



H-____/____

**APPLICATION FOR PERMISSION
Under Ontario Heritage Act**

A Complete Application consists of:

- One original and four copies of a complete application form signed including declaration of applicant.
- One copy of the deed of property
- One copy of drawings, specifications, site/landscape plan, photographs, paint chips, additional notes as necessary.
- One copy of the location of all natural and artificial features on the subject lands including buildings, water, roads, easements, etc.

When is a Heritage Permit Required?

Under the *Ontario Heritage Act, R.S.O 1980*, any new construction or "alteration" to a property that has been designated requires a Heritage Permit. Heritage Permits are issued through the Town of Gananoque and require Municipal Heritage Committee and/or Council approval.

The *Ontario Heritage Act, R.S.O 1980* defines "alter" or "alteration" as "to change in any manner and includes to restore, renovate, repair or disturb".

Some examples of work requiring a Heritage Permit include:

- Addition and/or alteration to an existing building or accessory building
- Replacement of windows or doors, or a change in window or door openings
- Change in siding, soffit, fascia or roofing material
- Removal and/or installation of porches, verandah and canopies
- Removal and/or installation of cladding and chimneys
- Removal and/or installation of decks, fences, gates, trellises, arbours and gazebos
- Change in trim, cladding or door colour(s) or painting of masonry
- Re-pointing of brick

Some examples of work NOT requiring a Heritage Permit include:

- Minor repairs to siding materials
- Repairs to, and replacement of, eaves troughs and down spouts, unless they are integral to the heritage character of the building (i.e. decorated metal, original to the building)

This application form is also for minor work that doesn't require a building permit, but may nevertheless require a heritage permit. Typical small projects that require a heritage permit without other approvals include:

- Replacement siding
- Cleaning or re-pointing masonry
- Replacement windows or doors on elevations visible from the street
- Removal of architectural building elements (e.g. shutters, doors, trim, etc.)

Name of Applicant:	Name of Property Owner (if different than applicant):
Address:	Address:
Telephone:	Telephone:
E-mail:	E-mail:

Street or Property Address (if applicable):			
Legal Description:			
Frontage:	Depth:	Area (sq.m):	Area (acres):
_____	_____	_____	_____

Type of Work (check all that apply):			
<input type="checkbox"/>	Construction of a New Building	<input type="checkbox"/>	Alterations to Facade
<input type="checkbox"/>	Alteration to an Existing Building		<input type="checkbox"/> Repair/Restoration of existing
<input type="checkbox"/>	Additional to an Existing Building		<input type="checkbox"/> Changes to existing
<input type="checkbox"/>	Demolition of a Building	<input type="checkbox"/>	Painting
<input type="checkbox"/>	Demolition of Part of Building		<input type="checkbox"/> Same Colour as existing
<input type="checkbox"/>	Signage and/or Lighting		<input type="checkbox"/> Different Colour
<input type="checkbox"/>	Other: _____		

Reasons for undertaking the proposed Type of Work:

Items to be Changes	Material	Colour	New/Restoration	Product Detail
Foundation Walls				
Cladding				
Doors				
Windows				
Exterior Trim				
Chimney				
Porch/Verandah				
Roof				
Fencing				
Other: _____				
Other: _____				

Other Concurrent Applications:					
<input type="checkbox"/> Consent	<input type="checkbox"/> Minor Variance	<input type="checkbox"/> Official Plan Amendment	<input type="checkbox"/> Zoning By-law Amendment	<input type="checkbox"/> Subdivision Approval	<input type="checkbox"/> Condominium Approval

Other Information: Any other information that may be useful in reviewing this application? If so, explain below:

AUTHORIZATION BY OWNER

I/We, the undersigned being the owner of the subject land of this application for a consent, hereby authorize _____ (print) to be the applicant in the submission of this application.

Furthermore, I/we, being the registered owner(s) of the subject lands, hereby authorize the Members of the Town of Gananoque Committee of Adjustment and the Town of Gananoque staff members, to enter upon the property for the purpose of conducting a site inspection with respect to the attached application.

_____ Signature of Owner	_____ Signature of Owner
_____ Signature of Witness (not applicant)	_____ Date

DECLARATION OF APPLICANT

I, _____ of the _____ of _____ in the _____ of _____ solemnly declare that:

All the statements contained in this application and provided by me 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.

Furthermore, I/we, being the applicant(s) of the subject lands, hereby authorize the Members of the Town of Gananoque Committee of Adjustment and the Town of Gananoque staff members, to enter upon the property for the purpose of conducting a site inspection with respect to the attached application.

Declared before me at the _____ of _____ in the _____ of _____ this _____ day of _____, 2_____

_____ Signature of a Commissioner, etc	_____ Signature of Applicant
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Office Use Only		Roll No: _____
Official Plan Designation: _____	Development Permit Designation: _____	Heritage Designation By-law: _____
Date of Submission: _____	Application Complete: _____ Manager of Community Development	Date _____

Questions??

 Brenda Guy, Manager of Community Development
 Town of Gananoque
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 Gananoque, ON K7G 2T6

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