

## NIAGARA-ON-THE-LAKE HERITAGE PERMIT AND HERITAGE GRANT APPLICATION

Process for Submission of Heritage Permit Application and Heritage Restoration and Improvement Grant Application  
for  
Part IV and Part V Designated Properties under the *Ontario Heritage Act*

### A. General Information and Instructions

1. Submit a complete Heritage Permit and Heritage Grant Application, signed by the property owner(s) in digital or hard copy format. Include all required supporting information as identified in the pre-consultation meeting with Heritage Staff, to the satisfaction of Heritage Staff and the Director of Community and Development Services.
2. Heritage Permit and Grant applications are to be filed with the Town of Niagara-on-the-Lake Community and Development Services Department, to the attention of Heritage Staff. Applications will not be processed until they are complete.
3. Request a pre-consultation meeting with Heritage Staff and applicant prior to submission of an application to determine information required to submit a complete application. The purpose of the pre-consultation meeting is for the applicant to provide an overview of the application and for Staff to identify any required plans and information for a complete application.
4. For further information and to arrange for a pre-consultation meeting with Heritage Staff please email [heritage@notl.com](mailto:heritage@notl.com) or call the Community and Development Services Department and ask to speak with the Heritage Planner. A detailed list of plans and information that may be required by Staff with any Heritage Permit Application is attached as Appendix A. Information on study requirements can also be found on the Town's website at [Heritage Planning | Town of Niagara-on-the-Lake \(notl.com\)](http://www.notl.com/Heritage-Planning).
5. If you are an agent acting for the property owner, please ensure that the required authorization is completed and signed by the owner as provided in Section 2 below.
6. If you find that there is insufficient space on this form to respond to questions, please provide additional information on a separate page and attach to your completed application form.
7. There is no fee required for a heritage permit application.

## **B. Specific Instructions for Heritage Grant Applications**

1. Attach a minimum of two (2) valid price estimates or quotes from independent contractors for the proposed work that is eligible for the grant. It may be necessary to ask your contractor to separate these costs from other costs for improvements that are not eligible for the grant. Please ensure that the quotes contain the contractor's name, address, phone number and a contact person.
2. Please attach a professional design study (including drawings), if required. Also provide a photograph(s) of the building/property, including photographs of the heritage features to be restored/repaired.
3. To make an application for the grant, there is a \$210 application fee for eligible properties. This fee is non-refundable for applications that are approved for grant funding. A detailed list of eligible and ineligible works for the Heritage Restoration and Improvement Grant is attached as Appendix B. Please reach out to the Town's Heritage Planner with any questions related to eligibility prior to making an application.

ANY QUESTIONS?

Please contact:

Community and Development Services Department

Tel: 905-468-3266

Email: [heritage@notl.com](mailto:heritage@notl.com)



## HERITAGE PERMIT AND HERITAGE GRANT APPLICATION

*Under the Ontario Heritage Act, R. S. O. 1990, c. O. 18 (as amended)*

### 1. PROPERTY OWNER INFORMATION

PROPERTY OWNER NAME

PROPERTY OWNER MAILING ADDRESS

STREET NUMBER

STREET NAME

PO BOX

CITY

PROVINCE

POSTAL CODE

PHONE NUMBER

ALTERNATE PHONE NUMBER

EMAIL ADDRESS\*\*\*

IS THE APPLICANT ALSO THE OWNER OF THE PROPERTY?

YES (IF YES PROCEED TO SECTION 3)      NO

### 2. APPLICANT INFORMATION (IF AN AGENT HAS BEEN AUTHORIZED)

APPLICANT NAME

APPLICANT MAILING ADDRESS

STREET NUMBER

STREET NAME

PO BOX

CITY

PROVINCE

POSTAL CODE

PHONE NUMBER

ALTERNATE PHONE NUMBER

EMAIL ADDRESS\*\*\*

\*\*\*By providing an e-mail address you agree to receive communications and notices from the Town by email

**3. SUBJECT PROPERTY(IES) INFORMATION**

MUNICIPAL ADDRESS

LEGAL DESCRIPTION

ROLL NUMBER

ONTARIO HERITAGE ACT DESIGNATION

PART IV

PART V

IS THE PROPERTY IN THE TOWN'S IDENTIFIED AREA OF ARCHAEOLOGICAL POTENTIAL

YES

NO

**4. PROPOSED ALTERATIONS**

(a) Specify, in detail, all proposed alterations to the property and structures on the property. Attach additional pages as necessary:

(b) Explain the reasons for the proposed alteration:

(c) Explain how the proposal enhances the cultural heritage attributes of the property and/or meets the policies of the Heritage Conservation District Plan:

(d) Are any alterations proposed to trees or landscaping? If so, please explain

HERITAGE ATTRIBUTE(S) TO BE IMPACTED	EXISTING MATERIAL	PROPOSED MATERIALS & COLOURS
EXTERIOR TREATMENT		
ROOF		
TRIM		
DOORS		
WINDOWS		
PORCH/VERANDAH		
FENCING		
LANDSCAPING		
INTERIOR FEATURES		
OTHER		

**5. OTHER APPLICATIONS/PERMITS THAT MAY BE REQUIRED: (circle all that apply)**

BUILDING PERMIT	PLANNING APPLICATION(S)
TREE REMOVAL PERMIT	SIGN PERMIT
TREE DECLARATION FORM	OTHER:

**6. INFORMATION & PLANS REQUIRED FOR A COMPLETE HERITAGE PERMIT APPLICATION**

Information/Plans typically required with a Heritage Permit Application are identified by Staff through the Pre-Consultation process. Please check off all required information as identified by Staff through Pre-consultation:

- Heritage Pre-Consultation Form
- Site Plan (Including buildings and structures on site and setbacks to property lines)
- Building Elevations (Including height of all existing and proposed structures)
- Recent photos of all building elevations (taken within 2 months of application submission)
- Proposed materials, Paint colours, Specifications for materials
- Floor Plans
- Cultural Heritage Evaluation Report/Heritage Impact Assessment
- Conservation Plan/Temporary Protection Plan
- Arborist Report/Tree Inventory
- Landscape Plans
- Other:

**7. INFORMATION REQUIRED FOR A COMPLETE HERITAGE GRANT APPLICATION**

TOTAL ELIGIBLE COSTS

ELIGIBLE INTERIOR WORK

ELIGIBLE EXTERIOR WORK

OTHER WORK (NOT ELIGIBLE)

TOTAL CONSTRUCTION COSTS

WORK COST AMOUNT FOR WHICH GRANT IS APPLIED:  
(see Grant Program guide for maximum amounts)

CONSTRUCTION SCHEDULE (Construction of all works must be completed within one (1) year of construction start date, unless otherwise specified by Town Staff)

APPROX. START DATE OF CONSTRUCTION

APPROX. END DATE OF CONSTRUCTION

HAVE YOU APPLIED FOR OR WILL YOU BE OBTAINING ANY OTHER SOURCES OF GOVERNMENT FUNDING? (Includes federal, provincial, regional etc.)

YES

NO

If yes, please list other sources and amounts of government funding:

Others:

Amount: \$

## **8A. OWNER DECLARATION AND AUTHORIZATION FOR HERITAGE PERMIT APPLICATION**

I hereby certify that I am the property owner or their authorized agent and that the above information is true to the best of my knowledge. I have reviewed the submission requirements and understand that incomplete applications may not be accepted.

I acknowledge that any change to the approved drawings, however small, may require an amendment to the permit and may require resubmission for approval. Failure to reveal these changes to Heritage Planning Staff may result in work stoppage and charges and/or fines under the Ontario Heritage Act.

I/We the Owner(s) of the subject property, and the applicant(s) of this subject application, by signing this application agree to allow either Town Staff and/or a Committee Member of the Niagara-on-the-Lake Municipal Heritage Committee the right to enter onto my property, as necessary, to view & photograph the property for the proposal. Failure to allow access onto the property may result in the application being considered incomplete.

The applicant acknowledges that the Municipality considers the application forms and all supporting materials including studies, drawings and photos, filed with any application to be public information and to form part of the public record. With the filing of an application, the applicant consents and hereby confirms that the consent of the authors of all supporting reports have been obtained, to permit the Municipality and Region to release the application and any supporting materials either for its own use in processing the application, or at the request of a third party, without further notification to, or permission from, the applicant.

OWNER NAME:

OWNER SIGNATURE:

DATE:

EMAIL ADDRESS\*\*\*:

\*\*\*By providing an e-mail address you agree to receive communications and notices from the Town by email

## **8B. SWORN DECLARATION FOR HERITAGE GRANT APPLICATION**

I/WE HEREBY APPLY for a grant under the Heritage Restoration and Improvement Grant Program.

I/WE HEREBY AGREE to abide by the terms and conditions of the grant program.

I/WE HEREBY AGREE to enter into a grant agreement.

I/WE HEREBY CERTIFY that the information contained in this application is true, correct and complete in every respect and agrees that the Town of Niagara-on-the-Lake reserves the right to verify any information contained herein 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 Town of Niagara-on-the-Lake or its agents, to inspect my/our property that is subject of this application.

I/WE HEREBY AGREE that the grant may be reduced or cancelled if the work is not completed, not completed as approved or if the contractors are not paid.

I/WE HEREBY AGREE that the program for which application has been made herein is subject to cancelations and/or change at any time by the Town of Niagara-on-the-Lake in its sole discretion. subject to the terms and conditions specified! in the Program. All grants/ loans will be calculated and awarded at the sole discretion of the Town of Niagara-on-the-Lake. Notwithstanding any representation by or on behalf of the Town of Niagara-on-the-Lake, or any statement contain in the program, no, right to any grant arises until it has been duly

authorized and paid. The Town of Niagara-on-the-Lake is not responsible for any costs incurred by the Owner/Applicant in any way relating to the program, including, without limitation, costs incurred in anticipation of a grant.

I UNDERSTAND that all information requested on this form is collected under the authority of the Ontario Heritage Act, R.S.O. 1990, c. 0.18, as amended, and the provisions of the Municipal Freedom, of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56. The information is required in order to process this application and forms part of the public record which may be published on the Town of Niagara-on-the-Lake website or by other means. The name and business address of the Registered Owner and/or Authorized Agent is public information.

Dated at the \_\_\_\_\_, this day of \_\_\_\_\_  
(Municipality) (Day/Month/Year)

Name of Owner or Authorized Agent

Signature of Owner or Authorized Agent

**OFFICE USE**

DATE OF NOTICE OF RECEIPT AS REQUIRED UNDER THE OHA:



## Appendix A - Required Plans and Information for Heritage Permit Application

The following is a list of any plans and information that may be required by Staff for any Heritage Permit Application. The level of detail required with these plans should be confirmed by Town Heritage Staff. Staff have used typical names for various studies and reports; however, the list should not be considered to be limited by a report/study name.

Required plans and information that may be required with a Heritage Permit Application:

- Historical documentation in the form of photos, written records, maps, fire insurance plans, aerial photos, sketches, paintings or drawings, etc.
- Information related to existing conditions including recent photos of existing conditions (taken with the last 2 months of application submission) for all elevations likely to be impacted by a project.
- Property information including Registered Surveys prepared by an Ontario Land Surveyor, survey sketch, site plan drawings, aerial photographs, contour mapping, Property Index Map and Parcel Registers (including all PIN printouts and Legal Instruments), etc.
- Architectural drawings, including scaled building elevation drawings, perspective drawings and 3-D drawings and colored renderings, floor plans, streetscape renderings including adjacent buildings, design details for individual heritage attributes (i.e. – door and window trim), etc.
- Specifications for building materials, colors, and paint colors.
- Assessment of Cultural Heritage Value and Impacts including Cultural Heritage Evaluation Reports, Heritage Impact Assessments, Streetscape Studies, Cultural Heritage Landscape Study, etc.
- Plans for on-going conservation of heritage resources including Conservation Plan, Temporary Protection Plan, Salvage/Documentation Reports, Commemoration Briefs, Heritage Interpretation Plans, etc.
- Plans related to landscapes and vegetation including Landscape Plans, Planting Plans, Arborist Report and Tree Inventories, etc.
- Plans assessing impacts to archaeological resources including Archaeological Assessment Reports to be prepared by an Archaeologist licensed by the province of Ontario, and all associated Ministry Compliance Letters.
- Plans assessing seemingly indirect impacts including Vibration Emission Studies, Shadow Analysis, Photometric/Lighting Plan, etc.
- Peer-review of any plans or studies to be prepared at applicant's cost.

## Appendix B - Eligible and Ineligible Works for the Heritage Restoration and Improvement Grant

The Heritage Restoration and Improvement Grant Program provides financial incentive to owners of eligible commercial, and residential and institutional zoned properties designated under the Ontario Heritage Act.

### Eligible Works:

- Works that conserve or enhance elements specified in the List of Heritage Attributes in the applicable Designation By-law or which contribute to the cultural heritage value under the Ontario Heritage Act;
- Works that preserve, conserve, renew or restore significant architectural features, including:
  - Doors, windows, verandahs, cupolas, chimneys, or other decorative trim, parapets, cornices, hood mouldings and any other features important to the overall composition of the structure as specified in the Reasons for Designation;
  - Fences and outbuildings if specifically referred to in the Reasons for Designation;
  - Original siding and roofing materials including repair and replacement where necessary of wood clapboard or board and batten, repair and repointing of masonry buildings, stucco repair, repair or replacement of original roofing materials (slate, wood shingles, tile, etc.);
  - Removal of modern material (synthetic siding, asphalt shingles, etc.) and replacement with documented original materials;
  - Reconstruction or construction of former and significant architectural features for which the appearance can be clearly determined from documentary sources (photographs, drawings, etc.), e.g. for commercial properties, the reconstruction and restoration of shop fronts which have been altered or replaced. Documentation should be in the form of historic photographs or drawings clearly showing the feature(s) to be reconstructed. Eligible work will be guided by appropriate reference material as deemed appropriate by staff;
  - Cleaning of masonry buildings if it is necessary for the building's preservation. Abrasive cleaning techniques that degrade the original structure (such as sand blasting, chemical cleaning or high-pressure washes) are not eligible;
  - All final finishes, such as paint and masonry are eligible for funding subject to approval given, they are the original final finishes of the building;
  - Interior works specifically referred to in the List of Heritage Attributes, including, but not limited to: woodwork, plasterwork, wall or ceiling murals, or metal work, and other decorative features; and,
  - Works required to maintain or preserve significant architectural features.

## **Ineligible Works:**

The following works, including repair, maintenance, reconstruction or improvements to the following are not eligible for grant/loan assistance under this program:

- Short-term, routine maintenance including minor repairs (such as repairing a broken step or a broken window), and painting (other than as specified above);
- Landscaping. (Unless it can be demonstrated that such is an important part of the Heritage attributes);
- Work on modern additions;
- Work on sheds or outbuildings not specifically referred to in the heritage attributes;
- Installation of modern doors and windows unless they are replicas of the original with original materials;
- Installation of aluminum clad storm or screen doors and windows unless replicas of the original with original materials;
- Chimney repairs other than the restoration of a significant chimney;
- Repair of eaves trough unless its nature is such that it is significant to the heritage of the structure;
- Painting or staining of original brick or stone masonry;
- Any other works that the local municipality may deem inappropriate as identified on a case-by-case basis. Works not included on this list are not necessarily included on the eligible work list;
- Projects/works for which insurance money is being provided.