

Application Form

Heritage designation under Part IV of the Ontario Heritage Act

Ensure that your request for designation includes:

1. A completed and signed application form, and
2. An aerial photograph or location map and photographs (historic and/or current) of the exterior of the building, landscape features, and interior features that are the subject of the designation application.

Once complete, send your application form to:

Sally Coutts
Senior Heritage Planner
Heritage Services
Planning Infrastructure and Economic Development Department,
4th Floor, 110 Laurier Avenue West, Ottawa, Ontario, K1P 1J1
Telephone 613-580-2424 extension 13474
Email heritage@ottawa.ca

Heritage staff will acknowledge receiving your application with the approximate timeline for processing and request additional information, if required. Heritage staff will review the application to determine if your property meets the designation criteria under the Ontario Heritage Act. You will be notified if the property does not meet the designation criteria.

Criteria For Evaluating A Potential Heritage Building, Ontario Regulation 09/06

A property may be designated under section 29 of the Ontario Heritage Act if it meets one or more of the following criteria for determining whether it is of cultural heritage value or interest:

1. The property has design value or physical value because it:
 - Is a rare, unique, representative or early example of a style, type, expression, material or construction method,
 - Displays a high degree of craftsmanship or artistic merit, or
 - Demonstrates a high degree of technical or scientific achievement.
2. The property has historical value or associative value because it,
 - Has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community,
 - Yields, or has the potential to yield, information that contributes to an understanding of a community or culture, or
 - Demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.
3. The property has contextual value because it is:
 - Important in defining, maintaining or supporting the character of an area,
 - Physically, functionally, visually or historically linked to its surroundings, or
 - A landmark.

Please provide as much information as possible on the application form to assist heritage staff in evaluating your application and include a short bibliography of sources you have consulted.



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Please complete all applicable sections of the Form. **Please submit one form per property.** Requests for designation must be submitted on this form.

Name of Applicant(s):

Address:

City:

Province:

Postal Code:

Email:

Home Phone Number:

Work Phone Number:

Name of Current Owner(s) (if known):

Section 1: Pre-consultation information

Have you consulted a City of Ottawa Heritage Planner regarding this application?

Yes No

If yes, please indicate the name of the Heritage Planner you have consulted:

Name: Date of consultation:

Is the property already on the Heritage Reference List or Heritage Register?

Yes No Unsure

Section 2: Property Details

Current and/or Historic Building/Property Name:

Property Address:

Address:

City:

Province:

Postal Code:

1. Please provide a description of the building.

Section 3: Information for Heritage Evaluation

1. What is the property's construction date (if known) :

2. What is the building's architectural style or and construction method?

3. Please describe the property's significant architectural features:

4. Does the property have a direct and significant link to a theme, event, belief, activity, organization or institution of the community? If yes, please explain:

5. Is the structure directly and significantly associated with the life work of an individual who made a particular or noteworthy contribution to the community, province or nation? If yes, please explain:

6. Please identify the architect and/or builder of the property:

7. Are there any associated historic events of significance?

8. Why do you believe that the building is of importance to the history and development of the community?

9. Please identify if the property is a landmark within the municipality and why:

Section 4: Designation Details

I am also requesting the designation of:

- a landscape feature or features of the property
- an interior feature or features of the property.

Please provide photos and describe the interior and/or landscape feature(s) proposed for designation and why it/they merit designation.

Landscape features:

Interior features:

Section 5: Supplementary information

Explain why it is important that this building be designated

Section 6: Signature

I understand the requirements of the Ontario Heritage Act as it pertains to the application for designation of a property and agree to comply with these requirements.

Applicant

Date