

# Demolition Application Process For A Residential Dwelling Unit



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## **BACKGROUND**

### **Demolition Control (By-law 159 - 10, Section 33, Planning Act)**

Demolition Control By-law applies to the demolition, in whole or in part, of any building containing a residential unit within the City of Cambridge. As such, those buildings regulated by the bylaw require a residential demolition control permit issued by the Chief Building Official. Demolition Control is required in order to:

- maintain the integrity of residential neighbourhoods;
- prevent the premature loss of housing stock;
- avoid the creation of vacant parcels of lands in well established existing neighbourhoods; and
- retain existing residential units until new uses have been considered and redevelopment plans have been approved.

Generally, residential units are demolished to make way for replacement units. In order to reduce the lag time between demolition and new development, the Demolition Control By-law requires a building permit for the new units to be in place prior to demolition of the existing building. The building permit process and the residential demolition permit process are viewed as parallel processes requiring that the building permit for the replacement unit(s) is ready to be issued prior to the residential demolition permit being issued.

## **RESIDENTIAL DEMOLITION APPLICATION PROCESS**

When an application is submitted for a residential demolition permit, it will be reviewed by the Planning Services Department. Generally, residential demolition permits regulated under the Demolition Control By-law can be approved by the Chief Building Official. Where staff is recommending that a residential demolition permit should be approved with conditions, or denied, a report is forwarded to Cambridge City Council for a decision.

## **PRELIMINARY REVIEW**

Where demolition of a residential dwelling unit is proposed to facilitate a new development, the applicant should check at this time to determine whether a Site Plan Application will be required by contacting the City's Planning Operations Division – Zoning – 519.740.4650 ext. 4521. If such an application is required, the applicant should

discuss the site plan proposal with the Planner – Site Development/Zoning at 519. 740.4650 ext. 4528. A Site Plan Application should be filed along with the residential demolition permit application to ensure the two processes run concurrently.

## **HERITAGE PROPERTIES**

Where demolition is proposed for all or part of a property designated under Part IV (individual) or Part V (Heritage Conservation District) of the Ontario Heritage Act, the application to demolish a residential dwelling unit will require consideration by the City's Municipal Heritage Advisory Committee and Cambridge City Council. Preparation and submission of a Heritage Impact Assessment may be required to support the proposal to demolish a residential dwelling unit.

Where demolition is proposed for a residential dwelling unit which is listed as a non-designated property of cultural heritage value on the City of Cambridge's Municipal Heritage Registry, the Owner is required to give Council at least 60 days notice in writing of the intent to demolish. During this time, Council may choose to designate the property to provide protection from demolition.

## **COMPLETE APPLICATION**

1. An application for a residential demolition permit must be **fully** completed (including supplemental information on page 3 of the application form) and submitted to the Planning Services Department together with the prescribed fee as per the current Rate Review, and two (2) copies of a plot plan showing the location of the structure to be demolished. **The following information must also be submitted in writing on a separate page(s) with the completed application form and fee:**
  - a) **Physical Condition of the Building** - Description of the structural integrity of the building, or part of the building, proposed for demolition;
  - b) **Official Plan and Zoning designations** – existing, and if applicable, proposed designations as part of a separate planning application process. Information regarding the property's Official Plan and Zoning designations can be obtained from the City's Planning Operations Division – Zoning – 519.740.4650 ext. 4521. If a planning application has been submitted to change the Official Plan and/or Zoning designations, please include the application file number(s).
  - c) **Site Plan Application** – If there is a proposed or approved site plan for the future development of the property, please include the site plan application file number;
  - d) **Building Permit Application** - Proof of submission of building permit application including the building permit application file number. If a building permit has already been issued, please provide the building permit number; and
  - e) **Owner(s) Authorization** - Authorization from property owner(s) if the application is being submitted by an agent.

## **APPLICATION PROCESS**

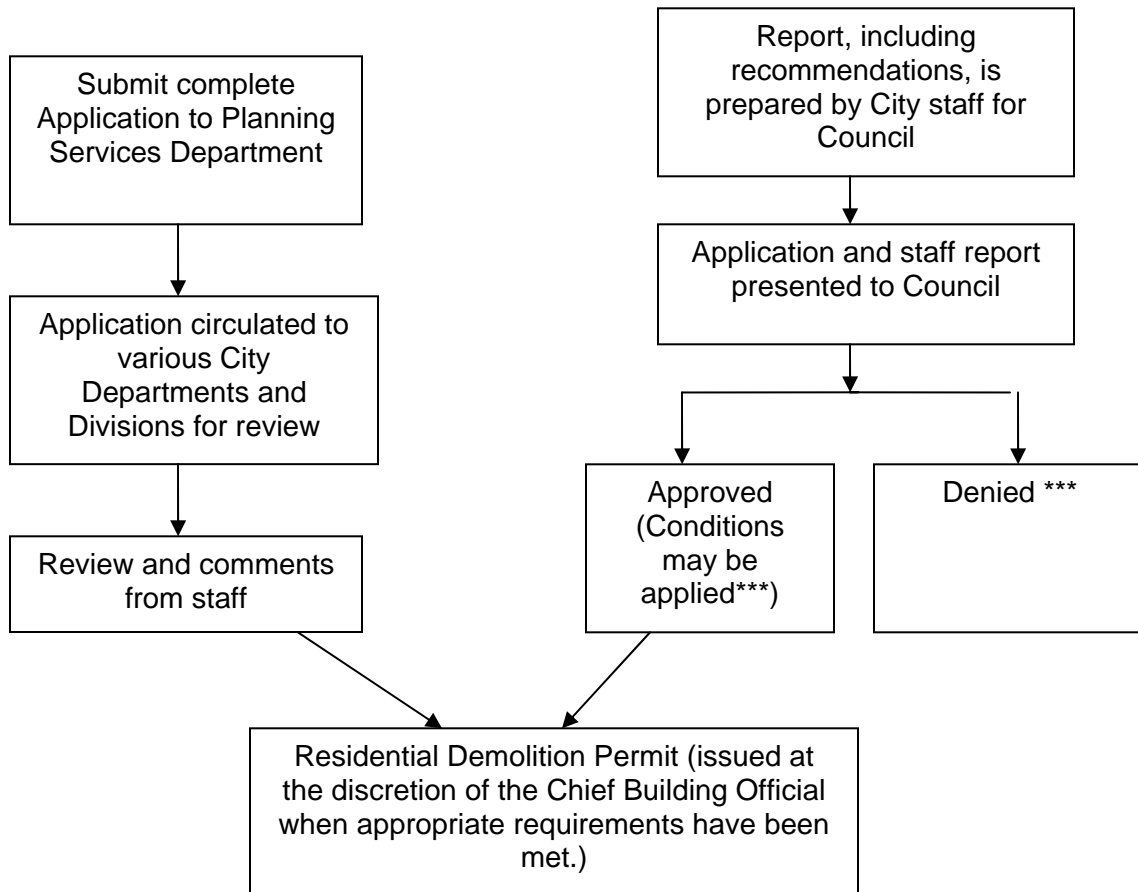
2. After receipt of the complete application for residential demolition, the Heritage Planner will circulate a copy of the application to various City

Departments and Divisions (e.g. Zoning, and Heritage Planning) to determine whether there are any concerns and/or requested conditions for the permit and request responses within 10 business days.

3. If there are no concerns raised by City staff during the circulation of the demolition application, the Demolition Control Permit will be issued by the Chief Building Official.
4. If there are concerns raised during the circulation of the demolition application and/or conditions are recommended; a report will be prepared by City staff for Cambridge City Council's consideration. This report will outline the conditions recommended by City staff or the rationale for denying the request to demolish. After Council makes its decision, the applicant has the right to appeal Council's decision to the Ontario Municipal Board.

**Scenario 1 - If no issues or conditions are raised during review of demolition permit**

**Scenario 2 - If issues or conditions are raised during review of demolition permit**



\*\*\* Decision can be appealed by applicant to the Ontario Municipal Board

## **VIOLATIONS**

5. Anyone who demolishes a residential dwelling unit or permits its demolition without an approved residential demolition permit is in contravention of the Demolition Control By-law and can be fined up to \$50,000 for each dwelling unit affected.

## **GENERAL APPLICATION PROCESSING TIMELINE**

Routine applications which do not have any issues raised during circulation take approximately 15 business days to process from the date of submission of a complete application. **Please note that a residential demolition permit cannot be issued until a building permit is issued for the replacement dwelling(s).**

For more complicated applications where issues are raised during circulation of the demolition application, or the application is being processed in conjunction with a site plan application, or the property is included on the City of Cambridge Heritage Registry, additional processing time will be required.

## **FURTHER INFORMATION**

If you have any questions regarding residential demolition, please contact Valerie Spring, Heritage Planner at 519.740.4650 ext. 4580 or by email at: [springv@cambridge.ca](mailto:springv@cambridge.ca) or Elaine Brunn Shaw, Director of Policy Planning at 519.740.4650 ext. 4574 or by email at [brunnshawe@cambridge.ca](mailto:brunnshawe@cambridge.ca)