



## 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

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### Samples

It is recommended that applicants bring samples of the materials to be used to the Heritage Kitchen 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 Kitchen 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.

2025 Heritage Permit Application Submission Deadlines	2025 Heritage Kitchen Meeting Dates
November 27, 2024	January 7, 2025
December 31, 2024	February 4, 2025
January 28, 2025	March 4, 2025
February 25, 2025	April 1, 2025
April 1, 2025	May 6, 2025
April 29, 2025	June 3, 2025
-	No July Meeting
July 1, 2025	August 5, 2025
July 29, 2025	September 2, 2025
September 2, 2025	October 7, 2025
September 30, 2025	November 4, 2025
October 28, 2025	December 2, 2025

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

	<h2 style="text-align: center;">HERITAGE PERMIT APPLICATION &amp; SUBMISSION REQUIREMENTS</h2> <p style="text-align: center;">Development &amp; Housing Approvals 200 King Street West, 6<sup>th</sup> Floor Kitchener ON N2G 4V6 519-741-2426; <a href="mailto:planning@kitchener.ca">planning@kitchener.ca</a></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: 279 Queen St. South, KitchenerLegal Description (if know): PLAN 398 LOT 8 PT LOT 9Building/Structure Type: ☐ Residential ☒ Commercial ☐ Industrial ☐ InstitutionalHeritage 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: Thien NguyenAddress: 279 Queen St. South.City/Province/Postal Code: Kitchener, ON N2G 1W4Phone: [REDACTED]Email: [REDACTED]**4. AGENT (if applicable)**Name: Santiago PlataCompany: NEO Architecture Inc.Address: 270 King St. EastCity/Province/Postal Code: N2G 2L1Phone: [REDACTED]Email: [REDACTED]



## 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 Heritage Permit application proposes exterior alterations to reimagine the façade of the heritage-designated house at 279 Queen St. South. Updates include aluminum-clad wood windows, painted wood details matching the original design, and a black-and-white paint scheme, preserving the structure's historical character.*

*The proposed alterations encompass the following elements:*

### **1.Windows & Doors Treatment**

#### *Windows (Typ.):*

*-Replacement with proposed clear glass sealed units with aluminum-clad wood windows.*

Front (West) Elevation, Main Window, Second Floor:

- Replacement of existing clear glazing units with insulated clear glass sealed units.
- Replacement of existing clear glazing units with insulated frosted glass sealed units for the bottom row.
- Existing window frames to be painted black.

South Elevation, Ground Floor West Window:

- Replacement of existing window with a replica of original.
- Painted wood frame window c/w new insulated clear glass sealed units.

West Door Entrance:

- Existing entrance door to be painted black.
- Existing mullions to be painted black.

East Door Entrance:

- Existing rear door to be painted black.

### **2.Paintwork**

*-Existing painted brick to be painted white.*

*-Existing planter wall with wood boards at the main (west) entrance to be painted black with integrated signage.*

*-Existing roof overhangs soffit and fascia to be painted black.*

*-Existing entry canopy fascia to be painted black.*

*-Existing entry canopy soffit to be painted yellowish green.*

*-Existing round steel columns at entry canopy to be painted black.*


*The existing feature stone wall on the west facade is intended to be retained as is and unpainted.*

## 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: 03/27/25

Signature of Owner/Agent: 

Date: Mar 27, 2025

## 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, Thien Nguyen, owner of the land that is subject of this application,  
hereby authorize Santiago Plata to act on my / our behalf in this regard.

Signature of Owner/Agent: 

Date: 03/27/25

Signature of Owner/Agent: 

Date: Mar 27, 2025

*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).*