

POLICY MDL-27

Policy Establishing a Procedure for the review of alterations to Municipal Heritage Properties registered by the Municipality of the District of Lunenburg

1. Application

The policy applies to all heritage properties registered by the Municipality of the District of Lunenburg for which an application has been made to carry out exterior alterations.

2. Authority

Heritage Property Act

3. Purpose

To implement an approval process which differentiates between substantial and non-substantial exterior alterations to municipally registered heritage properties.

4. Key Definitions

4.1. Substantial Alterations

The following shall be considered substantial exterior alterations:

- a. Changing the colour scheme of the structure;
- b. Alterations which change the building's original style including:
 - i. building form with respect to orientation, proportion and height;
 - ii. roof shape with respect to style, pitch and the addition of roof elements (such as towers and dormers);
 - iii. Visual balance with respect to the arrangement of parts or elements of the building including, but not limited to, windows, doors, bays, porches and dormers;
 - iv. Windows with respect to size, style, placement, orientation and materials;
 - v. Doors with respect to size, style, placement, materials and the addition of sidelights and transoms;
 - vi. Cladding with respect to style, placement, orientation and materials;
 - vii. Moulding or trim with the respect to style, placement, materials and the removal or addition of;
 - viii. Stairs, porches, decks, balconies, verandahs and porticos with respect to style, materials, and the removal or addition of all or part of the structure;
 - ix. Skylights with respect to the addition, removal or replacement of; and
 - x. Dormers with respect to size, style and placement.
- c. Alterations that change the massing of the building;
- d. Additions;
- e. Demolition.

4.2. Non-substantial Alterations

The following shall be considered non-substantial exterior alterations:

- a. painting using the same colour scheme;
- b. Repairs to or the replacement of existing materials where no change in size, style, placement, orientation or materials is to occur (i.e. wood clapboard with wood clapboard of the same exposure to the weather; asphalt shingles with asphalt shingles, etc).

4.3. Qualified Person - the Planner or such other person recognized by the Heritage Advisory Committee to provide expertise in the architectural design and historical character of municipal heritage properties.

5. Approval Process for Alterations

5.1. For All Alternations / Renovations:

Pursuant to Section 17 of the Heritage Property Act, a written request must be submitted to the Municipality stating the nature of the alternation(s).

5.2. For Substantial Alterations:

- a. If the alterations are deemed substantial, by a qualified person, the application will be forwarded to the Heritage Advisory Committee for review and recommendation to Municipal Council.
- b. If approved by Municipal Council, the Municipal Clerk will forward a letter to the applicant advising that the substantial alterations and any provisos thereto must be completed within 12 months of the date of approval.

5.3. For Non-substantial Alterations:

- a. If the alterations are deemed to be non-substantial, by a qualified person, the qualified person will forward a letter to the applicant confirming the alterations to be non-substantial and therefore not requiring approval from Municipal Council.

Clerks Annotation for Official Policy Book

Date of Notice to Council: **May 4, 2004**
Date of Passage: **May 11, 2004**

I certify that this Policy was adopted by Council as indicated above

Chief Administrative Officer

Date