

**Town of Annapolis Royal
POLICY**

TITLE: Non-Substantive Changes for Heritage Properties Policy	
POLICY NO.: 2026-07	SUPERSEDES: N/A
EFFECTIVE DATE: July 2026	APPROVED BY COUNCIL MOTION NO.: MOTION #C2026-07-22-06

1. INTENT

The Non-Substantive Changes for Heritage Properties Approval Policy of the Town of Annapolis Royal works to ensure the prompt and effective processing of an application for heat pumps, signage in the Commercial General (CG) Zone, and Solar Panels on a heritage building in the Town. It will provide the Heritage Officer the ability to approve an application for heat pumps, signage in the CG Zone, and solar panels that will be installed on a heritage property without going to a Planning and Heritage Advisory Committee (PHAC) meeting, unless the Heritage Officer feels the application is compromising the heritage value of the building.

2. DEFINITIONS

- 2.1. CORNER LOT means a lot situated at the intersection of and abutting on two or more streets.
- 2.2. FLANKAGE YARD means the side yard of a corner lot which side yard extends from the front yard to the rear yard between the flankage lot line and the nearest wall of any building or structure.

3. SCOPE

The Non-Substantive Changes for Heritage Properties Approval Policy of the Town of Annapolis Royal applies to heritage buildings, and buildings adjacent to a heritage building.

4. Procedure and Implementation:

4.1. Application received

Once a Heritage Application and Development Permit Application has been received and complete, the Heritage Officer will review the application to see where the heat pumps or solar panels will be installed.

If the heat pumps or solar panels are to be installed on the sides (but not including the flankage yard of a corner lot) or rear of the house, and the location is not compromising the heritage value of the building, the Heritage Officer can approve the application. The approved application will then be sent to the Development Officer for final approval required to install the heat pumps, signage, or solar panels.

If the heat pumps or solar panels are to be installed in the front of the building or in the flankage yard of a corner lot or are deemed by the Heritage Officer to be potentially compromising to the heritage value, then the application will go to the next PHAC meeting for the Committee's consideration and recommendation to Council.

Regarding signage, the Heritage Officer can approve an application for signage for a heritage building in the CG Zone provided it does not compromise the heritage value of the property.

If the sign is deemed by the Heritage Officer to be potentially compromising to the heritage value, then the application will go to the next PHAC meeting for the Committee's consideration and recommendation to Council.

4.2. Approved application

Once the application has been approved by the Planning Coordinator, the approved application will then be sent to the

Development Officer for the final approval (to ensure compliance with the Town's Land Use By-law) required to install the heat pumps, signage, or solar panels.

4.3. Approval Letter

A letter will be sent to the applicant with the Development Officer's approval and any conditions that apply to the permit. Once this letter is received by the applicant, the installation may take place.

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 22nd day of July 2026.

GIVEN under the hand of the CAO and under the seal of the Town of Annapolis Royal the 23 day of July 2026.



Sandi Millett-Campbell
Chief Administrative Officer



