



Heritage Permit Application For a Listed Property

Application		Fee
<input type="checkbox"/>	Heritage Permit Application Listed Property	\$0

Attn: Planning Services
planning@leamington.ca
111 Erie Street North
Leamington, Ontario N8H 2Z9
Phone: (519) 326-5761 ext. 1407
Fax: (519) 326-2481

Personal information on this form is collected under the authority of the Planning Act, R.S.O. 1990, Chapter P. 13, Sections 34, 50 and 53 and will be used for contacting the applicant(s) and for processing of the Application. Please note that personal information contained in this application may be included in Council minutes and become part of the public record and posted on our municipal website. Questions about this collection should be directed to the Manager of Legislative Services/Clerk for The Corporation of the Municipality of Leamington.

Office Use Only

File Number: _____

Date Pre-consultation Initiated: _____

Date Application Received: _____

Concurrent Applications Filed:

Building Permit Application File No.: _____

Consent / ZBA File No.: _____

Plan of Subdivision: _____

Other (specify): _____

Heritage Permit Application Guide

A **Complete Application** includes the information listed below. If the information needed to review the application is not submitted with the application form, it will delay the acceptance of the application. The application will be returned to the applicant for completion of the required information.

Supporting Documents

In order to describe the intent and scope of a proposed project, certain documents and supporting materials should be included with a heritage permit application.

Applicants may be required to submit some or all of the following supporting documentation:

- Drawings / Plans: Should be folded to 8.5" x 11" paper size, if possible, and should be measured in metric scale.
- Photographs: May be colour or black and white and labelled. A general view of the street showing the building and adjacent properties (streetscape), as well as a frontal view of the existing building and a photograph of each elevation are recommended. Historical photographs may be beneficial if available.
- Site Plans: Showing existing and proposed structure(s)/addition(s) on the lot, setbacks from front, rear and side lot lines, demolition of existing site features, and location of proposed site features such as parking spaces, driveways, walls, gates, fences, trees, hydro poles, retaining walls, fire hydrants, and accessory buildings.
- Floor Plans: Depicting the arrangement of interior spaces, including the existing and proposed location of walls, windows and doors. All rooms should be labelled as to use, with dimensions on each floor plan in metric scale.
- Building Elevations: Showing all elevations of the proposed addition/alteration. Suggested details to include consist of: building height, existing/proposed grade, finished floor elevations, window and door openings, roof slopes, building materials, location and type of outdoor lighting fixtures, railings, design/location of signage, down spouts, porches, landings, stairs and balconies.
- Outline Material Specifications: Samples, brochures, etc. of all exterior materials, finishes and colours will assist the Committee, Board and Municipality's staff in making their recommendations.

Fees: \$0

Supporting Information: Additional information may be required by the Municipality in order to evaluate the application. The required information may include studies or reports to deal with such matters as environmental impacts, traffic, water supply, sewage disposal and storm water management.

1.0 Applicant Information		
1.1 Name of Owner(s) <i>An owner's authorization is required if the applicant is not the owner; see Section 5.0 on pg. 5</i>		
Name of Owner(s)		
E-mail	Cell Telephone No.	Business Telephone No.
Mailing Address		Postal Code
1.2 Name of Agent/ Applicant <i>Name of the person who is to be contacted about the application (if different than the owner).</i>		
Corporation Name		
Name of Contact Person/ Applicant		Title, Company Position
E-mail	Cell Telephone No.	Business Telephone No.
Mailing Address		Postal Code
1.3 Indicate the contact for this application (check only one please): <input type="checkbox"/> Owner <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Other: _____		

2.0 Location of Subject Land			
2.1 Municipal Address: _____			
2.2 Legal Description			
Concession No.	Lot No.	Registered Plan No.	Lot / Block No.
Reference Plan No.	Part No.	Parcel No(s).	Former Township/Town

2.3 Assessment Roll No.:
 3706 – _____

3.0 Description of the Property and Servicing Information

Lot Frontage (m)	Lot Depth (m)	Lot Area (ha)

4.0 Heritage Permit Listed Properties

4.1 Register of Heritage Properties Reference Number: _____

4.2 Type of Development Proposed:
 See Heritage Permit Application Guide for information on the types of development.

- Addition to the Register
- Removal from the Register
- Removal from the Register with the Intent to Demolish

4.3 Description or Explanation of the proposed addition to the register, removal from the register or reasons for demolition:

5.0 Authorization

5.1 Consent of the Owner

Consent Of The Owner To The Use And Disclosure Of Personal Information

I/ We, _____, am the owner of the land that is the subject of this application and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

Date

Signature of Owner

Date

Signature of Owner

5.2 Authorization Of Owner For Agent To Make The Application

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

I/We, _____, am the owner of the land that is the subject of this application and I authorize _____ to make this application on my behalf.

Date

Signature of Owner

Date

Signature of Owner

6.0 Declaration

I/We, _____ have read and understood the statements in this Heritage Permit Application. The information that I have provided including those in the Application and documents submitted to the Municipality are true. I acknowledge that the Municipality has relied upon the information that I have provided. If the owner is a corporation, I have authority to sign on behalf of the corporation.

Declared before me at the Municipality of Leamington, in the County of Essex, this ____ day of _____, 20 ____.

A Commissioner, etc.

Signature of Registered Owner, or Authorized Solicitor or Agent

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