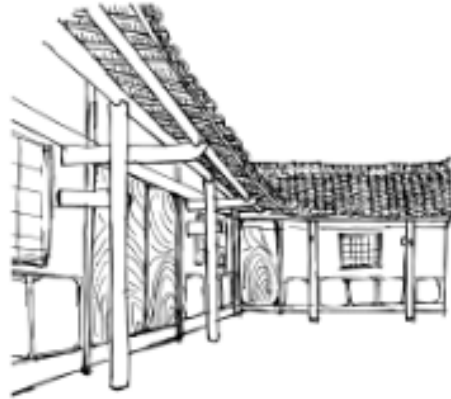




Mississippi
Mills

Heritage Permit Guidelines



Municipality of
Mississippi Mills

What is a Heritage Permit?

A designated heritage property is a property that has been identified as historically or architecturally significant and is protected under the Ontario Heritage Act (OHA). Properties may be designated individually (under Part IV of the Ontario Heritage Act) or as part of a Heritage Conservation District (under Part V of the Ontario Heritage Act). The Act requires municipal Councils to protect designated properties from alterations that may remove, damage, or change their heritage features.

An owner of a designated property must seek permission from Council prior to making alterations to the property that could affect its heritage features. Permission is granted through the approval of a Heritage Permit, which is administered by Municipal staff and/or the Municipality Heritage Committee.

When is a Heritage Permit Required?

Part IV Designated Buildings

The need for a Heritage Permit for individually designated properties (Part IV of the OHA) is determined by the designating by-law. For example, many individually designated properties refer to the conservation of certain building facades. Alteration of these facades, from repointing masonry to window replacement to porch restoration can require a Heritage Permit.

Part V Designated Buildings

- Only exterior properties designated under Part V of OHA are regulated and protected. A permit is legally required for alterations to exterior of properties located within the district.
- Generally, only applies to work that can be seen from the street, this includes side streets and side laneways but not rear lanes, and/or can be seen from the river.
- Approval under OHA does not guarantee approval from other municipal, regional, or provincial Acts.
- Even if a Heritage Permit is not needed, a Building Permit will still be required for construction, renovation, demolition, changes of use and work that involves sewage system.
- A Heritage Permit may be required for a project that does not require a Building Permit
- Development within Regulated areas including in the river corridor and its floodplain will require approval from Mississippi Valley Conservation Authority MVCA. For more information, please visit the MVCA's website: Development & Permits – Mississippi Valley Conservation Authority <https://mvc.on.ca/>

Heritage Permit Process

Step 1.

The property owner (applicant) reviews the guidelines and contacts Municipal staff to discuss the proposed work and to confirm whether it requires a Heritage Permit.

Step 2.

The applicant submits a complete Heritage Permit Application along with all supporting, detailed plans, photos, and written documentation.

Step 3.

Municipal staff will review the submission for completeness and advise if the application can be approved by Staff or if approval from Heritage Committee and Council is required.

Step 3A

If the application can be reviewed at the staff level, staff will review the application for completeness. If complete, staff will review the application and advise the applicant if a permit can be issued or if revisions are required.

Step 3B

If the application requires Committee and Council approval, staff will review the application for completeness. If complete, staff will circulate the application to the Heritage Committee and confirm a date for the Heritage Committee Meeting.

Step 4.

The Committee meets to review the application. The applicant is strongly encouraged to attend the Committee meeting to answer questions that arise.

Step 5.

The Committee will make a recommendation to Council regarding the Heritage Permit.

Step 6.

Council considers the Committee and staff recommendations and makes a decision.

Step 7.

The applicant is notified of Council's decision and may appeal the decision to the Ontario Land Tribunal within 30 days of receiving notice. If approved, the heritage permit can be issued.

Other Permits and Approvals

Building Permits

In addition to requiring a Heritage Permit Application, projects affecting Designated Heritage Properties may also require other permits and approvals including a Building Permit. Should a Building Permit be required, the Heritage Permit application documents must be submitted at the time of Building Permit application. Building Standards staff inspect completed work for compliance to Building Permit and Heritage Permit approvals.

*Applicants should also note that complete removal and reconstruction of certain building features (e.g., a porch) may result in the requirement of the property owner to rebuild the structure under stricter requirements of the current Building Codes.

Guidelines for Common Projects that Require a Heritage Permit

Windows and Doors:

Guideline: Early doors often featured multi-panel designs with raised mouldings. Glass was introduced into entry doors in the late 19th century. Prior to this, glass was limited to transoms and sidelights. Similarly, early buildings were fitted with multi-paned windows, and reflected the glass sizes that were available at the time. By the late 19th century, larger glass sizes were available. Storefront windows began to feature single sheets of heavy plate glass, with smaller-paned transom windows above.

- If original or historic windows and doors are beyond repair, replacements should match the original in design, size, shape, dimension, profile, and glazing pattern. If a new design is proposed, the replacement should reference but not imitate the historic form and proportions with contemporary design and materials.
- Original finishes and colours on windows and doors should be investigated and restored, where appropriate.
- Window mounted air-conditioning units in windows facing the street or the river detract from the character of the District and are discouraged.
- Where new window and door openings are proposed in existing buildings, documentary and physical evidence regarding the original openings and glazing patterns should inform the location and style.

Masonry

Inappropriate repair, cleaning and coating treatments can lead to damage or deterioration of masonry on historic buildings

Guideline: Masonry should be repointed regularly to avoid water infiltration and subsequent damage. Repointing should be undertaken by qualified masons trained in heritage practices. Soft mortars must be used. Only gentle methods of masonry cleaning should be used.

- Describe the condition of existing masonry.
- Provide rationale for the treatment chosen
- Describe proposed work, materials (type, style of brick, type of mortar mix, etc.) and methods of repair or application.

Additions and New Construction

Additions and new construction should not dominate the appearance of a designated building, or obscure or damage the heritage features of a designated property.

Guideline: Locate additions and new construction on non-designated facades.

- Additions must be subordinate to and distinguishable from the original building, and will not compete in size, scale or design.
- Generally, additions to residential buildings should be located at the rear or, where feasible, on the side of the building that is least visible from the street or river. The height of additions on residential buildings should not exceed the height of the existing building.
- Additions to all building types should be compatible in style and materials with the existing building and with the character of the District.
- Alterations and additions should be of their own time and designed in a contemporary manner. Historicism or falsifying a past architectural style is strongly discouraged.

*Applicants are encouraged to bring samples of construction materials (e.g., window, brick, siding, roofing material or manufacturer's brochures) to be presented at the Municipal Heritage Committee meeting

Contact information:

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