

APPLICATION FOR A HERITAGE PERMIT: Properties designated under Part V or Part IV of the Ontario Heritage Act

- Note:**
- A. Before making your application, please review the Heritage Permit Application Submission Guidelines and contact the City of Waterloo Heritage Planner at: 519-747-6068 or heritage@waterloo.ca to discuss your application.
 - B. For properties in the MacGregor/Albert Neighbourhood, The Heritage Conservation District Plan will help you in making an informed application. This can be found online at www.waterloo.ca.
 - C. In addition to a heritage permit, you may require a building permit or other planning approvals. City staff will strive to co-ordinate the review of the heritage permit application with other applications and expedite approvals.

1. Property Information

Municipal Address _____ Postal Code _____

Legal Description _____

2. Applicant Information

Applicant's Name _____

Telephone _____ E-mail Address _____

Address _____ Postal Code _____

Registered Owner's Name (if different from above) _____

Telephone _____ E-mail Address _____

Address _____ Postal Code _____

3. Agent Information (if applicable)

Agent's Name _____

Telephone _____ E-mail Address _____

Address _____ Postal Code _____

FOR STAFF USE ONLY

DATE RECEIVED _____ DATE REVIEWED BY MHC _____

PLANNING COMMENTS _____

BUILDING COMMENTS _____

MHC COMMENTS _____

4. Builder/Contractor Information

i.) Name _____

Telephone_____ -mail Address_____

Address _____ Ptal Code _____

ii.) Name _____

Telephone_____ -mail Address_____

Address _____ Postal Code _____

5. Type of Application

ALTERATION ☒ ADDITION ☐ EMOLITION ☐ RECTIFICATION ☐ N ☐

MAINTENANCE ☐ REMOVAL ☐ REPAIR ☐ ☐

6. Project Proposal Information (attachments if necessary)

a) Please describe your proposed project:

All changes to the heritage features of a property must be described in detail. Include photographs (of property, streetscape, areas affected by proposed project), scaled drawings or plans of scope of work, information on conservation or construction methods to be used, information regarding details and building elements or materials (trim, moldings, siding, windows, signs, awnings), sketches, electrical/mechanical information if important, and any other information necessary to understand the proposed project. City Staff may specify which documents, if any, are appropriate for your proposed project. Please review the City of Waterloo Heritage Permit Application Submission Guidelines to ensure your application is complete.

Expected Start Date: _____ Expected Completion Date: _____

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7. Declaration	
<p><i>I hereby declare that the statements made herein and contained within any of the attachments are, to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application. I hereby agree that the proposed project shall be done in accordance with this application and to permit City of Waterloo staff and their advisors to enter the property so as to assess the application fully.</i></p>	
<hr/> pplicant's/Authorized Agent's Signature	<hr/> Date
8. Notes for Declaration	
<p>The applicant agrees 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.</p> <p>The applicant acknowledges that in the event of a 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. The applicant further agrees 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.</p>	