

Municipal Register Application Form (Correction/Removal)

Municipal Register of Cultural Heritage Properties “Non-designated” Properties

Heritage Planner, City of Guelph
Community Design and Development Services
3rd Floor, 1 Carden Street
Guelph ON N1H 3A1
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E planning@guelph.ca

Date Application Filed: _____

File Number: _____

GENERAL APPLICATION INSTRUCTIONS

- You may consult Community Design and Development Services (CDDS) staff concerning any questions/concerns you encounter in completing and/or submitting this application.
- If you require more space than is provided on this form, please attach additional pages and/or documents. Supporting documentation should be included with the application.

PART A: Applicant Information

Name of Registered Property Owner: _____

Address of Registered Property Owner: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

**[Please note: Authorization is required if the applicant is not the owner. See Part F.]
Agent Information (If another party is filling out this application on behalf of the owner.
All correspondence will be sent to the agent and copied to the owner.)**

Name of Agent: _____

Address of Agent: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

PART B: Property Information

Address of Subject Property: _____

Legal Description (e.g. Lot and Plan No.): _____

Date of Acquisition of Subject Property: _____

Current Use(s): _____

Existing Structures:

Yes (please specify use)

No

Structure 1: _____

Structure 2: _____

Structure 3: _____

Current Photograph of property attached.

Yes

No

PART C: Request Details

When filling out this section please consult the current Municipal Register of Cultural Heritage Resources – Non-Designated Properties (see www.guelph.ca – search municipal register), a Glossary of Architectural Terms (www.OntarioArchitecture.com; www.historicplaces.ca/nor-sta/request.aspx?req=sec6/page6a) and the “Criteria for Determining Cultural Heritage Value or Interest” prescribed in Ontario Regulation 9/06 to the *Ontario Heritage Act* (See Attached Appendix A).

1) Correction to Municipal Register

Are you requesting a correction to Municipal Register information?

Yes

No

If Yes, please identify what information is incorrect and provide details explaining what change you are requesting and include documentation/data sources in support of your application.

Property Address:

Legal Address:

Build Date:

Significant Features:

2) Removal from the Municipal Register

Are you requesting removal from the Municipal Register?

Yes

No

If Yes,

- a) Please provide your rationale for the property not displaying any design or physical value under the Criteria attached as Appendix A to the Review Process Guidelines.

- b) Please provide your rationale for the property not displaying any historic or associative value under the Criteria attached as Appendix A to the Review Process Guidelines.

- c) Please provide your rationale for the property not displaying any contextual value under the Criteria attached as Appendix A to the Review Process Guidelines.

Has a Heritage Assessment been conducted?

Yes

No

(If the answer to any of the above questions is 'Yes', please attach the appropriate Report to this application)

Heritage Consultant Information

Name of Heritage Consultant: _____

Address of Heritage Consultant: _____

Email Address: _____

Phone Number: _____ Fax Number: _____

3) Assessment by Heritage Guelph

Are you requesting Heritage Guelph to conduct a detailed Heritage Assessment of the property?

Yes

No

Please note that additional time will be required for Heritage Guelph to conduct a detailed assessment of the property. If a detailed assessment is sought by the property owner, additional background research is required which could warrant proceeding with the designation of a property under the *Ontario Heritage Act*.

PART D: Project Information

Is this property currently or previously the subject of a development application (e.g. Re-zoning, site plan control, building permit, demolition, etc)?

Yes

No

If Yes, please provide

Date: _____

File Number: _____

Purpose: _____

Details/Outcome:

PART E: Sworn Declaration

I/WE HEREBY CERTIFY that the information contained in this application is true, correct and complete in every respect and may be verified by the City of Guelph, including Heritage Guelph members, by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.

I/WE HEREBY GRANT PERMISSION to the City, or its agents, including Heritage Guelph members, to inspect my/our property as part of the review/heritage assessment process.

Name of Property Owner

Title

Signature of Property Owner
(Owner must sign this application. Please see
Part F: Authorization for Agent to Act for Owner)

Date

Signature of Agent (where applicable)

Date

Name of Qualified Person (where applicable)
(Heritage Consultant)

Title

Signature of Qualified Person (where applicable)
(Heritage Consultant)

Date

** Personal information in this application (name, address, phone number, e-mail address) is part of the public record and by signing such application form the applicant acknowledges that such information can be disclosed to the public.

PART F: Authorization for Agent to Act for Owner

(If application is signed by an Agent on Owner's behalf, the Owner's written authorization below must be completed and submitted with the application.)

I/WE _____

Of the _____ of _____

In the County/Region of _____

Do hereby authorize _____

To act as my/our agent in this application.

Signature of Owner (s)

Date

Print Name of Owner (s)

** Personal information in this application (name, address, phone number, e-mail address) is part of the public record and by signing such application form the applicant acknowledges that such information can be disclosed to the public.

OFFICE USE:

Date Received: _____

Application Complete:

60 Day Review Period Ends: _____

Support Materials Provided:

Correction Request

Request Result _____

Removal Request

Date of Heritage Guelph Sub-committee _____

Date of Heritage Guelph Meeting _____

Invite Applicant _____

Council Date _____

Result Result _____

Register and copies Updated

AMANDA updated

Comments: _____
