

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 -
STAFF LEVEL**

- Alterations
- Additions
- Other

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

Scope of work	<input type="radio"/> Alterations \$286.00 <ul style="list-style-type: none"> • Alterations to Contributing/Grade 1/Part IV properties such as, but not limited to modifications to porches, new dormers, window replacement, or new openings that can be processed under the authority delegated by City Council under the Ontario Heritage Act. • Alterations of Non-contributing/Grade 2 properties that may have an impact on the character of the HCD • Landscape alterations where landscape is an attribute of the Part IV property or an attribute of the HCD • Construction of detached garages or sheds that require a heritage permit
	<input type="radio"/> Additions \$858.00 <ul style="list-style-type: none"> • Additions less than 30% of the gross floor area of the existing building. • May also include minor alterations to a building.

	<input type="radio"/> Other \$0 Applications for permits in the following categories: <ul style="list-style-type: none"> • Restoration • Building maintenance • Landscaping
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Description of Project	
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Plans By	Name/Company	
	Address	
	Email	Phone

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

Total :	
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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.