THE CITY OF WINDSOR ONTARIO, CANADA

Planning Department
Suite 320-350 City Hall Sq W
Windsor ON N9A 6S1

HERITAGE PERMIT APPLICATION
Revised 11/2023

APPLICATION TYPE

☐ **Minor Heritage Permit**
(Delegated Authority Approval)

☐ **Major Heritage Permit**
(City Council Approval)

☐ **Demolition**

1. APPLICANT, REGISTERED OWNER, AND AGENT INFORMATION

Provide in full the name of the applicant, registered owner and agent, the name of the contact person, and address, postal code, phone number, and email address. If the applicant or registered owner is a numbered company, provide the name of the principals of the company. If there is more than one applicant or registered owner, copy this page, complete in full and submit with this application.

APPLICANT

Contact Name(s) _____

Company or Organization _____

Mailing Address _____

City, Province _____ Postal Code _____

Email _____ Phone(s) _____

REGISTERED OWNER IF NOT APPLICANT

Contact Name(s) _____

Company or Organization _____

Mailing Address _____

City, Province _____ Postal Code _____

Email _____ Phone(s) _____

AGENT AUTHORIZED BY REGISTERED OWNER TO FILE THE APPLICATION

Contact Name(s) _____

Company or Organization _____

Mailing Address _____

City, Province _____ Postal Code _____

Email _____ Phone(s) _____

Who is the primary contact?

☐ Applicant   ☐ Registered Owner   ☐ Agent

2. SUBJECT PROPERTY

Municipal Address:_____

Legal Description (if known):_____

Building/Structure Type:

☐ Residential ☐ Commercial ☐ Industrial ☐ Institutional

Heritage Designation:

☐ Part IV (Individual) ☐ Part V (Heritage Conservation District)

By-law #: _____ District: _____

Is the property subject to a Heritage Easement or Agreement?

☐ Yes ☐ No

3. TYPE OF APPLICATION

Check all that apply:

☐ Demolition/Removal of heritage attributes ☐ Addition ☐ Erection ☐ Alteration*

☐ Demolition/Removal of building or structure ☐ Signage ☐ Lighting

*The *Ontario Heritage Act's* definition of "alter" means to change in any manner and includes to restore, renovate, repair or disturb.

4. HERITAGE DESCRIPTION OF BUILDING

Describe the existing design or appearance of buildings, structures, and heritage attributes where work is requested. Include site layout, history, architectural description, number of storeys, style, features, etc..

_____

_____

_____

_____

_____

_____

_____

_____

Planning Department
Suite 320-350 City Hall Sq W
Windsor ON N9A 6S1

**HERITAGE PERMIT
APPLICATION**
Revised 11/2023

5. PROPOSED WORK

Provide a detailed written description of work to be done, including any conservation methods you plan to use. Provide details, drawings, and written specifications such as building materials, measurements, window sizes and configurations, decorative details, etc.. Attach site plans, elevations, product spec sheets, etc. to illustrate, if necessary.

_____

_____

_____

_____

_____

_____

_____

6. HERITAGE PERMIT RATIONALE

Explain the reasons for undertaking the proposed work and why it is necessary.

_____

_____

_____

Describe the potential impacts to the heritage attributes of the property.

_____

_____

_____

7. CHECKLIST OF MATERIALS SUBMITTED Check all that apply:
Required:

☐ Photographs (showing the current condition and context of existing buildings, structures, and heritage attributes that are affected by the application)

☐ Site plan/ Sketch (showing buildings on the property and location of proposed work(s))

☐ Architectural drawings of proposed work(s) (e.g. existing and proposed elevations, floor plans, roof plans, etc., as determined by Heritage Planning staff)

☐ Specifications of proposed work(s) (e.g. construction specification details)

Planning Department
Suite 320-350 City Hall Sq W
Windsor ON N9A 6S1

**HERITAGE PERMIT
APPLICATION**
Revised 11/2023

Potentially required (to be determined by Heritage Planning staff):

☐ Registered survey

☐ Material samples, brochures, product data sheets etc.

☐ Cultural Heritage Evaluation Report

☐ Heritage Impact Assessment (HIA)

☐ Heritage Conservation Plan

☐ Building Condition Assessment

8. NOTES FOR DECLARATION

The applicant hereby declares that the statements made herein and information provided are, to the best of their belief and knowledge, a true and complete representation of the purpose and intent of this application.

The applicant agrees that the proposed work shall be done in accordance with this application, including attachments, and understands that the issuance of the Heritage Alteration Permit under the Ontario Heritage Act shall not be a waiver of any of the provisions of any By-Law of the Corporation of the City of Windsor, or the requirements of the Building Code Act, RSO 1980, c51.

The applicant acknowledges that in the event a permit is issued, any departure from the conditions imposed by the Council of the Corporation of the City of Windsor, or plans and specifications approved is prohibited and could result in the permit being revoked. The applicant further agrees that if the Heritage Alteration 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.

Signature of Applicant(s)	Date
Signature of Applicant(s)	Date

HERITAGE PERMIT APPLICATION

Revised 11/2023

SCHEDULE A

A. Authorization of Registered Owner for Agent to Make the Application

If the applicant is not the registered owner of the land that is the subject of this application, the written authorization of the registered owner that the applicant is authorized to make the application must be included with this application form or the authorization below must be completed.

I, _____, am the registered owner of the land that is
name of registered owner

subject of this application for a Heritage Alteration Permit and I authorize

_____ to make this application on my behalf.
name of agent

_____   _____
Signature of Registered Owner   Date

If Corporation – I have authority to bind the corporation.

B. Consent to Enter Upon the Subject Lands and Premises

I, _____, hereby authorize the members of the Windsor Heritage Committee and City Council and staff of the Corporation of the City of Windsor to enter upon the subject lands and premises described in Section 3 of the application form for the purpose of evaluating the merits of this application and subsequently to conduct any inspections on the subject lands that may be required as condition of approval. This is their authority for doing so.

_____   _____
Signature of Registered Owner   Date

If Corporation – I have authority to bind the corporation.

C. Acknowledgement of Applicant

I understand that receipt of this application by the City of Windsor Planning Department does not guarantee it to be a complete application. Further review of the application will occur and I may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted.

I further understand that pursuant to the provisions of the *Ontario Heritage Act* and the *Municipal Freedom of Information and Protection of Privacy Act*, this application and all material and information provided with this application are made available to the public.

_____   _____
Signature of Applicant   Date