



## MUNICIPALITY OF MEAFORD Heritage Permit and Guidelines

PLEASE READ THE ENTIRE APPLICATION FORM PRIOR TO COMPLETING

The Municipality of Meaford has approved a Heritage Conservation District Plan and Guidelines under By-law No. 026-2014. In addition to architecture, these guidelines also include natural features and landscapes, and places of cultural heritage significance. A map that outlines the district and the affected properties is attached as Appendix A.

This application process is intended to assist owners within the District who are proposing changes that go beyond regular maintenance. **Council will consider these changes** via this application process. The Committee of Council, known as the Municipal Heritage Committee (MHC) has been established to identify, protect and promote the preservation of historic assets and therefore will assist Council in reaching a decision. Application for a Heritage Permit does not remove the requirement for other permits that may be needed.

The Application Process is outlined below. The Heritage Permit Application itself and the notification forms regarding decisions can be found on pages two and three. Resources to help property owners with their projects are available through Municipalities web pages [www.meaford.ca](http://www.meaford.ca) or at the Municipal Office.

The Municipality also promotes financial incentives, as they become available, for the improvement and maintenance of the town's valuable heritage assets and properties. This is done through the Community Improvement Plan. Please inquire as to whether your project qualifies to apply for an interest free loan or grant.

Please **plan well in advance** to help the process go more smoothly.

### **The Application Process**

Step #1 Preliminary Contact: Property owner contacts Municipal Planning Staff with regard to work to determine if work is exempt from Permit under Plan. Staff will provide property owner with advice/resources concerning the proposed changes including examples of local 'best practices' and information on financial incentives under the Community Improvement Plan. Discussion before completion of forms can speed up the process.

Step #2 Formal Application: Property owner details his/her plans through completion of the Heritage Permit Application (see page 2). Other permits may also be required by the town.

Step #3 MHC meets with the applicant to discuss the details of the application. A recommendation to approve the heritage permit with or without conditions, or to refuse the permit, is then forwarded to Council.

Step #4 Council Decision & Notification: Council considers the recommendation and makes the final decision then notifies applicant in writing (see Page 3).

Step #5 Monitoring: Upon permit issuance or project commencement, building official monitors the work in progress to completion to ensure it conforms to the application.



# MUNICIPALITY OF MEAFORD

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### APPLICATION FOR HERITAGE PERMIT

| SHADED AREAS FOR OFFICE USE ONLY |        |
|----------------------------------|--------|
| Date Received:                   |        |
| Received By (initials):          | Notes: |

### PART 1 – APPLICANT INFORMATION

#### 1. Owner/ Applicant / Agent / Architect:

Please list the Contact information for each of the following (if applicable) :

| Name                 | Mailing Address & Postal Code   | Contact Information                |
|----------------------|---|------------------------------------|
| Applicant:*          | Ten-2-Four Architecture Inc.<br>14 Leswyn Road, Suite 1<br>Toronto, ON. M6A 1K2 | Telephone: 416-440-1024            |
|                      |   | Fax: 416-484-1024                  |
|                      |   | Email: judah@ten24architecture.com |
| Owner:**             | 29 Sykes Street N. Inc.<br>29 Sykes Street N.,<br>Meaford, ON. N4L 1V9          | Telephone: 416-831-5877            |
|                      |   | Fax:                               |
|                      |   | Email: jeremy@creedcapital.ca      |
| Agent or Solicitor:* | n/a   | Telephone:                         |
|                      |   | Fax:                               |
|                      |   | Email:                             |
| Architect/Contractor | Ten-2-Four Architecture Inc.<br>14 Leswyn Road, Toronto, ON.<br>M6A 1K2         | Telephone: 416-440-1024            |
|                      |   | Fax: 416-484-1024                  |
|                      |   | Email: judah@ten24architecture.com |

\* An Owner’s authorization is required if the applicant is not the owner. If the applicant is a prospective purchaser, also attach a copy of the Offer to Purchase.

\*\* If there is more than one owner, attach a list of each owner. If the owner is a company, provide the name and address of company owner(s).

#### 2. Primary Contact:

Correspondence relating to this application should be sent to (select **one** only):

- Owner
  Applicant
  Agent / Solicitor
  Architect / Contractor



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### PART II – PROPERTY INFORMATION

#### 3. Property Information:

##### 3.1 Location and Description of Subject Land(s):

|   |                   |   |           |
|---|-------------------|---|-----------|
| Municipal Address (Street # and Street Name)<br>29 Sykes Street North |                   | Assessment Roll #                             |           |
| Registered Plan(s)<br>309   | Lot(s)/Block(s) # | Reference Plan(s)                             | Part(s) # |
| Lot(s)<br>1134 and 1135   | Concession(s)     | Approximate Area (hectares)<br>0.054 Hectares |           |

##### 3.2 Description of Work (check all that apply)

|                          |                                 |                          |                               |
|--------------------------|---------------------------------|--------------------------|-------------------------------|
| <input type="checkbox"/> | Construct New Building          | <input type="checkbox"/> | Addition to Existing Building |
| <input type="checkbox"/> | Alteration to Existing Building | <input type="checkbox"/> | Demolition of Building        |
| <input type="checkbox"/> | Demolition of Part Building     | <input type="checkbox"/> | Building Signage or Lighting  |
| <input type="checkbox"/> | Alteration to Non-Building Site | <input type="checkbox"/> | Possible Archeological Issues |
| <input type="checkbox"/> | Other                           |                          |                               |

**3.2** Please provide a brief description of the property improvements being applied for (you will be required to provide a drawing/sketch of these improvements in Section 7 of this application):

The planned hotel re-development proposes an alteration of the three-storey brick-clad store front/apartment building and an addition stepping up to four-storeys over the existing single-story brick and steel-clad addition at the rear with a small portion to cantilever over approximately half of the exiting alley to the northern lot line.

The original heritage designated building fronting Sykes Street North (comprising approximately one-third of the existing building on site) will be retained and conserved because of its cultural heritage value.

Upgrades will be made to the non-heritage existing storefront to accommodate new mixed-use functions.



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### 4. Design Professional Information (if applicable):

| Name                 | Mailing Address & Postal Code                   | Contact Information                |
|----------------------|---|------------------------------------|
| Judah Mulalu         | 14 Leswyn Road, Suite 1<br>Toronto, ON. M6A 1K2 | Telephone: 416-420-7616            |
| Design Professional: |   | Fax: 416-484-1024                  |
|                      |   | Email: judah@ten24architecture.com |
| Firm Name:           | Ten-2-Four Architecture<br>Inc.                 | Telephone: 416-440-1024            |
|                      |   | Fax: 416-484-1024                  |
|                      |   | Email: judah@ten24architecture.com |

### 5. Construction Schedule:

Approximate date of construction commencement: April 2023

Approximate date of construction completion: July 2024

### 6. Current Photograph(s) of the Property / Building

Please attach the photograph(s) in the space provided below. If you are providing more than two pictures, please attach to a separate page or the back.

Photographs attached to application.



## MUNICIPALITY OF MEAFORD Heritage Permit and Guidelines

### **7. Drawings/Sketches of the Proposed Improvements to the Existing Property / Building**

Please draw/sketch the proposed improvements to the property / building in the space provided below or attach it to the application.

Architectural drawing set, Design Brief and Cultural Heritage Impact Statement documents submitted with this application.



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## 8. Applicant's Acknowledgement:

The applicant hereby acknowledges:

- That this application and the attached supporting documentation, information and materials, if any, contains information collected and maintained specifically for the purpose of creating a record available to the general public and is open to inspection by any person during normal office hours pursuant to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*;
- That conceptual development plans and/or drawings submitted with this application are not reviewed for compliance with the Ontario Building Code (O.B.C.) and/or related regulations;
- That submission of this application constitutes tacit consent for authorized Municipal Staff representative(s) to inspect the subject lands or premises, and to carry out any inspections, tests and investigations as may be required;
- That additional fees and/or charges (ex. Building permit fees, parkland dedication fees, development charges) associated with any development approved in conjunction with this application may be required; and
- That any additional information and/or materials may be required, and therefore, the application may not be deemed complete, nor processed unless the additional information and/or materials are submitted.

Questions about the collection and inspection of this information should be directed to: Clerk, Municipality of Meaford, 21 Trowbridge Street West, Meaford Ontario N4L 1A1.


## 9. Owner's Authorization:

If the applicant is not the owner of the land that is the subject of this application, then written authorization by the owner, authorizing the applicant to prepare and submit the application must be attached, or the owner must complete the authorization set out below.

Is written authorization attached?       Yes       No

If **NO**, then the following Owner's Authorization for the Agent to prepare and submit the Application must be completed:

I, JEREMY CREED, am the owner of the land that is the subject of this application and I authorize JUDAH MULALU to prepare and submit this application on my behalf.

  
Signature of Owner

2/2/2022  
Date



# MUNICIPALITY OF MEAFORD Heritage Permit and Guidelines

## 10. Declaration:

I, JUDAH MULALU, of the CITY OF TORONTO  
please print (ex. Municipality of Meaford)  
in the PROVINCE OF ONTARIO, make oath and say (or solemnly declare)  
(ex. County of Grey)

that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the Sections above is true.

Sworn (or declared) before me at the CITY OF TORONTO, in the  
(ex. Municipality of Meaford)  
PROVINCE OF ONTARIO, this 03 day of FEBRUARY, in the  
(ex. County of Grey)  
in the year 2022.

Applicant

Konul Rashidova  
Barrister & Solicitor, Notary Public & Commissioner  
Law Society of Ontario Licensee #77455N  
All-Canada Notary - [www.allcanadanotary.com](http://www.allcanadanotary.com)

Commissioner of Oaths



Sworn/Affirmed before me at the City of Toronto, ON on February 03, 2022 via secure online video conference, while the Declarant(s) was in Toronto, ON, in accordance with Bill 190, Regulation 431/20 and the Ontario Electronic Commerce Act due to COVID-19.

Checklist

- Is the application form complete?
- Have you attached current photographs of the property / building?
- Have you provided a drawing/sketch of your proposed improvements?
- Have you obtained the appropriate approvals from other departments? [SPA & Zoning Bylaw Amendment application is in progress.](#)
- Do you have the property owner's authorization (if applicable)?
- Have you signed the declaration?

Applications will not be processed where application forms are incomplete