

Requirements and Procedures, Application for Demolition of Heritage-Listed Properties

As approved by City Council May 4, 2015 (M163-2015)

General:

- These provisions apply to properties listed on the Windsor Municipal Heritage Register, not including individually designated properties or those within a heritage conservation district.
- The applicant is to demonstrate that the property proposed for demolition should be removed.
- If a Register-listed property is also in a demolition control area, these provisions apply in addition to the information and procedural requirements of demolition control.

Procedures:

- The applicant requesting demolition shall submit the notice of intention to the City Planner. This notice shall include the property location, owner(s) and agent(s).
- The notice shall be accompanied by all the Information Requirements listed below, except that the City Planner may waive certain requirements (in writing) if it is determined that the information would not contribute to the information needed for a decision.
- The City Planner shall make heritage property files available for viewing, plus copies available at the established cost.
- The City Planner shall determine if the information is sufficient within 30 days of receipt, otherwise the application is determined to be sufficient by default.
- If the information is determined to be sufficient, the statutory sixty-day deadline for a decision begins on the day the application is determined to be complete.
- If the information is determined not to be sufficient, the application will not be processed and the sixty-day deadline does not begin.

Information Requirements:

- Heritage Alteration Permit, with current owner information and signatures
- Ownership since the later date of (a) 1900 or (b) five years before the construction date on the Register
- Residents or commercial occupants since the later date of (a) 1900 or (b) five years before the construction date on the Register, in five-year increments (preferably including the year when address numbers changed – 1937 for most of Windsor, 1965 for Riverside); the list including occupations of the residents or business owners of commercial properties
- Fire Insurance Map images of the property
- Major news events occurring at the property
- For partial demolitions, the final appearance of the property where the remaining buildings and structures attached to demolished parts
- If some of these items cannot be found, the other items will be sufficient for the application

In addition to by-law provisions, these Optional Information items are suggested but not required:

- Rationale for demolition – Why remove this heritage resource? Is there little cultural heritage interest or value?
- Estimated cost of repair for heritage building
- Future development on the property