

HERITAGE PERMIT APPLICATION

Submit form to heritage@waterloo.ca. Please complete fillable PDF or print and use ink.

Note: The completeness of the application is to be determined by staff. A notice of receipt will be provided to the applicant upon the submission of a complete application. If you have questions about what works require a heritage permit, please email heritage@waterloo.ca

Section A - Property and Applicant Information

Property Address: _____

Owner Contact Information

Name: _____

Address & Postal Code: _____

Phone: _____ Email: _____

Agent Contact Information (if applicable)

Name: _____

Company Name: _____

Address & Postal Code: _____

Phone: _____ Email: _____

Section B - Summary of Proposed Works

Alterations

New Construction

Landscaping

Demolition

Describe the proposed changes to your property. Attach additional pages if necessary. Provide product details on the following page in Section C.

Section C - Details of Proposed Works

Property Feature	Product Information (materials, colour, specifications)
Cladding/siding	
Roof	
Foundation	
Trim	
Doors	
Windows	
Porch	
Signage	
Other	

Section D - Review of Heritage Guidelines

Explain the reason(s) for the proposed works and describe how the proposal is consistent with the Part IV designation by-law or the Part V District Plan:

Section D - Other Required Approvals

Indicate if the proposed works will require approval for any of the following:

Building Permit

Minor Variance

Site Plan

Site Alteration

Sign Permit

Official Plan Amendment

Zoning By-law Amendment

Section E - Submission Requirements

Before submitting this application, please review and complete the checklist below:

Pre-consultation meeting with staff has been completed

Digital copies of all drawings and/or plans are attached

Digital copies of all photographs are attached

HIA is attached (if required by staff)

Section G - Declaration and Signature

I hereby declare that the statements made herein are, to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application. I have reviewed the submission requirements and understand that incomplete applications may not be accepted.

I also understand that the proposal must comply with all other applicable legislation and by-laws and that other approvals if required must be described clearly in Section D of this application form (i.e. minor variance, site plan, building permit, sign permit, site alteration).

I acknowledge that City of Waterloo staff and members of the Municipal Heritage Committee may visit the property that is the subject of this application for the purpose of evaluating the merits of this application. Property entry will be organized with the applicant or agent prior to entry.

I understand that the proposed work shall be done in accordance with this application and understands that the issuance of the Heritage Permit under the Ontario Heritage Act shall not be a waiver of any of the provisions of any By-law of the City of Waterloo, or the requirements of the Building Code Act, RSO 1980, c. 51. If there are changes required to the scope of work during the implementation, I will follow up with staff immediately to determine if a new application is required.

I acknowledge that in the event of a Heritage Permit being issued, any departure from the conditions imposed by the Council of the City of Waterloo, or plans and specifications approved is prohibited and could result in the permit being revoked. I also agree that if the Heritage Permit is revoked for any cause of irregularity, in the relation to non-conformance with the said agreements, By-laws, acts, or regulations that, in consideration of the issuance of the permit, all claims against the City for any resultant loss or damage are hereby expressly waived.

I acknowledge that personal information on this form is collected under the authority of the Ontario Heritage Act and will be used to process heritage permit applications. I confirm that the owner and/or agent for this property has reviewed this application with City of Waterloo staff at a pre-consultation meeting.

Owner's Signature (required)

Date

Agent's Signature (if applicable)

Date