



## 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: 1370 Elgin Mills Road East, Richmond Hill, ON L4S 1M5

Legal Description: PT LT 26, CONCESSION 2, EYS; PT 1 PLAN 65R-16319

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: 17-93

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 existing Rail Station 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
- Restoration of wood windows and doors
- Repairs to wood siding boards where required
- Replacement of window plexiglass with new
- Repairs to block foundation
- Recaulking around foundation openings
- Replacement of select wood roof shingles
- Repairs to exterior signage

### 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, exterior signage 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. Selected paint shades will match existing colours.

Prior to the proposed repainting work, 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 facade.

### 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-RS7.1 and A-RS7.2 of the architectural drawing set. In general, the work will address areas of wood deterioration on the windows and doors frames and trims, damage to the frames due to

cracks or hardware holes, re-seal the connection joints between the upper frame boards and side window frame boards 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, depending on the extent of the damage. Where the damage is deep or extensive, the damaged section will be repaired using a Dutchman patch, where the segment is cut out, squared off, and replaced with new wood that matches the existing in profile. If the damage is shallow, such as holes or cracks in the wood, they will be filled in with an epoxy repair system. The work to the wood doors on the south elevation and the garage door will address much of the same issues as the windows

### **Replacement of Window Plexiglass**

Included as part of the proposed window restoration work is the replacement of the existing safety glass/plexiglass at all window locations. The existing glass will be removed as it has become yellowed over time and will be replaced with a new plexiglass sheet cut to the size of the opening.

### **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 Concrete Block Foundation**

The proposed work to the foundation will be the repair of the block foundation around the perimeter of building to match the existing restored foundation area. In the locations marked on the floor plan on sheet A-RS2.1, the foundation will be repaired. The existing 8" CMU blocks that are above grade will be reset to align with the lower block wall, and where the blocks are found to be unusable, they will be replaced with new ones. A new parging coat will be applied to the foundation once it is reset. The parging coat will be a heritage mortar that is a cement-lime-sand mixture, the proportions of which are detailed in the project's specifications. To allow access to the foundation for these repairs, the wood deck boards from the platform at the front will be temporarily removed and then reinstalled after the completion of the repairs.

Following the repair to the foundation wall, the work to the building's foundation will also include recaulking around all openings. Openings in the foundation will be caulked around using a sealant to prevent water infiltration to the walls. The openings that will be resealed include any mechanical/electrical and pipes projecting out of the foundation; refer to architectural drawings for exact locations on the elevations.

### **Wood Roof Shingles**

The proposal includes the replacement of roof shingles where missing or in poor condition such as raised or turned up shingles. Approximately 35% of the existing shingles are to be replaced, with majority of the replacement work being on the east elevation. The locations for replacement are noted on the roof plan on sheet A-RS2.1. The old shingles will be removed and replaced with new white cedar shingles that match the existing in size and appearance. The existing roof valley flashing, eaves trough down spout will remain. Replacing the missing and damaged shingles will help extend the life cycle of the entire roof and help to continue to protect the rest of the building assemblies for water damage.

### **Repairs to Exterior Signage**

The proposed work includes the restoration of the two 'RICHMOND HILL' signs that are located on the north and south elevations. On both signs the lettering paint has fallen/faded away and damage such as nail rust is visible in the background. As these signs are heritage elements remaining from the building's previous life as a rail station, the signs will not be replaced but rather repaired/restored by a heritage sign specialist. The sign will be restored using Allback linseed oil paint in matching colours to the existing.