

OFFICE USE ONLY

Application #: \_\_\_\_\_ Ward #: \_\_\_\_\_ File Lead: \_\_\_\_\_

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

Client Service Centre Staff: \_\_\_\_\_ Fee Received: \$  



**APPLICATION FOR PERMIT  
UNDER THE ONTARIO HERITAGE ACT -  
COUNCIL LEVEL**

- Alterations
- Demolition
- New construction

**Application Form**

**Applicant Information**

Applicant Name

Applicant Address	Address		
	City	Province	Postal Code

Applicant Phone	Applicant Email
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**Owner Information (if different)**

Owner Name

Owner Address	Address		
	City	Province	Postal Code

Owner Phone	Owner Email
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**Project Information**

Street Address

Description of Project

Plans By	Name/Company	
	Address	
	Email	Phone

Required documents, Drawings and Studies	<input type="checkbox"/> Site Plan/Landscape Plan	<input type="checkbox"/> Cultural Heritage Impact Statement
	<input type="checkbox"/> Elevations	<input type="checkbox"/> Perspectives/Rendering
	<input type="checkbox"/> Project Description (1-2 pages)	<input type="checkbox"/> Other

Project Information	
Scope of work	<input type="radio"/> <b>Alterations : Minor</b> <span style="float: right;"><b>\$2,399.00</b></span> • Minor alterations or additions to the existing property • Involves only one designated property • Partial demolition up to 30% of the gross floor area of the designated building
	<input type="radio"/> <b>Alterations : Major</b> <span style="float: right;"><b>\$9,153.00</b></span> • Significant alterations or additions to the existing property that impact the cultural heritage value or attributes of the property or heritage conservation district • Any application that involves more than one designated property
	<input type="radio"/> <b>Demolition : Part IV/Grade 1/Contributing:</b> <span style="float: right;"><b>\$14,303.00</b></span>
	<input type="radio"/> <b>Demolition: Grade 2/Non-Contributing:</b> <span style="float: right;"><b>\$2,861.00</b></span>
	<input type="radio"/> <b>New Construction: Small-scale:</b> <span style="float: right;"><b>\$3,433.00</b></span> • Applications for new single detached houses • Applications in this category have no associated Official Plan Amendment or Zoning By-law amendment
	<input type="radio"/> <b>New Construction: Medium-scale:</b> <span style="float: right;"><b>\$5,721.00</b></span> • Applications for new low-scale residential construction including but not limited to: townhouse dwellings, duplex dwelling, semi-detached dwelling, stacked dwelling • Applications for new construction of low-rise apartment buildings • Applications for new construction of non-residential or mixed-use low-rise buildings
	<input type="radio"/> <b>New Construction: Large-scale:</b> <span style="float: right;"><b>\$9,153.00</b></span> • New construction of mid-rise and high-rise buildings • Any application that requires a Zoning by-law amendment (with the exception of an amendment related only to use) or Official Plan Amendment
<b>Total :</b> <input style="width: 100px; height: 20px;" type="text"/>	

**Additional requirements for individually designated buildings (Part IV designation under the *Ontario Heritage Act*). Please attach the following:**

- Photographs that depict the existing building, structures and heritage attributes that are affected by the application and their condition and context
- Site Plan or Sketch that illustrates the location of the proposed alteration, demolition or removal
- Reason for the proposed alteration, demolition or removal and the potential impacts to the heritage attributes of the property

**If you are applying for a Part IV Permit (permission to Alter/Erect/Other/Demolish/Remove a Heritage Property designated under s. 29) please complete Part A below. For all other permit applications, please proceed to and complete Part B, below.**

**Part "A" - Part IV Permits**

I \_\_\_\_\_ (applicant), of \_\_\_\_\_ (City/town of residence), solemnly affirm or swear that all of the information contained in this application is accurate to the best of my information and belief and I make this application 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 *Ontario Evidence Act*. I further understand that furnishing false information in this application would be an offence under the *Ontario Heritage Act*.

SOLEMNLY AFFIRMED/SWORN before me

at \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Signature of Commissioner of Oath

**Part "B" - All other applications**

The undersigned confirms that the information contained in this application is accurate to the best of their information and belief and understands that furnishing false information in any such application is an offence under the *Ontario Heritage Act*.

\_\_\_\_\_  
Signature of Applicant/Agent

\_\_\_\_\_  
Date

Notes:  
1. A separate application for a Building Permit is required.  
2. Applications under the Planning Act may be required for this project.  
3. The Ontario Heritage Act requires that all applications are processed within 90 days of receipt of a complete application. A complete application includes all required documents, drawings and studies.

Municipal Freedom of Information and Protection of Privacy Act

Personal information on this form is collected under the authority of the *Ontario Heritage Act*, RSO 1990, c. O.18 and will be used to process this application. 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.