



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 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.



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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:*		Telephone:
		Fax:
		Email:
Owner:**		Telephone:
		Fax:
		Email:
Agent or Solicitor:*		Telephone:
		Fax:
		Email:
Architect/Contractor		Telephone:
		Fax:
		Email:

* 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)		Assessment Roll #	
Registered Plan(s)	Lot(s)/Block(s) #	Reference Plan(s)	Part(s) #
Lot(s)	Concession(s)	Approximate Area (hectares)	

3.2 Description of Work (check all that apply)

Construct New Building	Addition to Existing Building
Alteration to Existing Building	Demolition of Building
Demolition of Part Building	Building Signage or Lighting
Alteration to Non-Building Site	Possible Archeological Issues
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):



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4. Design Professional Information (if applicable):

Name	Mailing Address & Postal Code	Contact Information
Design Professional:		Telephone:
		Fax:
		Email:
Firm Name:		Telephone:
		Fax:
		Email:

5. Construction Schedule:

Approximate date of construction commencement: _____

Approximate date of construction completion: _____

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.



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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.



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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, _____, am the owner of the land that is the subject of this
please print
 application and I authorize _____ to prepare and submit this
please print
 application on my behalf.

Signature of Owner

Date



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10. Declaration:

I, _____, of the _____
please print (ex. Municipality of Meaford)

in the _____, 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 _____, in the
(ex. Municipality of Meaford)

_____, this _____ day of _____, in the
(ex. County of Grey)

in the year _____.

Applicant

Commissioner of Oaths

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?
- 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