

#33. TOWN OF LUNENBURG POLICY
HERITAGE/BUILDING/DEVELOPMENT
PERMIT APPLICATIONS

I. Policy Statement

The purpose of this policy is to ensure that the appropriate permits are both required and obtained for facade work on designated heritage structures.

This process is designed to provide an efficient process for reviewing applications for facade change to designated structures.

This policy is to apply uniformly, fairly and consistently to all structures designated under the Heritage Property Act.

II. Definitions

“Designated Structures” means any structure designated under the Heritage Property By-law, By-law #43

III. Responsibilities

A. Lunenburg Town Council (“Council”)

Council is responsible for:

1. Overall supervision of the administration of the process of permit review for designated structures.
2. Issuing/issuing with conditions/denying a heritage permit.

B. Heritage Advisory Committee (“HAC”)

1. Meeting to review each heritage permit application.
2. Recommending the issuance/issuance with conditions/denial of a heritage permit within thirty (30) days of the application being received by either the Building Inspector or Development Officer.

C. Town Manager/Clerk ("TM/C")

The TM/C is responsible for:

1. Maintaining an updated list of structures designated under the Heritage Property By-law.
2. Providing the Building Inspector and Development Officer with copies of such lists as required.
3. Where reasonably possible, ensure that a meeting of HAC is called in an appropriate time frame in order that it may recommend to Council within thirty (30) days pursuant to Section 17 of the Heritage Property Act.

D. Building Inspector ("B.I.")

BI is responsible for:

1. Determining whether any structure for which a building permit is requested appears on the Town's list of designated structures.

If this is the case, the B.I. is responsible for:

2. Requiring the applicant to complete a "Heritage Permit Application."
3. Issuing/denying a required Building Permit based not only on the requirements of the Building Code, but also the decision of Council regarding a Heritage Permit. No building permit shall be issued prior to a Heritage Permit.

E. Development Officer ("D.O.")

The Development Officer is responsible for:

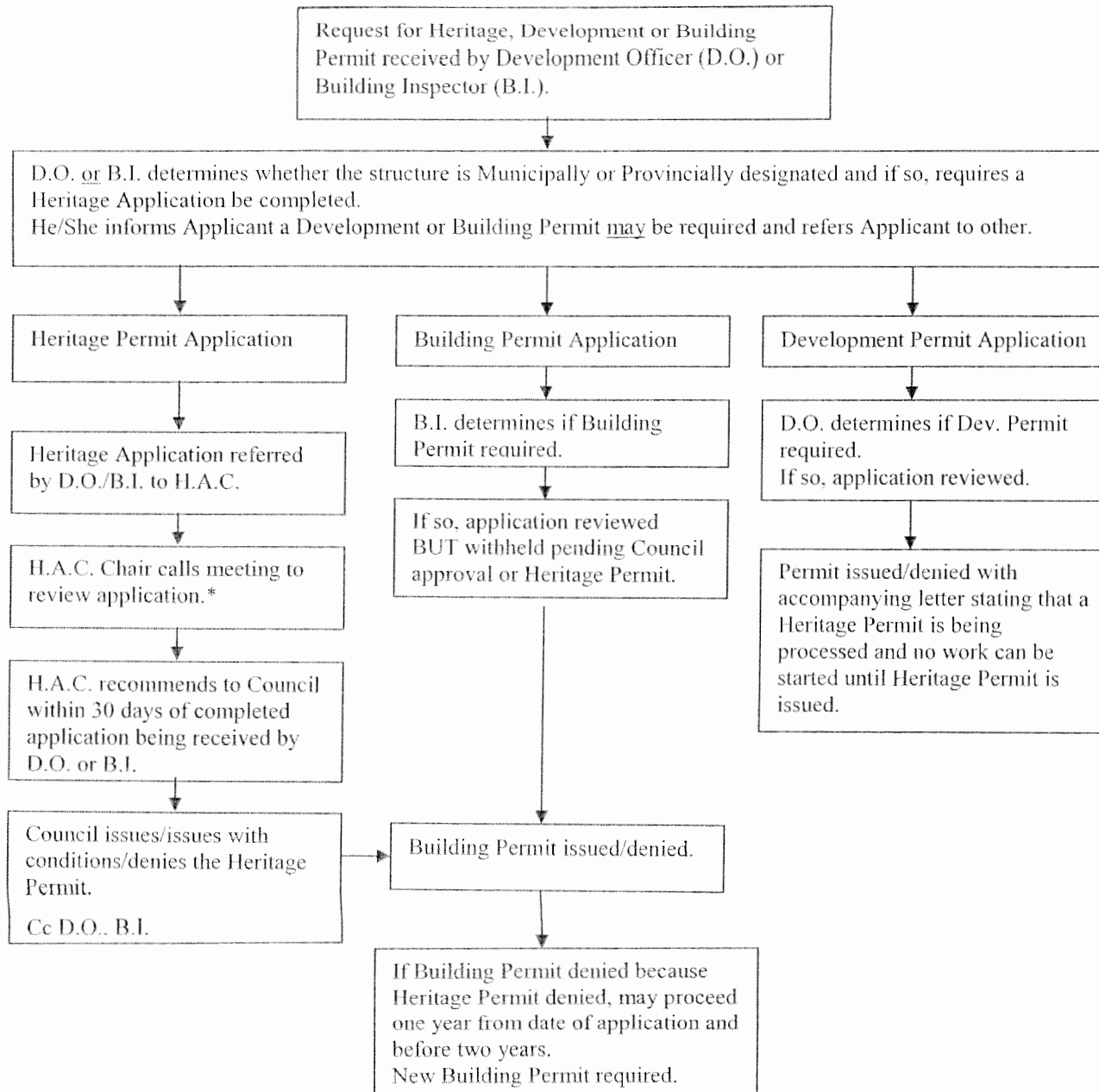
1. Determining whether any structure for which a development permit is requested appears on the Town's list of designated structures and so advising an applicant.
2. Advising an applicant of the need for a Heritage Permit.

IV. Procedure

The procedures respecting Heritage, Building and Development Permit applications shall be as shown on Appendix "A."

APPENDIX "A"

Municipally/Provincially Designated Structures – Process



*Note: The Applicant, Development Officer and Building Inspector are requested to attend H.A. C. meeting.