

HERITAGE RELATED PROVISIONS AND THE ROLE OF PHAC

What you need to know about heritage related provisions and the role of the Planning & Heritage Advisory Committee (PHAC)

Heritage assets and properties are a key cultural, social and economic resource in Annapolis Royal and are considered extensively in Town policies because of their importance. The designation of the greater part of the Town as a National Historic District (composed of five sub-districts) reflects the heritage value of the Town's built environment.

THE PROVINCIAL HERITAGE ACT AND THE TOWN'S HERITAGE BYLAW

In 1980 the Province passed its Heritage Property Act, and a year later approved a Heritage By-law for the Town, which then created its Planning and Heritage Advisory Committee, known as PHAC. PHAC comprises members of Town Council and several volunteer members of the community.

HOW DO HERITAGE POLICIES AFFECT ME?

It depends on what you want to do. If you own a registered heritage property, you must submit any development (or redevelopment) plans to PHAC for review before you can proceed with your project. This includes fence design. If you have a registered heritage property on either the left or the right of your property, you must do the same thing...submit your plans and designs to PHAC. **This applies whether your building is in a residential or commercial zone.**

WHAT ARE THE CRITERIA OF THIS PHAC REVIEW?

The criteria include consideration of the planned development's height, bulk, roofline, and siding, and the number, location and size of windows and doors relative to the character-defining elements of the heritage building or buildings next door. It also includes the fence design.

WHAT HAPPENS AFTER THE PHAC REVIEW?

After reviewing your plan, PHAC will either recommend it for approval by Council so that a permit can be issued, or will inform you that the plan must be revised and brought forward at the next PHAC meeting.

HOW LONG DOES THE APPROVAL PROCESS TAKE?

That depends on when you get your plans and drawings in to PHAC. The Committee meets at 9 am on the first Monday of the month in Council Chambers. If it recommends your plans for approval by Council at that meeting, Council will rule on that recommendation at its next meeting, which is held on the third Monday of the month at 4 pm. That is a two-week process. If you get your plans in after the PHAC meeting or have to revise and re-submit your plans to PHAC, the approval process could take up to six weeks.

WHAT IF I AM JUST DOING ROUTINE MAINTENANCE OR REPAIRS?

If you are just doing routine maintenance or a repair job with like materials, you don't need to submit your plans to PHAC. Say you want to replace the rotten wood trim around your windows with new

wood in the same design. No need for a PHAC review. But if you want to replace your wooden windows with vinyl windows, that is not replacing “like with like” and you will have to go to PHAC for review.

DO SIGNS HAVE TO GO TO PHAC FOR REVIEW?

Yes, in some cases. If you wish to put a sign or signs on a registered heritage property, you must submit your drawings to PHAC for review and recommendation to Council.

PLANNING DOCUMENT REFERENCE

The Municipal Planning Strategy, Part 11 (National Historic District)

https://annapolisroyal.com/wp-content/uploads/2019/12/MPS_September-2019_Updated-Oct.-7_Low-res_Single-Pages.pdf

The Land Use Bylaw, Part 4, (General Provisions for all Zones), Section 4.10 (Development of Property Abutting a Registered Heritage Property)

https://annapolisroyal.com/wp-content/uploads/2019/12/LUB_September-2019_Single-Pages.pdf

IF YOU HAVE QUESTIONS

Call Town Hall at 902 532-2043 to discuss your questions about Heritage Related Provisions and the role of PHAC with the Municipal Development Officer.