



File No.: R01/ _____

Heritage Permit Application
(Part IV and V Ontario Heritage Act)

A Natural Attraction

For Office Use Only:

Date Received:	Application Complete:	Notice of Receipt:	Notice of Decision:	Expiry Date:
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**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 is used for the purpose of processing the application. If you have any questions about the collection of personal information, please contact the City Clerk, City of Quinte West, at 613-392-2841. In addition to a heritage permit, you may require a building permit or other planning approvals. City staff will strive to coordinate the review of the heritage permit application with other applications to expedite approvals.

1. Property Information:

Ward (check one): Trenton Sidney Murray Frankford

Municipal Address: _____

Legal Description: _____

Heritage Designation: Part IV Part V

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

2. Applicant Information:

2.1 Registered Owner's Name: _____

Telephone #: _____ Email: _____

Mailing Address (including Group Box, Postal Code): _____

2.2 Applicant's Name (if different from above): _____

Telephone #: _____ Email: _____

Mailing Address (including Group Box, Postal Code): _____

2.3 Agent's Name (if applicable): _____

Telephone #: _____ Email: _____

Mailing Address (including Group Box, Postal Code): _____

Note: All correspondence, notices, etc. initiated by the City in respect of this Application will, unless otherwise required by law, be directed to the Applicant's Agent where noted above except where no agent is employed, then it will directed to the Applicant.

3. Builder / Contractor Information:

Builder / Contractor (if applicable): _____

Contact Name: _____

Telephone #: _____ Email: _____

Mailing Address (including Group Box, Postal Code): _____

4. Nature of Application:

Check one: Exterior Interior

Check all that apply: Alteration Addition Demolition Maintenance

New Construction Relocation Removal Repair

5. Project Proposal Information (attach additional sheets as necessary):

Please describe your proposed project. All changes to the heritage features of a property must be described in detail, include photographs of property, streetscape, areas affected by proposed project, scaled drawings or plans of scope of work, information on conservation or construction methods to be used, information regarding details and building elements or materials (trim, mouldings, siding, windows, signs, awnings), sketches, electrical / mechanical information, and any other information necessary to understand the proposed project. Staff may specify which documents, if any, are appropriate for your proposed project.

Expected Start Date: (day, month, year) _____

Expected Completion Date: (day, month, year) _____

Have you discussed this work with Building Services: Yes No

If yes, who: _____

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

Details:

6. Indemnification for Cost Recovery:

The Owner/Applicant agrees to reimburse and indemnify the City of all fees and expenses incurred by the City to process this application. Expenses can include, but are not limited to, administrative, technical and planning staff time, advertising fees and disbursement of consultants, engineers, and other technical advisors and legal fees and disbursements on a solicitor-client basis.

7. 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, _____, am/are the Owner(s) of the land that is subject to this Heritage Permit application and hereby authorize _____ to act on my/our behalf in this regard.

Signature of Owner: _____ Date: _____

Signature of Owner: _____ Date: _____

Declared before me at the City of _____ this _____ day of _____, 20__.

Signature of Commissioner, etc.

8. Acknowledgement

The undersigned acknowledges and agrees:

- That all of the statements contained in documents filed in support of this application shall be deemed part of this application.
- That receipt of this application by the City of Quinte West – Planning & Development Services does not guarantee it to be a “complete” application.
- That City staff 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. Once the application is deemed to be complete, the application will be processed and, if necessary, scheduled for the next available Planning Advisory Committee.
- That submission of this application constitutes consent for authorized municipal staff to enter upon the subject property for the purpose of conducting site visits, including photographs, which are necessary for the evaluation of this application.
- 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 by-law of the City of Quinte West or legislation including but not limited to the requirements of the Building Code and the City of Quinte West Comprehensive Zoning By-law.
- That in the event this application is approved, any departure from the conditions imposed by the City of Quinte West or from the plans or specifications approved by the City of Quinte West is prohibited and could result in a fine being imposed as provided for under the Ontario Heritage Act.

Signature of Owner/Agent: _____

Date: _____

Signature of Owner/Agent: _____

Date: _____

For Staff Use Only:	
Planning Comments:	_____
Building Comments:	_____
PAC decision item: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, date:	_____
Heritage Permit # _____ approved. Date:	_____