

Heritage Permit

Application Form



To be submitted to Heritage Planning staff. Please use ink. The accuracy and completeness of this application is the responsibility of the applicant.

1. Property and Applicant Information

Property Address:

Owner Contact Information

Name:

Address & Postal Code:

Daytime Phone No.:

E-mail Address:

Agent Contact Information (if applicable)

Name:

Address & Postal Code:

Daytime Phone No.:

E-mail Address:

2. Subject Property

Building/Structure Type: Residential Commercial Industrial Institutional

Heritage Designation: Part IV or Part V (HCD)? By-law # _____

Is the Subject Property subject to a Heritage Easement or Agreement? Yes No

3. Nature of Application

Exterior Interior Signage

New Construction Alteration Relocation Demolition

Expected Start Date: _____ Expected Completion Date: _____

4. Heritage Permit Application Summary

Please provide a written description of the project proposal including any conservation methods you plan to use. Provide such detail as materials to be used, measurements, decorative details, whether any original building fabric is to be removed or replaced, etc. Use additional pages as required. Refer to the *Heritage Permit Application Guide* for clarification.

5. Review of applicable heritage bylaws, policies and guidelines

Explain the reasons for undertaking the alterations and describe how the proposal is consistent with the Part IV individual designation by-law or the Part V heritage district designation by-law and its associated policies and guidelines:

Describe why it is necessary to undertake the proposed work.

Describe how the proposal is consistent with Parks Canada's *Standards and Guidelines for the Conservation of Historic Places in Canada* (available at <http://www.historicplaces.ca/en/pages/standards-normes.aspx>).

6. Other Required Approvals

Have you discussed this work with Heritage Planning staff? Yes No

Have you discussed this work with Building Services? Yes No

If yes, who did you contact? _____

Have you applied for a Building Permit for this work? Yes No

Please state if the proposal in this heritage permit application will also require other related applications and approvals:

Building Permit YES NO

Minor Variance YES NO

Site Plan Review YES NO

Site Alteration YES NO

Sign Permit YES NO

Tree Permit YES NO

7. Product and Manufacturer Details (fill in all applicable information)

Item(s) to be changed	Indicate if work is new or restoration	Indicate type of material	Indicate colour	Other product details
Cladding (siding, brick, stucco, etc.)				
Roof				
Foundation Walls				
Trim				
Doors				
Windows				
Porch / Verandah				
Fencing				
Landscaping				
Other				

8. Completed Submission

Before submitting this application, please check off the following applicable boxes to ensure that your application is complete:

- Pre-consultation meeting with staff has been completed
- Digital and/or hard copy of all drawings has been submitted
- Digital and/or hard copy of all photographs has been submitted

9. Declaration & Signature

I hereby declare that the statements made herein are, to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application.

The undersigned acknowledges that all of the statements contained in documents filed in support of this application shall be deemed part of this application. The undersigned acknowledges that receipt of this application by the City of Guelph - Planning Services **does not guarantee it to be a 'complete' application.** The undersigned acknowledges that Planning Services of the City of Guelph shall determine whether the information submitted forms a complete application. Further review of the application will be undertaken and the owner or agent may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted.

I have reviewed the submission requirements and understand that incomplete applications will not be accepted.

Once the application is deemed to be fully complete, the application will be processed and, if necessary, scheduled for the next available Heritage Guelph Committee and Council meeting.

I also understand that the proposal must comply with all other applicable legislation and bylaws and that other approvals if required must be described clearly in Section 6 of this application form (ie. minor variance, site plan review, building permit, sign permit, site alteration, tree permit).

I acknowledge that any change to approved drawings, however small, may require an amendment to the permit and may require resubmission for approval.

I acknowledge that City of Guelph staff and members of Heritage Guelph may visit the property that is the subject of this application for the purpose of evaluating the merits of this application. During a site visit, photographs of the property may be taken for the purpose of evaluating the application. Property entry will be organized by Heritage Planning staff with the applicant or agent prior to entry.

I acknowledge that a refusal to consent to a site visit when requested will result in the application being denied.

I acknowledge that personal information on this form is collected under the authority of the *Ontario Heritage Act* and will be used to process heritage permit applications.

I confirm that the owner and/or agent for this property has reviewed this application with Heritage Planning staff at a pre-consultation meeting.

The undersigned acknowledges that where an agent has been identified, the municipality is authorized but not required to contact this person in lieu of the

owner and this person is authorized to act on behalf of the owner for all matters respecting the application. The undersigned agrees that the proposed work shall be done in accordance with this application and understands that the approval of this application under the **Ontario Heritage Act** shall not be a waiver of any of the provisions of any bylaw of the City of Guelph or legislation including but not limited to the requirements of the Building Code and the Zoning By-law. The undersigned acknowledges that in the event this application is approved, any departure from the conditions imposed by the Council of the City of Guelph or Planning Services, as the case may be, or from the plans or specifications approved by the Council of the City of Guelph or Planning Services as the case may be, is prohibited.

I am familiar with and have read section 69 of the **Ontario Heritage Act** which makes it an offense to knowingly furnish false information in any application or in any statement, report or return required to be furnished under the Act or the regulations, or to fail to comply with any order, direction or other requirement under the Act.

Owner's Signature (*required*)

Date

10. Authorization

If this application is being made by an agent/solicitor on behalf of the property owner, the following authorization must be completed:

I / We, _____, owner of the land that is subject of this application, hereby authorize _____ to act on my / our behalf in this regard.

Signature of Owner: _____ Date: _____

Signature of Owner: _____ Date: _____

The personal information on this form is collected under the legal authority of Section 33(2), Section 42(2), and Section 42(2.2) of the Ontario Heritage Act. The information will be used for the purposes of administering the heritage permit application and ensuring appropriate service of notice of receipt under Section 33(3) and Section 42(3) of the Ontario Heritage Act. If you have any questions about this collection of personal information, please contact

:

*Access, Privacy and Records Specialist
City Clerk's Office
City Hall
1 Carden St, 4th Floor
Guelph, ON N1H 3A1
519-822-1260 ext. 2349
privacy@guelph.ca*