

# Heritage Permit Application Form



A Heritage Permit Application is required for changes proposed to properties designated under Part IV or V the *Ontario Heritage Act*. Regulated changes include modifications affecting the streetscape or public realm within Heritage Conservation Districts (Part V) and displacement or disruption effects to individually-designated heritage properties (Part IV). This may include alterations, demolition, new construction, relocation or any other impacts affecting heritage features protected under a designation by-law. Please note: consultation with the Heritage Advisory Committee is required for all Heritage Permits.

Owner / Applicant / Agent and Property Information			
Address:			
Property Owner(s) Name(s):	Applicant or Agent (if different than owner):		
Mailing Address:	Mailing Address:		
Phone Number:	Phone Number:		
Email Address:	Email Address:		
Other info:	Other info:		
Scope of Work Proposed			
<p>(1) Select which type of work is proposed:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Alteration</li><li><input type="checkbox"/> Addition or New Construction</li><li><input type="checkbox"/> Relocation or Demolition</li></ul>			
<p>(2) Clearly describe all works proposed and all proposed alterations to the property. Please attach photographs of the existing condition of the property, drawings of proposed changes, and contractor quotations/specifications. Please attach site plans and elevations if warranted. In the event of an application for demolition, a Cultural Heritage Impact Statement shall be submitted, to the satisfaction of Town staff. Please attach additional pages if needed.</p>			
<p>(3) Please explain the reasons for undertaking the alterations and describe how the proposal conforms to the Part IV individual designation by-law or the Part V Heritage Conservation District Plan design guidelines. Please attach additional pages if needed.</p>			
<p>(4) Please state whether the proposed work will also require any of the following. Check all that apply.</p> <table><tr><td><ul style="list-style-type: none"><li><input type="checkbox"/> Building Permit</li><li><input type="checkbox"/> Minor Variance or Consent</li><li><input type="checkbox"/> Heritage Site Plan (Heritage Area)</li><li><input type="checkbox"/> Zoning By-law Amendment</li><li><input type="checkbox"/> Official Plan Amendment</li></ul></td><td><ul style="list-style-type: none"><li><input type="checkbox"/> Oak Ridges Moraine Site Plan</li><li><input type="checkbox"/> Site Plan Control (General)</li><li><input type="checkbox"/> Subdivision or Condominium Approval / Amendment</li><li><input type="checkbox"/> TRCA or LSRCA Permit</li><li><input type="checkbox"/> York Region Approval</li></ul></td></tr></table>		<ul style="list-style-type: none"><li><input type="checkbox"/> Building Permit</li><li><input type="checkbox"/> Minor Variance or Consent</li><li><input type="checkbox"/> Heritage Site Plan (Heritage Area)</li><li><input type="checkbox"/> Zoning By-law Amendment</li><li><input type="checkbox"/> Official Plan Amendment</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Oak Ridges Moraine Site Plan</li><li><input type="checkbox"/> Site Plan Control (General)</li><li><input type="checkbox"/> Subdivision or Condominium Approval / Amendment</li><li><input type="checkbox"/> TRCA or LSRCA Permit</li><li><input type="checkbox"/> York Region Approval</li></ul>
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<b>Declaration</b>	
We, the undersigned, being the registered property owner(s) of the subject property, hereby authorize	
_____	to act on our behalf with respect to submitting a Heritage Permit application to the
(authorized agent's name)	Town of Whitchurch-Stouffville.
_____	_____
Owner(s) signature	Print – FULL NAME AND POSITION
_____	_____
Date	NAME OF CORPORATION
<p><i>Note: i) If the owner(s) is a corporation, this authorization shall include the statement that the person signing this document has authority to bind the corporation or alternatively, the corporate seal is affixed over the signature.</i></p> <p><i>ii) If there is more than one owner, all owners should complete and sign this or affix an additional appointment authorization form.</i></p> <p><i>iii) If the agent is a corporation, please specify the name of the person(s) who is appointed on its behalf.</i></p>	
<b>DECLARATION OF OWNER OR AUTHORIZED AGENT</b>	
I, _____ of the _____ of _____ in the	
_____ of _____ :	
Solemnly declare that all above statements and the statements contained in all documents transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of <i>The Canada Evidence Act</i> .	
Note: The owner/applicant/agent understands that staff may require a site visit to the subject property as a result of this application.	
_____	_____
Date	Signature of owner/applicant/agent

**For more information:**

Trevor Alkema  
Heritage Planner  
Development Services  
905-640-1910 ext. 2299  
trevor.alkema@townofws.ca

For Planning Staff Use Only	
Heritage Permit No.	
Date Received	
Date of Notice of Complete App.	
Date of HAC Review	
Date of Council Meeting	
Date of Mun. Decision Letter	
Pre-Consultation Meeting Date	
Other Planning/Building File No.	