

'Appendix A' to Staff Report SRPI.23.036

Last Updated: January 1, 2022



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: 1300 Elgin Mills Road East, Richmond Hill, ON L4S 1M5

Legal Description: _____

Existing Use: Residential Commercial Institutional **Other**

Owner & Agent Information

Property Owner

Name of Owner: City of Richmond Hill (Project Manager: Andrew Beshay)

Phone Number: 905-771-5502 Fax: N/A Email: andrew.beshay@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**

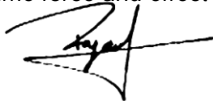
Definition: Major applications alter or remove identified heritage attributes of a property. This includes the relocation of a structure to a different part of the property, the dismantling of a structure to be incorporated within a new structure, an addition to an existing heritage structure, and any 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 Burlington 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: 2023 02 28

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 Boynton 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:

- Repair door sills
- Repair wood trim
- Repair window frame
- Regrade around basement window

Restoration of Wood Windows and Doors

The window restoration is for four basement windows on the East and west sides. The area around the basement window is to be regraded so that the grade is 4" below the sill and also slope the grade away from the building.

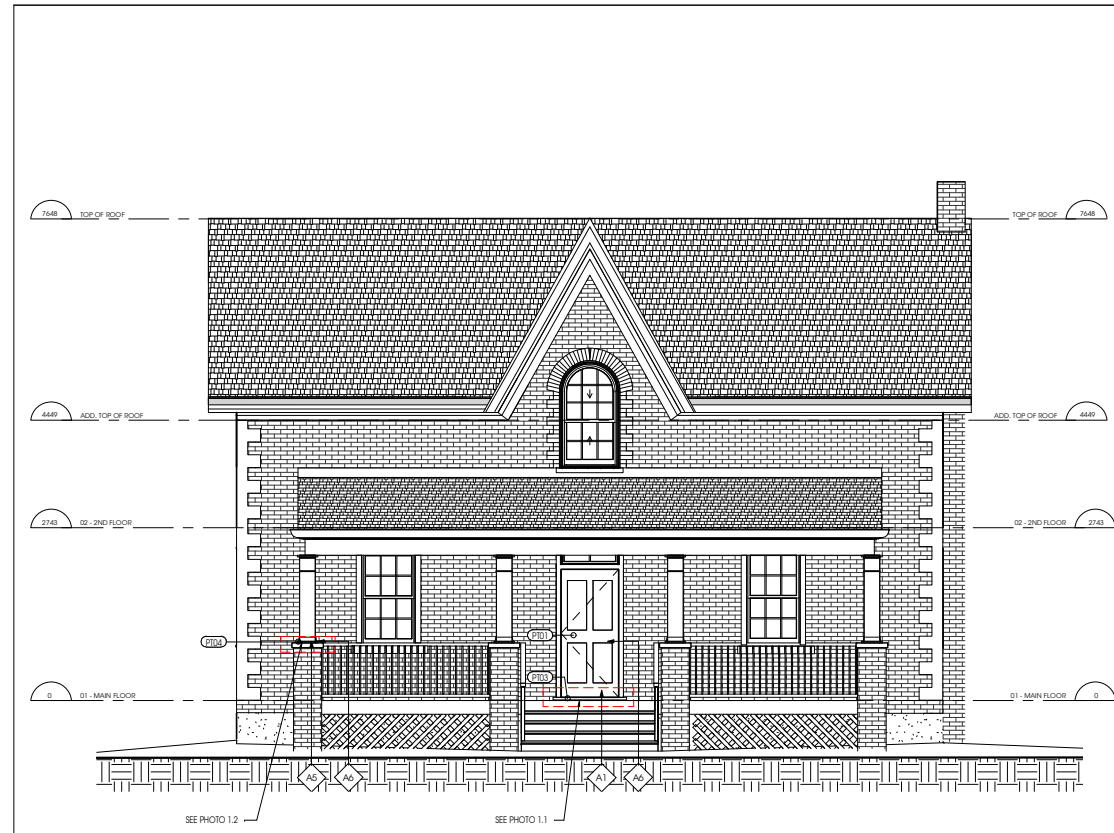
The basement windows also have areas wood deterioration and damage due to cracks or hardware holes, re-seal the joints between the upper and side window and frame where they are pulling apart, and fix areas of failing window glaze putty. Areas of wood deterioration and rot will be repaired using epoxy or the Dutchman's patch method. Holes in the window frame and sills will similarly be filled in with an epoxy repair system. All wood windows frames are to be repainted with selected shades to match existing colour.

In addition to the repairs to their window frames, the basement windows 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.

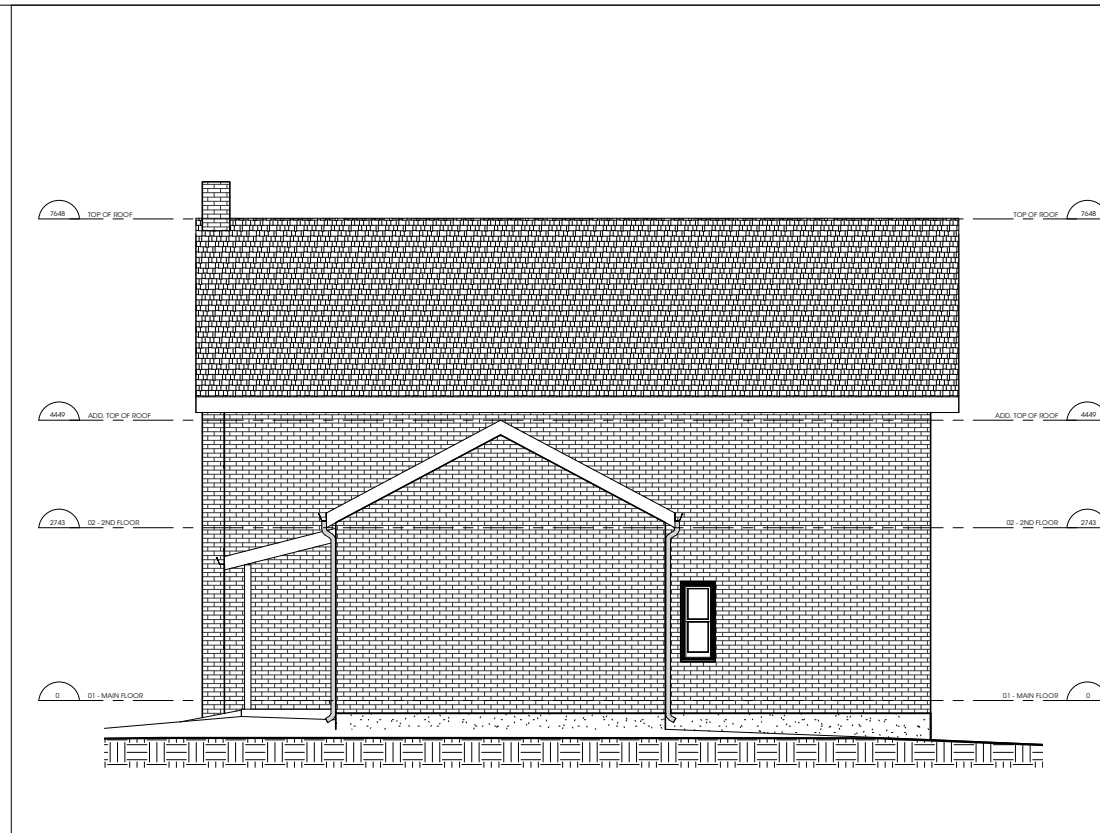
For the Door restoration, The Front and secondary entrances are to have the wood sills below removed and replaced to match existing. The sills, doors and frames are to be repainted with selected shades to match existing colour.

Repairs to Wood Trims

The proposed repairs to the heritage wood elements include areas of damage to the wood trim at the base of the front porch columns as noted on the architectural drawings. The damaged base trims are to be removed and replace with new to match existing. Column base and trims are to be repainted with selected shades to match existing.



2 SOUTH ELEVATION
A-BH3.1
1:50



1 NORTH ELEVATION
A-BH3.1
1:50



PHOTO 1.1 - REPAINT DOOR THRESHOLD AND FRAME



PHOTO 1.2 - REMOVE DAMAGED BASE TRIM AND REINSTALL NEW TO MATCH

FACADE RESTORATION LEGEND:

- A1 DOOR AND WINDOW FRAME REPAIR**
STRIP PAINT TO ASSESS FULL EXTENT OF DAMAGE TO WOOD FRAME. IF DAMAGE IS SHALLOW, FILL IN CRACKS OR HOLES WITH SEALANT. IF DAMAGE IS DEEP OR EXTENSIVE, REPLACE DAMAGED SECTION OF WOOD. CUT OUT DAMAGED SECTION OF WOOD BOARD AND SQUARE OFF AREA. CUT NEW WOOD BOARDS TO MATCH PROFILE OF EXISTING SIDING AND SIZE OF AREA TO BE REPLACED, AND SECURE IN PLACE.
- A2 REGRADING AROUND BASEMENT WINDOW**
REMOVE GRADE AROUND BASEMENT WINDOW TO 4" BELOW SILL. REGRADE AREA TO SLOPE AWAY FROM BUILDING.
- A3 NEW PRECAST WINDOW SILL**
REPLACE CONCRETE SILL WITH NEW PRECAST CONCRETE SILL. PATCH AND REPAIR ADJACENT TO MATCH EXISTING.
- A4 DOOR SILL REPLACEMENT**
EXISTING DOOR SILL TO BE REMOVED AND REPLACED WITH NEW DOOR SILL. REPAINT TO MATCH EXISTING.
- A5 WOOD TRIM REPAIR**
REMOVE LOOSE AND/OR DAMAGED WOOD TRIM BOARD AND REPLACE WITH NEW WOOD TRIM. CUT OUT DAMAGED SECTION AND REPLACE. ENSURE NEW SECTION IS LEVEL, MATCH EXISTING PROFILE.

PAINTING LEGEND:

- A6 WOOD DOOR/DOOR FRAME/ WINDOW FRAME/ SILLS/ TRIMS (ETC.) REPAINTING**
STRIP PAINT TO THE BARE WOOD AND PATCH AND REPAIR ANY CRACKS, HARDWARE HOLES OR DAMAGED FRAMES AS NECESSARY. PREPARE WOOD SURFACE, APPLY PRESERVATION TO WOOD AND REPAINT IN THEIR ENTIRETY OF THE EXTERIOR AND INTERIOR OF THE DOORS, FRAMES AND WINDOW TO MATCH THE EXISTING COLOUR.

NUMBER	DATE	REMARK
2	2023 02 28	ISSUE FOR HERITAGE PERMIT/ TENDER
1	2023 02 21	ISSUE FOR REVIEW

CONTRACTOR IS TO CHECK AND VERIFY ALL DIMENSIONS AND CONDITIONS ON THE PROJECT AND REPORT ANY DISCREPANCIES TO THE ARCHITECT BEFORE PROCEEDING WITH THE WORK. DRAWINGS ARE NOT TO BE SCALED.

CONTRACT DOCUMENTS ARE THE COPYRIGHT OF THE CONSULTANTS AND SHALL NOT BE USED OR REPRODUCED WITHOUT AUTHORIZATION. DOCUMENTS ARE TO BE RETURNED UPON COMPLETION OF THE PROJECT.

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PROJECT
BOYNTON HOUSE
RESTORATION

1300 ELGIN MILLS ROAD,
RICHMOND HILL, ON

DRAWING
NORTH & SOUTH ELEVATIONS

DRAWN
RL, KS

SCALE
As indicated

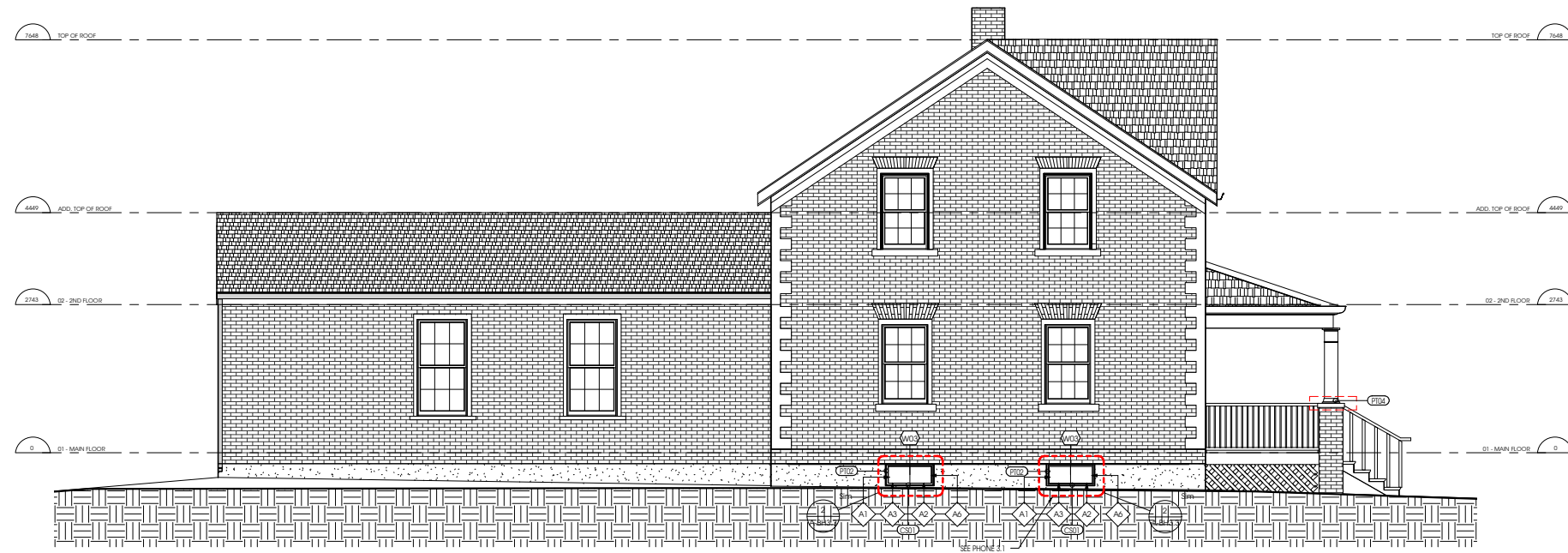
DATE
2023 02 28

CHECKED
RL

PROJECT
22-1514B

DRAWING

A-BH3.1

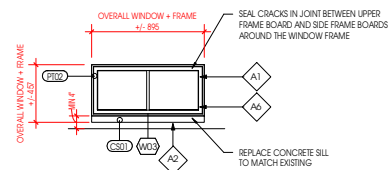


1 WEST ELEVATION
A-BH3.3 1:50



PHOTO 3.1 - WEST BASEMENT WINDOW #1
REMOVE GRADE AROUND BASEMENT WINDOW TO 4" BELOW SILL.
REGRADE AREA TO SLOPE AWAY FROM BUILDING.
REPLACE CONCRETE SILL.
REPAIR WOOD FRAME.
REPAINT AS REQUIRED.

APPROXIMATE AMOUNT OF PAINT STRIPPING REQUIRED:
- FRAME 70%
- WINDOW 70%
APPROXIMATE AMOUNT OF REPAINTING:
- WINDOWS 25%



2 WINDOW W03
A-BH3.3 1:25

FACADE RESTORATION LEGEND:

- A1 DOOR AND WINDOW FRAME REPAIR**
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REVISION TABLE

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BOYNTON HOUSE
RESTORATION

1300 ELGIN MILLS ROAD,
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DRAWING
WEST ELEVATION

DRAWN
RL, KS

SCALE
As indicated

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CHECKED
RL

PROJECT
22-1514B

DRAWING

A-BH3.3

Heritage Permit Application - Site Photographs
1300 Elgin Mills Road East, Richmond Hill, ON



South/ Front Elevation



East Elevation at South

Heritage Permit Application - Site Photographs
1300 Elgin Mills Road East, Richmond Hill, ON



East Elevation at North



North/ Rear Elevation

Heritage Permit Application - Site Photographs
1300 Elgin Mills Road East, Richmond Hill, ON



West Elevation at North



West Elevation at South



View of Main Entrance



View of Second Entrance



View of Base of West Porch Column



View of Base of East Porch Column



View of Basement Window East Elevation



View of Basement Window West Elevation

Heritage Permit Application - Site Photographs
1300 Elgin Mills Road East, Richmond Hill, ON



Streetscape North of Elgin Mills Road East - Subject Property at 1370 Elgin Mills Rd E



Streetscape North of Elgin Mills Road East - Neighbouring Landscape



Streetscape North of Elgin Mills Road East - Neighbouring Landscape and Parking

Heritage Permit Application - Site Photographs
1300 Elgin Mills Road East, Richmond Hill, ON



Streetscape South of Elgin Mills Road East - Building Across the Street at 8 Danpatrick Dr.



Streetscape South of Elgin Mills Road East - Building at 21 Matteo David Dr



Streetscape South of Elgin Mills Road East - Building at 1365 Elgin Mills Rd E