



Municipal Heritage Permit Application

Applicant Information:

Owner Information	Company Name:	Contact Person:
	Mailing Address:	Daytime Phone Number:
	Email Address:	Alternate Phone Number:
Applicant Information (if different from owner)	Company Name:	Contact Person:
	Address:	Daytime Phone Number:
	Email Address:	Alternate Phone Number:

Project Information:

Designated Municipal Heritage Site	Property Address:	By-Law Designation:
Brief Project Description	Brief Project Summary (include Character-Defining Elements that are proposed to be altered):	

Owner or Applicant Signature

Printed Date

Heritage Permit Application Requirements

A Heritage Permit is required to alter a Listed Designated Municipal Heritage Site pursuant to the provisions of the By-law to which it pertains.

Mandatory Requirements - Please ☒ if submitted

- ☐ **Plans of the Existing Resource:** including site plan, plans, elevations, sections, details.
- ☐ **Plans of Development:** including site plan, plans, elevations, sections, details & specifications (mortar mix, paint coating, roofing, etc.). Plans shall be drawn to scale and be fully dimensioned to accurately convey the nature of the proposed design and how it relates to the Historical Resource and its character-defining elements.
- ☐ **Colour Images** that illustrate the existing condition(s) of the Designated Site with respect to the proposed application.
- ☐ **Owner authorization letter** if the applicant is applying on behalf of the owner.
- ☐ **Copy of current Land Title**

Other Requirements - Please ☒ if submitted

- ☐ **Colour renderings:** that illustrate the project
- ☐ **For window projects:** completed Window Condition Assessment form, images that illustrate the condition of each window, annotated elevations, dimensions of existing windows, shop drawings of new and/or replacement windows
- ☐ **Other condition reports**
- ☐ **On-site test patches**
- ☐ **Material or product samples**