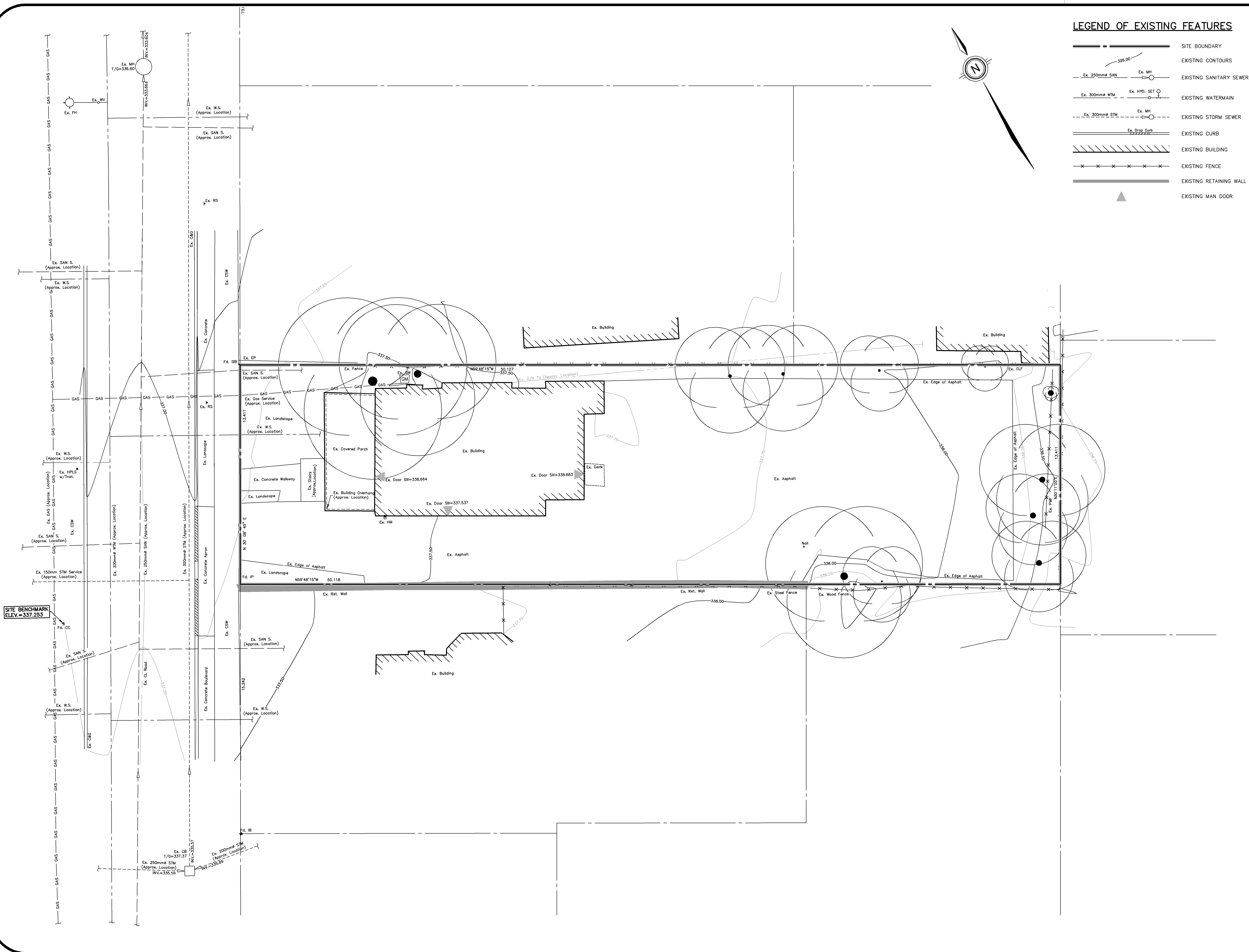
**CLIENT INFO**  
 JOHN GIBSON  
 368 PHILLIP STREET  
 WATERLOO, ON  
 N2J 5H1

**SHEET TITLE**  
 3D VIEWS

**SEAL**      **SHEET No.**

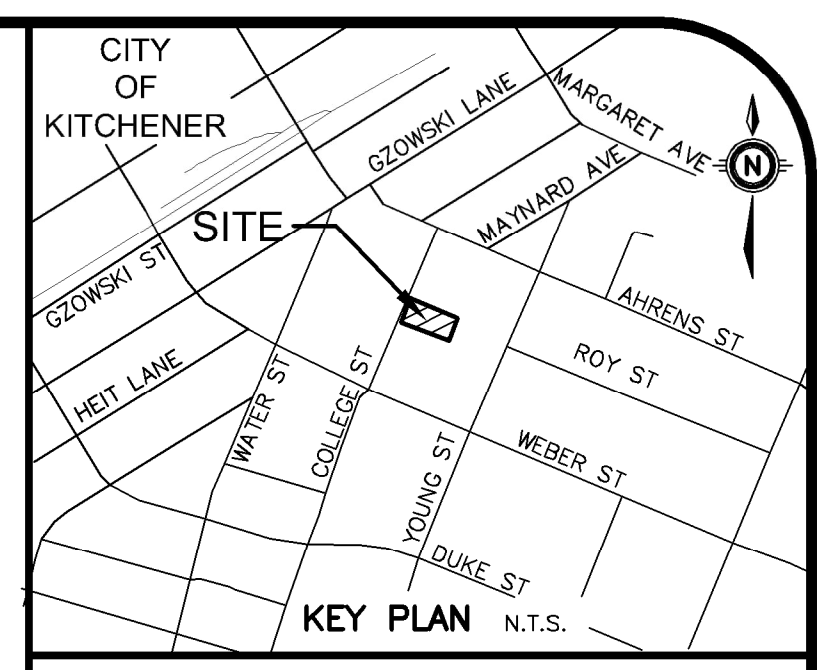
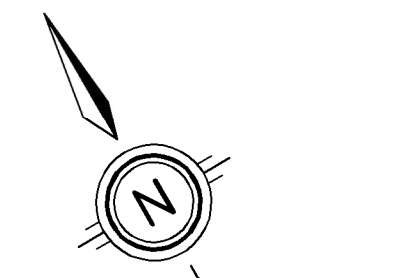
**A100**

**DRAWN BY** JH  
**REVIEWED BY** SB



LEGEND OF EXISTING FEATURES

- SITE BOUNDARY
- - - EXISTING CONTOURS
- - - Ex. 250mm SAN Ex. MH
- - - Ex. 300mm WTM Ex. HYD. SET
- - - Ex. 300mm STM Ex. MH
- - - Ex. Drop Curb
- ==== EXISTING CURB
- ==== EXISTING BUILDING
- x - x - x EXISTING FENCE
- ==== EXISTING RETAINING WALL
- ▲ EXISTING MAN DOOR



**GEODETIC BM** ELEV. = 335.805m  
 Township: WATERLOO C.N.R.Y. STATION, BOLT IN FRONT OR NORTH STONE FOUNDATION WALL, 10.4 M FROM NORTHEAST CORNER, 4.6 M EAST OF DOORWAY OF EXPRESS OFFICE AND IN THIRD COURSE BELOW BRICKWORK

**SITE BENCHMARK** ELEV. = 337.253m  
 IT IS A CUT CROSS ON A SIDEWALK ACROSS THE ROAD FROM 99 COLLEGE STREET

**NOTE TO CONTRACTOR :**  
 DO NOT SCALE DRAWINGS.  
 CONTRACTORS MUST CHECK AND VERIFY ALL DIMENSIONS AND REPORT ANY DISCREPANCIES TO THE ENGINEER BEFORE PROCEEDING WITH THE WORK.  
 ALL DRAWINGS REMAIN THE PROPERTY OF THE ENGINEER AND SHALL NOT BE REPRODUCED OR REUSED WITHOUT THE ENGINEER'S WRITTEN PERMISSION.  
 THE OWNER/ARCHITECT/CONTRACTOR IS ADVISED THAT M.T.E. CONSULTANTS INC. CANNOT CERTIFY ANY COMPONENT OF THE SITE WORKS NOT INSPECTED DURING CONSTRUCTION. IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO NOTIFY M.T.E. CONSULTANTS INC. PRIOR TO COMMENCEMENT OF CONSTRUCTION TO ARRANGE FOR INSPECTION.

- NOTE:**
1. PROPERTY LINE IS APPROXIMATE ONLY.
  2. WATERMAIN, UTILITIES, AND INVERTS DENOTED WITH "±" ARE TAKEN FROM AS-RECORDED PLAN AND PROFILE COLLEGE ST DRAWINGS COMPLETED BY CONESTOGA-ROVERS & ASSOCIATES DATED NOV. 2001 AND ARE CONSIDERED APPROXIMATE ONLY. CONTRACTOR TO FIELD VERIFY AND REPORT ANY DISCREPANCIES TO ENGINEER.

8.		
7.		
6.		
5.		
4.		
3.		
2.		
1.	ISSUED TO CLIENT	TMA 2023-02-28
No.	REVISION	BY YYYY-MM-DD



519-743-6500

OWNER  
 627220 ONTARIO INC.

PROJECT  
 99 COLLEGE STREET  
 KITCHENER

DRAWING  
 EXISTING CONDITIONS PLAN

Project Manager T. ARNDT	Project No. 52863-100
Design By	Checked By
Drawn By TXB/JMH	Checked By LEI
Surveyed By MTE	Drawing No.
Date Feb.03/23	<b>C1.1</b>
Scale 1:100	Sheet 1 of 1

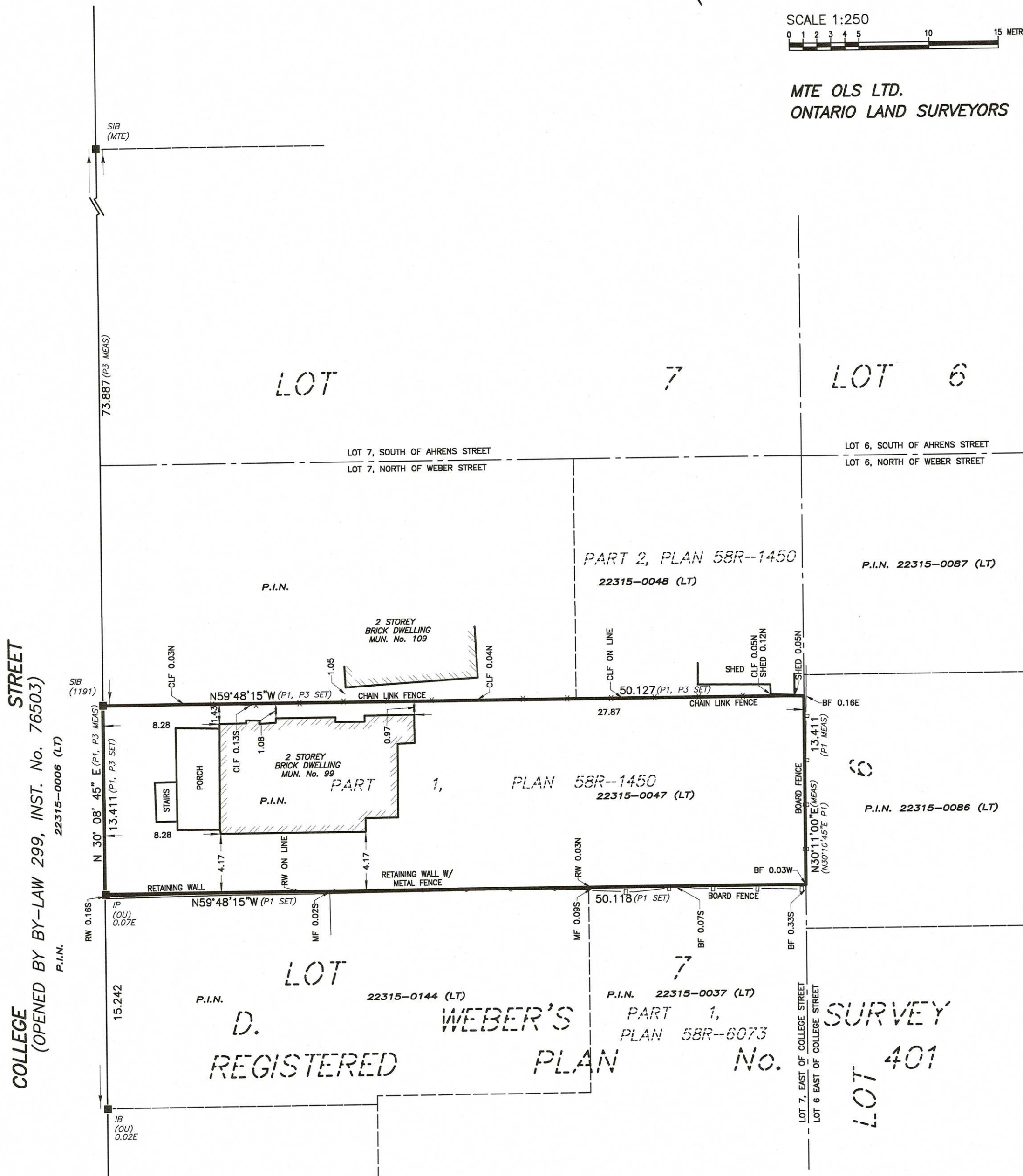


**SURVEYOR'S REAL PROPERTY REPORT  
PART 1  
PLAN OF SURVEY  
OF PART OF  
LOT 7  
NORTH OF WEBER ST. AND EAST OF COLLEGE ST.  
D. WEBER'S SURVEY  
REGISTERED PLAN 401  
CITY OF KITCHENER  
REGIONAL MUNICIPALITY OF WATERLOO**



SCALE 1:250  
0 1 2 3 4 5 10 15 METRES

**MTE OLS LTD.  
ONTARIO LAND SURVEYORS**



**COLLEGE STREET**  
(OPENED BY BY-LAW 299, INST. No. 76503)  
22315-0006 (LT)

**LOT 7**  
**LOT 6**  
**LOT 401**

**LEGEND**

- DENOTES PLANTED MONUMENT
- DENOTES FOUND MONUMENT
- SIB DENOTES STANDARD IRON BAR
- SSIB DENOTES SHORT STANDARD IRON BAR
- IB DENOTES IRON BAR
- IP DENOTES IRON PIPE
- OU DENOTES ORIGIN UNKNOWN
- WIT DENOTES WITNESS
- MEAS DENOTES MEASURED
- P.I.N. DENOTES PROPERTY IDENTIFICATION NUMBER
- (LT) DENOTES LAND TITLES
- MTE DENOTES MTE OLS LTD.
- 1191 DENOTES GUENTHER RUEB SURVEYING LTD.
- RP DENOTES REGISTERED PLAN
- BF DENOTES BOARD FENCE
- CLF DENOTES CHAIN LINK FENCE
- MF DENOTES METAL FENCE
- RW DENOTES RETAINING WALL
- P1 DENOTES PLAN 58R-1450
- P2 DENOTES PLAN 58R-6073
- P3 DENOTES PLAN OF SURVEY BY MTE OLS., FILE No. 43512-108-SR1

**METRIC:**

DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

**NOTES:**

BEARINGS ARE UTM GRID, DERIVED FROM GPS OBSERVATIONS USING THE CAN-NET NETWORK AND ARE REFERRED TO UTM ZONE 17, NAD83 (CSRS v7) EPOCH 2010.00.

DISTANCES ON THIS PLAN ARE GROUND DISTANCES AND CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999573.

FOR BEARING COMPARISON, ROTATIONS HAVE BEEN APPLIED TO THE FOLLOWING PLANS TO CONVERT THEM TO GRID BEARINGS

PLAN ID	ROTATION AMOUNT	DIRECTION
58R-1450 (P1)	1°1'15"	COUNTER-CLOCKWISE
43512-108-SR1 (P3)	0°1'15"	CLOCKWISE

**SURVEYOR'S CERTIFICATE:**

1. I CERTIFY THAT:  
THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON THE 25th DAY OF JANUARY, 2023

FEB. 27, 2023

*Trevor D.A. McNeil*  
TREVOR D.A. McNEIL  
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER:  
V-39850

**PART 2** THIS PLAN MUST BE READ IN CONJUNCTION WITH A SURVEY REPORT DATED FEBRUARY 27, 2023.

THIS PLAN WAS PREPARED FOR 627220 ONTARIO INC. AND THE ABOVE SIGNED ACCEPTS NO RESPONSIBILITY FOR USE BY OTHER PARTIES.



**MTE ONTARIO LAND SURVEYORS LTD.**  
520 BINGEMANS CENTRE DRIVE  
KITCHENER, ONTARIO, N2B 3X9  
TEL: (519) 743-6500

Drawn: B.CHITTY

Checked: A.DETROJA / T.McNEIL

Project Number: 52863-100-SR1.1

REV: 0.6.22.05.09