

	<h2 style="margin: 0;">HERITAGE PERMIT APPLICATION & SUBMISSION REQUIREMENTS</h2> <p style="margin: 0;">Planning Division – 200 King Street West, 6th Floor P.O. Box 1118, Kitchener ON N2G 4G7 519-741-2426; planning@kitchener.ca</p>
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STAFF USE ONLY

Date Received:	Accepted By:	Application Number:
		HPA-

PART B: HERITAGE PERMIT APPLICATION FORM

1. NATURE OF APPLICATION

- Exterior Interior Signage
 Demolition New Construction Alteration Relocation

2. SUBJECT PROPERTY

Municipal Address: _____

Legal Description (if know): _____

Building/Structure Type: Residential Commercial Industrial Institutional

Heritage Designation: Part IV (Individual) Part V (Heritage Conservation District)

Is the property subject to a Heritage Easement or Agreement? Yes No

3. PROPERTY OWNER

Name: _____

Address: 307 Queen Street South, Office _____

City/Province/Postal Code: Kitchener, ON, N2G 4V3 _____

Phone: _____

Email: _____

4. AGENT (if applicable)

Name: _____

Company: _____

Address: As Above _____

City/Province/Postal Code: _____

Phone: _____

Email: _____

5. WRITTEN DESCRIPTION

Provide a written description of the project including any conservation methods proposed. Provide such detail as materials to be used, measurements, paint colours, decorative details, whether any original building fabric is to be removed or replaced, etc. Use additional pages as required. Please refer to the City of Kitchener Heritage Permit Application Submission Guidelines for further direction.

See attached, Appendix A and Appendix B

6. REVIEW OF CITY OF KITCHENER HERITAGE PERMIT APPLICATION SUBMISSION GUIDELINES

Describe why it is necessary to undertake the proposed work:

Current corrugated steel roofing is causing leaks in multiple areas. See Appendix A for more details

Describe how the proposal is consistent with the Part IV individual designating by-law or the Part V Heritage Conservation District Plan:

The current roof is not part of the original composition and is **NOT** visible from street level and is only visible from our inner Courtyard. See Appendix A for more details

Describe how the proposal is consistent with Parks Canada’s *Standards and Guidelines for the Conservation of Historic Places in Canada* (www.historicplaces.ca/en/pages/standards-normes.aspx):

As above.

7. PROPOSED WORKS

a) Expected start date: 2023/10/15 Expected completion date: 2023/11/15

b) Have you discussed this work with Heritage Planning Staff? Yes No

- If yes, who did you speak to? Jessica Vieira

c) Have you discussed this work with Building Division Staff? Yes No

- If yes, who did you speak to? _____

b) Have you applied for a Building Permit for this work? Yes No

c) Other related Building or Planning applications: Application number _____

8. ACKNOWLEDGEMENT

The undersigned acknowledges that all of the statements contained in documents filed in support of this application shall be deemed part of this application. The undersigned acknowledges that receipt of this application by the City of Kitchener - Planning Division does not guarantee it to be a 'complete' application. The undersigned acknowledges that the Council of the City of Kitchener shall determine whether the information submitted forms a complete application. Further review of the application will be undertaken and the owner or agent may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted. Once the application is deemed to be fully complete, the application will be processed and, if necessary, scheduled for the next available Heritage Kitchener committee and Council meeting. Submission of this application constitutes consent for authorized municipal staff to enter upon the subject property for the purpose of conducting site visits, including taking photographs, which are necessary for the evaluation of this application. The undersigned acknowledges that where an agent has been identified, the municipality is authorized but not required to contact this person in lieu of the owner and this person is authorized to act on behalf of the owner for all matters respecting the application. The undersigned agrees that the proposed work shall be done in accordance with this application and understands that the approval of this application under the *Ontario Heritage Act* shall not be a waiver of any of the provisions of any by-law of the City of Kitchener or legislation including but not limited to the requirements of the Building Code and the Zoning By-law. The undersigned acknowledges that in the event this application is approved, any departure from the conditions imposed by the Council of the City of Kitchener or from the plans or specifications approved by the Council of the City of Kitchener is prohibited and could result in a fine being imposed or imprisonment as provided for under the *Ontario Heritage Act*.

Signature of Owner/Agent: _____

Date: August 23, 2023

Signature of Owner/Agent: _____

Date: 2023/08/23

9. AUTHORIZATION

If this application is being made by an agent on behalf of the property owner, the following authorization must be completed:

I / We, _____ owner of the land that is subject of this application, hereby authorize _____ to act on my / our behalf in this regard.

Signature of Owner/Agent: _____

Date: 2023/08/23

Signature of Owner/Agent: _____

Date: 23/08/24

The personal information on this form is collected under the legal authority of Section 33(2), Section 42(2), and Section 42(2.2) of the Ontario Heritage Act. The information will be used for the purposes of administering the Heritage Permit Application and ensuring appropriate service of notice of receipt under Section 33(3) and Section 42(3) of the Ontario Heritage Act. If you have any questions about this collection of personal information, please contact the Manager of Corporate Records, Legislated Services Division, City of Kitchener (519-741-2769).

STAFF USE ONLY

Application Number: _____

Application Received: _____

Application Complete: _____

Notice of Receipt: _____

Notice of Decision: _____

90-Day Expiry Date: _____

PROCESS:

Heritage Planning Staff: _____

Heritage Kitchener: _____

Council: _____