

APPLICATION FOR A DESIGNATED HERITAGE PERMIT

Pursuant to Sections 32(2), 34(2) and 32(1) of the Ontario Heritage Act

OFFICE USE:	Date Application Received:_____	Consultation Date: _____
	Date Application Deemed Complete: _____	

OWNER/APPLICANT

1.

Property Owner
Name: _____

Address: _____

Postal Code: _____ Phone: _____

E-mail: _____

2.

Agent/Applicant
Name: _____

Company: _____

Address: _____

Postal Code: _____ Phone: _____

E-mail: _____

Who is the primary contact? ☐ Registered Owner ☐ Applicant/Agent
*Note: Unless otherwise requested, all communications will be sent to the Applicant.

Please indicate your preferred method of communication:
☐ Phone ☐ E-mail ☐ Mail
*Note: Unless otherwise indicated, all communications will be sent via e-mail.

PROPERTY INFORMATION

1.

Municipal Address: _____

2.

Legal Description: _____

SUMMARY OF WORK PROPOSED

1. What kind of permit is required? Please check all that apply.

- Designated Heritage Properties
- ☐ Alteration of Designated Heritage Property
 - ☐ Demolition or Removal of Designated Heritage Property
 - ☐ Amendment to Designation by-law
 - ☐ Repealing of By-law for Currently Designated Heritage Property
- Listed Heritage Properties
- ☐ De-listing of Property from the Heritage Register

2.

What is the current status of the property? Please check all that apply.

☐ Individually Designated Property

☐ Part of the Heritage Conservation District

☐ Listed on Heritage Register

☐ Not Currently Listed or Designated
3.

For alterations and demolitions, check all types of work included in your proposed request or project:

☐ Demolition of a building or part of a building, such as a building façade

☐ Removal of a building to a different location on site or to another site

☐ Erection of a new building, a new façade, an addition to an existing building, new garage or a wall

☐ Structural intervention that affects the external appearance of a building

☐ Repointing and repairing masonry, cleaning masonry of paint or grime, or painting or staining

☐ Removal of parging, external insulation and finish system, siding or façade screen from walls or installation of new wall material to replace or cover existing wall material

☐ Alteration of doors and windows, their heads and their surrounds, or cutting of new door and window openings in walls

☐ Alteration of roofline or skyline by changes to cornices, overhangs, eaves, parapets, chimneys, dormers, rooftop equipment, towers and roof shape, or alteration of historic roof coverings such as slate

☐ Removal or addition of architectural detail, such as storefront cornices, decorative brickwork, stone trim, brackets, window shutters, awnings, porches and balconies

☐ Erection of a sign
4.

For alterations and demolitions, explain the reasons for undertaking the alterations or demolition and describe how the proposal conforms to the Part IV individual designation by-law. Attach additional page(s) if needed.
5.

For amendments to designation by-laws, requests to repeal designation by-laws, and requests to de-list property on the Heritage Register, please provide your rationale for the property not having cultural heritage value or interest as contained in the Part IV individual designation by-law or reasons for listing. Attach additional page(s) if needed.
6.

Please list below any documents included with this submission (drawings, site plan, specifications, photographs, and other documents as needed to illustrate the project or request). Requirements will depend on the scale of the project.

APPLICANT DECLARATION

By making this application, permission is hereby granted to any municipal staff members to enter upon the premises described in this application at a reasonable time for the purpose of inspecting the property in relation to the proposed application and for distributing information concerning the same. This information is being collected pursuant to the Ontario Heritage Act, Municipal Act, and the Municipal Freedom of Information and Protection of Privacy Act. The information contained herein will be distributed to bodies and agencies prescribed by legislation and regulation and also to interested parties.

If this application is signed by an agent or solicitor on behalf of an applicant, the owner’s written authorization must accompany the application (Appendix A). If the applicant is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation and the corporation’s seal (if any) must be affixed.

MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Application information is collected under the authority of Sections 33(2), 34(2) and 32(1) of the Ontario Heritage Act. In accordance with the Act, it is the policy of the City of St. Thomas to provide public access to all applications and supporting documentation to the City relating to Heritage Permits.

I _____, the owner or authorized agent, hereby agree and (Print name of owner or authorized agent) acknowledge that the information contained in this application and any documentation, including reports, studies and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M. 56, I hereby consent to the City of St. Thomas making this application and its supporting documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third part upon their request.

Collection of Personal Information

Personal information on this form is collected under the authority 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. Questions about this collection should be directed to the Manager of Legislative Services and Deputy City Clerk, 519-631-1680 ext. 4125.

AFFIDAVIT OR SWORN DECLARATION

I, _____ of _____ in the province of _____,
name of applicant City
make oath and say (or solemnly declare) that the information required under the authority of the Ontario Heritage Act and provided by the applicant in this application is accurate, and that the information contained in the documents that accompany this application is accurate.

Sworn (or declared) before me at _____ on this _____ day of _____, 20____.
City Day Month Year

Signature of Owner or Authorized Agent

Date

Signature of Commissioner of Oaths, etc.

Date

APPENDIX A – AUTHORIZATION OF OWNER

If the applicant is not the owner of the subject lands, please complete the owner authorization concerning personal information as set out below.

I, _____ am the owner of the subject lands and I authorize
_____, to act on our behalf as the agent for the submissions required for all matters relating to the subject lands, and to provide any of my personal information that will be included in this application or collected during the planning process.

Signature of Owner

Date