

City of Windsor
HERITAGE PROPERTY TAX REDUCTION PROGRAM
PROJECT PROPOSAL APPLICATION (STEP ONE)

(Please print)

Revised June 18, 2018

1. Applicant - Property Owner(s)

Email	Telephone
Mailing Address	
City, Province	Postal Code

2. Property Name

Property Location Address
Roll #

3. Designation By-Law # and Date of approval _____

4. Please select one or more of the following categories of work below

- Chimneys
- Exterior stairs
- Exterior walls and facades
- Exterior windows and doors
- Foundations
- Porches/verandas
- Recreation of lost historic features (based on ample documented evidence)
- Roofs.
- Other features included in the designation by-law
- *studies

*Engineering, architectural or planning studies focused on conservation are only eligible if they are required to complete eligible work and the related eligible work is completed.

5. Please explain the proposed rehabilitation project:

6. Please attach the following items for a complete application:

- A copy of the conservation agreement or easement
- Photographs of the property in its current state (taken no more than three months prior the completion of this form)
- Detailed specifications all proposed eligible work (drawings etc.)
- Complete architectural plans and elevations for any work involving development, interior or exterior structural alterations affecting the structure or gross floor area of the property
- Detailed cost estimates for all eligible work
- Documentary evidence if recreating a lost historic feature

Signature * _____ Witness: _____ Date: _____

*If you are acting on behalf of the owner please obtain any required authorization and attach proof to the form.

Return to the Heritage Planner – Planning Division
Suite 320 – 350 City Hall Square West, Windsor ON N9A 6S1
Tel: 519-255-6543 x 6179 Fax: 519-255-6544