



Heritage Permit Application

This permit form is for applicants proposing alternations to individually designated properties, cultural heritage landscapes and properties located within a heritage conservation district. Applicants are strongly advised to consult with the Heritage Planner to confirm if the work to be undertaken requires a Heritage Permit.

Attachments to this application should include all the supporting documents that will provide the necessary visual or technical information by which the project can be properly evaluated. Applicants are strongly advised to consult with the Heritage Planner prior to formally submitting their application to confirm whether additional reports or studies are required. The City only accepts applications that are complete as confirmed by the Heritage Planner.

Although it is not required to obtain professional assistance in the preparation of this application, applicants are **strongly advised** to seek such assistance from an architect, architectural technologist, preservation specialist, or others familiar with the unique requirements of designated heritage properties.

Property Information

Municipal Address: 376 Church Street South, Richmond Hill, ON L4C 9V8

Legal Description: PT LTS 10 & 11, PL 2260, PT 4, 65R10570 ; PT HILLSVIEW DR, PL 2260 STOPPED UP AND CLOSED BY BYLAW 227-87 (R445285), PTS 5 & 6, 65R10570

Existing Use: Residential Commercial Institutional **Other**

Owner & Agent Information

Property Owner

Name of Owner: City of Richmond Hill (Project Manager: Brian Wong)

Phone Number: 905-771-2511 Fax: n/a Email: brian.wong@richmondhill.ca

Address: n/a

Agent (if applicable)

Name of Agent: Ryan Lee

Business Phone: 647-454-0084 Fax: n/a Email Address: ryan@ataarchitectsinc.com

Address and/or location of designated property if different from the address above:

Individual Designation By-Law Number (Part IV) - By-Law Number: 392-88

Located within the Gormley Heritage Conservation District (Part V): Yes **No**

Required Supporting Documents

Built Heritage Projects

1. Written Description

Describe the work to be undertaken. This must include a description of the property and its location, the work to be undertaken, construction methods and means of attachment, materials and colour to be used, potential impacts to the property's heritage attributes, and reasons why the City should approved this application.

2. Scaled Drawings

Submit scaled drawing(s) in 11"x17" or 8"x11" size illustrating the existing condition and the proposed alteration. The scaled drawing(s) for built heritage projects must include:

- Overall dimensions;
- Labelling of building elements (signs, windows, awnings, etc.) and their dimensions;
- Detailed architectural information (trim, siding, etc.) with dimensions and profiles;
- Types of material and colour to be used (MUST be noted on drawing to indicate their location); and
- Construction methods and means of attachment.

3. Photographs

Photographs of the buildings including general photos of the following:

- Heritage features and any areas that are affected by the proposed alteration or change;
- All elevations of the building;
- Streetscape in which the building is facing;
- Streetscape in which the building is located; and
- If a property is located at an intersection, all four corners of the intersection.

4. Site Plan & Construction Plans

Submit site plan identifying the property boundaries and footprints of existing and proposed (if applicable) buildings with distances from adjacent properties and location of proposed work. Include construction plans illustrating the proposed work.

5. Historical Documentation

Submit any historical documents (i.e. photographs, articles) on the subject property that will assist the City to understand the application.

6. Additional Studies

Submit any additional technical cultural heritage studies that are relevant to the proposed alteration, if required.

Cultural Heritage Landscapes

For proposed alterations to designated cultural heritage landscapes, please contact the Heritage Planner for the required supporting documentation.

Fees

Minor Work: **\$406**

Definition: Minor alterations are defined as small additions, repairs or similar changes. Generally, they do not impact the identified heritage attributes of a property.

Major Work: **\$3,480**

Definition: Major applications alter or remove identified heritage attributes of a property. This includes the relocation of a structure to a different part of the property, the dismantling of a structure to be incorporated within a new structure, an addition to an existing heritage structure, and any changes affecting the legal description of the property as contained in the designation by-law.

Payments can be made via a cheque made out to the City of Richmond Hill Planning and Infrastructure.

Declaration

Declaration: I Ryan Lee of the City/Town of Oakville solemnly declare that I am the Owner [] or the Authorized agent [] of the above named designated property and that all the information and statements provided in this application form and on the attached drawings and specifications are to the best of my knowledge and belief true and I make this Solemn Declaration conscientiously believing it to be true, and knowing it is of the same force and effect as if made under oath, and by virtue of the Canadian Evidence Act.

Signature of applicant:



Date: 2022 01 14

The personal information of this form is collected under the legal authority of Section 33(2) and Section 42(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 Heritage and Urban Design Planner, Pamela Vega, at 905-771-5529.

Heritage Permit Application – Required Supporting Documents

1. Written Description

Overview

The proposed work to be undertaken is the exterior restoration of the building facade of the Vanderburgh House as part of the City of Richmond Hill's ongoing maintenance repairs to City-owned heritage buildings.

The following interventions are proposed for the building's exterior facade:

- Repainting of all elevations
- Removal of ivy/climbing plants from walls
- Restoration of wood windows and doors
- Replacement of missing window muntins
- Replacement of hollow metal door frame
- Repairs to wood siding boards where required
- Repairs to wood skirting board and trims
- Repairs to concrete steps at basement access
- Recaulking around foundation openings

Repainting

The proposed paint work will involve the repainting of all wood elements on the entire heritage building in like colours to what is presently. This includes the repainting of all exterior windows, doors, wood siding, and architectural elements such as the trims, mouldings, soffits, frieze boards and fascia. The surface of all heritage wood elements will be repainted using Allback linseed oil paint. The surface of the new hollow metal door frame and any other modern materials is to be painted using Benjamin Moore acrylic latex exterior paint or an approved equivalent. Selected paint shades will match existing colours.

Prior to the proposed repainting work, the existing ivy/climbing wall plants on the east, north and west elevations will be removed from the wall faces. In preparation of the exterior for repainting, the existing paint will be removed from surfaces stripping them to the base wood. The surfaces will be power washed on a low setting to remove dirt buildup and grime, and scraped and sanded carefully, with care taken during paint removal and surface preparation so as not to damage the wood.

The proposed work will help maintain the original painted appearance of the heritage building. As shown in the photographs attached to the application, portions of the exterior walls of the building have paint that is failing. The new paint coating will help protect the underlying wood material from the elements and moisture deterioration, thereby reducing any further damage to the façade.

Restoration of Wood Windows and Doors

The extent of the proposed repairs to the wood windows and doors and their associated components are detailed on sheet A-VH7.1 and A-VH7.2 of the architectural drawing set. In general, the work will address areas of wood deterioration on the window and door frames and trims, damage to the frames due to cracks or hardware holes, re-seal the joints between the upper and side window frame where they are pulling apart, and fix areas of failing window glaze putty. Areas of wood deterioration and rot will be repaired using epoxy or the Dutchman's patch method. Holes in the window frame and sills will similarly be filled in with an epoxy repair system.

The work to the front door will address much of the same issues as the windows. To complete the repairs, it is proposed that the front door is removed from its frame to allow for the completion of repairs off-site. A temporary door will be installed in its place during the completion of the repairs which will be removed afterwards.

In addition to the repairs to their window frames, three basement windows on the east and west elevations will also require the replacement of their concrete window sills which have become significantly deteriorated. They will be replaced with a concrete sill that will match the concrete sill beneath the basement window at the far south of the west elevation.

Window Muntins

The restoration work to the existing windows includes the replacement of the missing window muntins with replicated new to match existing. The windows which are missing muntins are located on the south elevation, to the east side of the front entry door. Their replacements muntins will be fabricated and installed to match the existing muntins found on the windows to the west side of the front door. The proposed work will replace the bottom sash of the windows with a 12-pane single glazed wood bottom sash. This will help to unify in appearance all the windows on the front elevation and to maintain the heritage attributes of the building.

Hollow Metal Door Frame

It is proposed that the hollow metal door frame at the basement entrance (located on the far north end of the east elevation) is replaced with a new hollow metal frame. The door frame at this location has become significantly rusted along the base and length of the frame on one edge and will be removed and replaced in its entirety. The hollow metal door at this location will remain but will be repaired and repainted; the light rust at the base of the door will be sanded off, and areas where the existing paint coating is scratched or flaking will be stripped of paint. Both the new frame and the repaired metal door will be repainted to match the existing colours.

Concrete Stairs at Basement Access

The concrete stairs that provide access to the basement entrance door, located on the east elevation, have rust stains across the width of three steps. The proposed work includes the removal of the rust and repair of these stairs. To remove the rust stains, the concrete on the stair landings will be stripped back to the rebar and they will be refinished with a new layer of concrete to patch the areas. The drainage grate in this area will also be replaced. This intervention will improve the safety of the stairs and help mitigate potential water drainage issues around the basement structure.

Repairs to Wood Siding Boards

Prior to the repainting of the siding, areas of the building's facade are proposed to undergo repairs to the wood siding boards to address moisture and physical damage that has occurred to the boards. Areas where damage to wood siding boards appears to be more noticeable have been noted on the elevations of the architectural drawing set. The extent of the damage to the wood siding board will be able to be evaluated after the removal of the existing paint coat, and if determined to be significant the wood siding boards will be cut out and replaced using the cutting and patching method. The damaged portion of the wood will be cut out and replaced with new wood boards that match the profile and size of existing siding. The new wood boards are proposed to be cut from either white pine or Douglas fir species. In areas where the damage to the wood boards is determined to be less extensive such as cracks or hardware holes, the wood will be repaired with epoxy.

Repairs to Wood Skirting Board and Trims

The proposed repairs to the heritage wood elements also include areas of damage to the wood skirting board and trims, as noted on the architectural drawings. The following locations on the main building have sections where joint cracks between the wall siding and trim are present: at the south-west corner and along the east and north elevations. The gap between the two wood materials will be closed with a sealant. Similarly at the south-west corner of the building, there is a crack between the skirting board and corner trim along their connection point, which will be patched.

Foundation Openings

The proposed work to the foundation will involve recaulking around all openings in the foundation. Openings in the foundation will be caulked around using a sealant to prevent water infiltration to the basement. The openings that will be resealed include basement windows and pipes projecting out of the foundation; refer to architectural drawings for exact locations on the elevations.