

Application Number: \_\_\_\_\_ Ward Number: \_\_\_\_\_ File Lead: \_\_\_\_\_

Application Received: (dd/mm/yyyy): \_\_\_\_\_ Fee Received: \$ \_\_\_\_\_

Client Service Centre Staff: \_\_\_\_\_



# Demolition Control

## Application Form

### Notice of Public Record

All information and materials required in support of your application shall be made available to the public, as indicated by Section 1.0.1 of *The Planning Act, R.S.O. 1990, C.P.13.*

### Municipal Freedom of Information and Protection Act

Questions about this collection may be directed by mail to Manager, Business Support Services, Planning, Real Estate and Economic Development Department, 110 Laurier Avenue West, Ottawa, K1P 1J1, or by phone at (613) 580-2424, ext. 24075

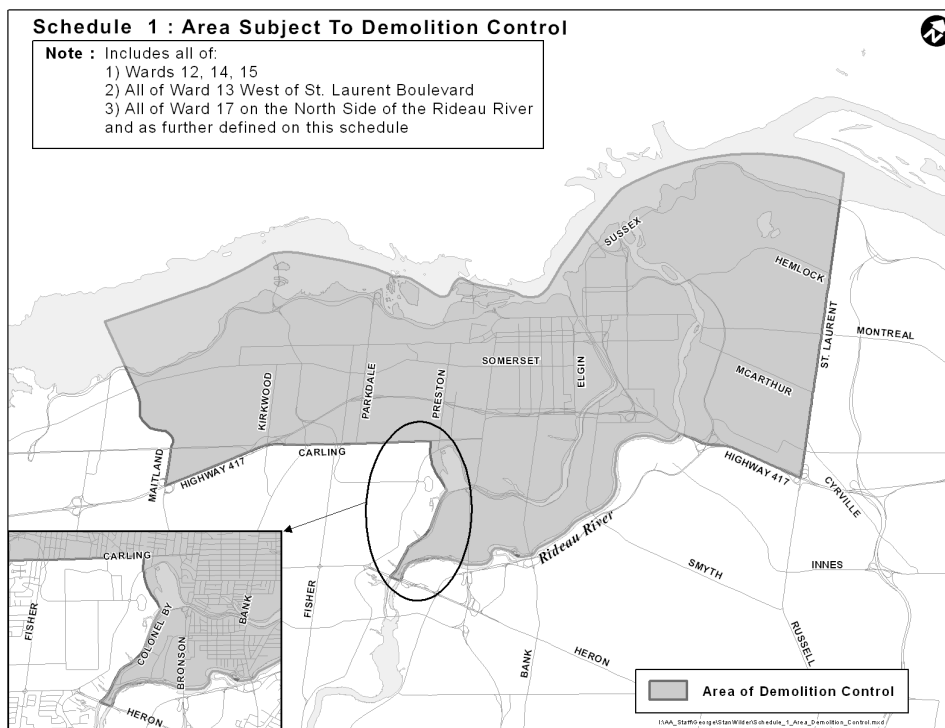
### Does your demolition require a demolition control application? Please read this before proceeding:

Not all demolitions require a Demolition Control application. Demolition Control applies only in cases where ALL of the following are true:

- a) No building permit for a new building on the site has been issued; **and**
- b) The proposed demolition will result in the loss of one or more residential dwelling units, **and**
- c) The building to be demolished is located within the Area of Demolition Control as defined by [Schedule 1 of the Demolition Control By-law 2012-377](#), shown below.

If one or more of the above conditions does not apply, a Demolition Control Permit may be issued directly by City of Ottawa Building Code Services.

**Please note:** Regardless of whether an application for Demolition Control is required, if the building to be demolished is designated under [Part IV](#) or [Part V](#) of the *Ontario Heritage Act*, a separate application under that Act must be made to City of Ottawa Heritage and Urban Design.



## Section 1: Background Information

*\* Mandatory Field*

**\*Site Address or Location:**

Have you discussed this proposal with City Staff?

Yes  No

If **Yes**, please indicate the date (yyyy-mm-dd):

*(\*Note Applicants are encouraged to contact the Planning, Real Estate and Economic Development Department to discuss proposal details before submitting a development application.)*

**For any and all previously approved, and concurrent development application(s), please list application numbers:**

Application numbers:

**Applicant/Agent Information:**

Company name:

Contact name:

Mailing Address:

Telephone:

Email Address:

**Registered Property Owner Information:**

Same as above

Name:

Mailing Address:

Telephone:

Email Address:

## Site Details

Legal Description:

What is the land currently used for?

Does the site contain potential contaminants?

Briefly describe the buildings that are proposed to be demolished and their current use(s).

Are any residential uses being lost as a result of this proposal?  Yes  No  Unknown

If **Yes**, explain how many units and the number of bedrooms there are in each unit.

**Demolition Information**

What is the [gross floor area](#) of all buildings to be demolished?  m<sup>2</sup>

Are any existing building(s) on site being retained?  Yes  No

If **Yes**, please explain.

Are any buildings being demolished designated under [Part IV of the Ontario Heritage Act](#)?  Yes  No  Unknown

Do the buildings to be demolished lie within an area designated under [Part V of the Ontario Heritage Act](#)?  Yes  No  Unknown

Explain the purpose of the proposed demolition.

Explain why the existing building(s) are not being renovated and returned to service?

## Community Notification

Have you contacted the Ward Councillor to explain this proposal?  Yes  No

Have you contacted the Registered Community Organization's representative(s) to explain this proposal?  Yes  No

If Yes, indicate the name of the Registered Community Organization(s):

## Section 2: Application Type and Fees

**Please visit the City's website for additional information on Demolition Control.  
Fees must be paid in full at the time of application submission.**

### Planning Fee

### Are multiple Applications being submitted?

Each planning fee will be reduced by 10% if two or more planning applications are submitted at the same time and for the same lands. If "Yes" is checked, the fee will be adjusted accordingly.

Yes  No

Committee of Adjustment, Conservation Authority, and Engineering Design Review and Inspection fees are not subject to this reduction.

## Section 3: Submission Requirements

### Standard Plans (mandatory submission requirements)

- **Plan of survey**

### Potential Studies and Plans (may be required at time of submission or prior to final approval)

- Concept Plan Showing Proposed Land Uses and Landscaping
- Building Conditions Report
- Designated Substance Survey

#### Technical Requirements

- Plans are to be standard A1 size (594 mm x 841 mm) or Arch D size (609.6 mm x 914.4 mm) sheets, dimensioned in metric and utilizing an appropriate metric scale (1:200, 1:250, 1:300, 1:400 or 1:500).
- Electronic copies of all required studies and the Concept Plan Showing Proposed Land Uses must be supplied in Adobe PDF format and accompany your application submission. All PDF submitted documents are to be unlocked, flattened and not saved as a portfolio file.
- Electronic document names should match the study/plan name contained in Section 3 of this form. These documents will be made publicly available through the City's Development Application Search Tool.

#### Legal Requirements

- Demolition Control applications are subject to the City's public notification process.

#### Financial Requirements

- As part of the City's public notification process, large signs describing the proposal will be posted on the subject property. The fee for this service is included as part of the application cost (\$1,023.78). Additional signage, if required will be invoiced to the applicant at a cost of \$510.76 per sign.
- Prior to demolition, the applicant must apply for a demolition permit from the City of Ottawa Building Code Services.

**Section 4: Declarations**

**Affidavit or Sworn Declaration that the Information is Accurate**

I, , of the City of  solemnly declare that all of the above statements all of the above statements contained in the application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under Oath and by virtue of *The Canada Evidence Act*.

**Sworn (or declared) before me**

At

This  day of , .

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
(Please print Name)

\_\_\_\_\_  
(Please print Name)