

Heritage Guidelines

Annapolis Royal is a unique town. It has outstanding history, built heritage, culture and a beautiful natural setting. Most of the Town is included in a National Historic District, which includes about 140 registered heritage buildings. Of these heritage buildings, several are designated as National Historic Sites, while several others have Provincial designation, and the remainder are municipally designated. These assets need to be conserved and restored in an appropriate manner, and included in our marketing of the Town. To meet these objectives, we need to encourage home-owners to protect these scarce heritage assets.

Definition of a Registered Heritage Building:

A registered heritage building (Municipal or Provincial) is a structure which has been registered as such at the Land Information Centre in Lawrencetown. The Heritage Property Act outlines the guidelines and definitions of a registered heritage building, for more information refer to the following link: <http://nslegislature.ca/legc/statutes/heritage.htm>.

Role of the Planning Advisory Committee:

All proposed changes to registered heritage buildings must be submitted to the Planning and Heritage Advisory Committee in advance of any work being done. Appropriate application forms are available at the Town Hall. If no material change, such as re-shingling with the same kind and colour of roofing, etc., is anticipated, submission to the Planning and Heritage Advisory Committee is not essential.

Note: The duties of the Planning and Heritage Advisory Committee are carried out by two members of Town Council and supplemented by members at large from the community. The Committee reports to Town Council monthly.

Guidelines:

1. Registered Heritage Buildings:

Preferred approach:

Exterior Building: Traditional materials, such as wood, brick, stone, etc.

Doors & Storm Doors: Wood

Garage Doors: Wood

Roofing: Wood Shingles, shakes, slate, etc.

Windows & Storms: Wood

Colours: Traditional

Fences: Wood, wrought iron, etc.

Signage: Wood, wrought iron, etc.

While these are the preferred approaches, the Planning and Heritage Advisory Committee may be willing to consider other options in certain cases.

2. All other Buildings, Including New and Existing Construction

Traditional designs using traditional materials should be continued, so that the essential character of the Town will be maintained. Sinclair Mews is a example of good architecture that fits within the historic buildings of Annapolis Royal. The Liquor Store and the Post Office are examples of architecture more suited to less historic towns.

Provincial and Federal Programs

The Province of Nova Scotia and the federal government offer incentives and rebates for renovations. For more information, please go to <http://cch.novascotia.ca/exploring-our-past/heritage-property/financial-support>.

For Conservation Work Grant, Conservation Advice Grant, or HST Rebate contact the Heritage Property Program, Kevin Barrett, 902-424-6396 or kevin.barrett@novascotia.ca.

Information available on the web

You can obtain all the information you want about any Town property through the LIU at <http://www.avliu.ca/municipalview/>. It contains the heritage properties, zoning, property lines, and development agreements. You can use this site for research, maps, trees and trails.

Contact Information

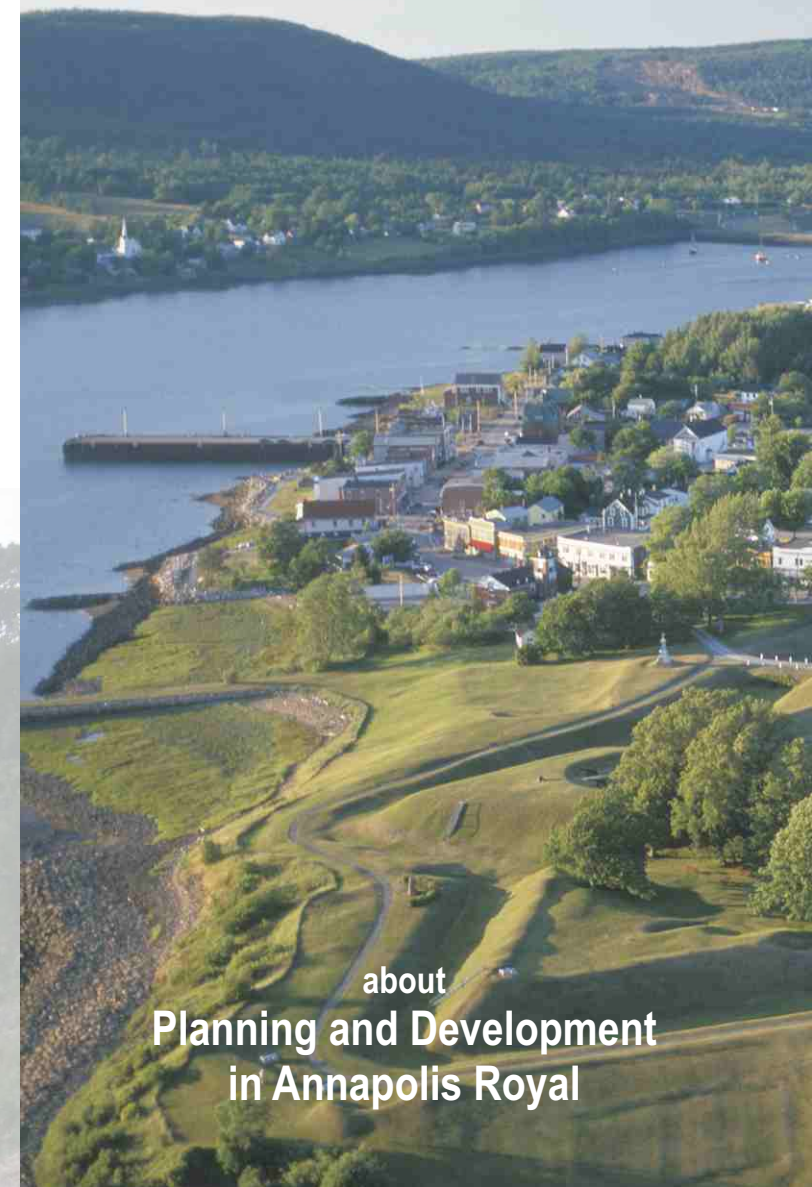
Building and Fire Inspector
Alfred Doucet
adoucet@municipality.digby.ns.ca
902-245-6776

Planning & Heritage Coordinator
Sandi Millett-Campbell
phmc@annapolisroyal.com
902-532-3145

Town of Annapolis Royal
admin@annapolisroyal.com
902-532-2043

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Some important things
You should know...



about
**Planning and Development
in Annapolis Royal**

Where

**HISTORY MEETS
OPPORTUNITY**



“I just bought a building and I plan to open a business.”

Any time a business opens or moves, a development permit is required from Annapolis Royal Town Hall. A zoning check is made by the Planning Coordinator to make sure the use is permitted on the lot. If you are simply moving your business within the Town, you are encouraged to contact the Planning Coordinator at: 902-532-3145.

The Planning Coordinator will advise you if your property is a heritage property in which case a heritage application must also be completed. If you plan to make alterations to the exterior appearance of a heritage building, clear sketches are required of the changes or alterations to enable the Planning and Heritage Advisory committee to recommend your application for approval. The same goes for buildings which are next to a registered heritage property.

If any structural changes(s) is (are) required, a building permit is also necessary. Structural changes include: load bearing walls, additions, new construction, or any work that will cost more than \$5000. The Building Inspector should be consulted in case of doubt.

“I own a residential property and want to change it.”

Any time you wish to alter the use of any property, a development permit is required from Annapolis Royal Town Hall. A zoning check is made by the Planning Coordinator to make sure the use is permitted in the residence.

The Planning Coordinator will advise you if your property is a heritage property in which case a heritage application must also be completed. If you plan to make alterations to the exterior appearance of a heritage building, clear sketches are required of the changes or alterations to enable the Planning and Heritage

Advisory Committee to recommend your application for approval. The same goes for buildings which are next to a registered heritage property.

If any structural changes(s) is (are) required, a building permit is also necessary. Structural changes include: load bearing walls, additions, new construction, or any work that will cost more than \$5000. The Building Inspector should be consulted in case of doubt.

Signage

All signs require prior approval. Even if your business is only moving from one location to another within the Town, you should still contact the Planning Coordinator. The Planning Coordinator will advise you of size, type, and number of signs permitted on any premises.

Since Annapolis Royal is substantially a National Historic District, extra attention to signs is needed. Use of traditional materials is strongly encouraged (wood, wrought iron, traditional colours and designs).

Existing policies relating to signs are:
Part 23, Municipal Planning Strategy (MPS)
Part 7, Land Use By-Law (LUB)

If you would like to investigate having a sign on Town property, such as a sandwich board on the sidewalk, or in any part of the commercial district on Town property, you must complete an Application for Lease for Sandwich Board or Off-Premise Sign on Town Property. The cost is \$25 for one year, and \$50 for three years, Non-For Profits are free, but must be renewed yearly. Forms are available from Town Hall.

Fencing

Any fence above two metres (6'5") in height requires a development permit. Please note that the following heritage guidelines apply to fencing.

On a corner lot or lot abutting the entrance or exit to a public parking lot, a fence, sign, hedge, shrub, bush or tree or any other structure or vegetation shall not be erected or permitted to grow to a height greater than 0.5 m (1.64 ft.) above grade of the streets that abut the lot within the triangular area included within the street lines for a distance of 6 m (19.68 ft.) from their point of intersection.

Decks

Any deck less than 24 inches off the ground without railings require a development permit only. Any other deck requires a building permit as well as a development permit.

Heat Pumps

All heat pumps require a Development Permit and/or Heritage Approval. If the heat pumps are to be installed on the sides or rear of the house, and the location is not compromising the heritage value of the building, the Planning Coordinator can approve the application. The approved application will then be sent to the Development Officer for final approval required to install the heat pumps.

If the heat pumps are to be installed in the front of the building or are deemed by the Planning Coordinator to be potentially compromising the heritage value, then the application will go to the next PHMC meeting for the Committee's consideration and recommendation to Council.

Town By-Laws relating to development

The Town has two important documents relating to planning and development. The first is the Municipal Planning Strategy (MPS) which contains the policies that must be followed by Town Council to achieve the goals and objectives of the Town for physical development. These goals and objective were developed with extensive public input through business and residential surveys.

The second document is a piece of municipal legislation called the Land Use By-Law (LUB) which relates land use activity and the growth of the Town in order to achieve the goals and objectives of the Municipal Planning Strategy.

Development permits are issued when the land use change conforms with the Land Use By-Law. Sometimes, a development requires a change in the Municipal Strategy and/or Land Use By-Law to make it work. This is typically a twelve week process and involves rewriting a legal By-Law. The Town Planning Coordinator can provide you with information as it relates to your development. Applications for amendments may be obtained from the Town Hall.