

Heritage Permit Application For Individually Designated Properties, Yates Street, Queen Street, Power Glen And Port Dalhousie Heritage Districts - Ontario Heritage Act

Applicants should review this application with the City's Heritage Planner before submitting.

*** Please Print All Information ***

1. Property Location and Description:

Municipal Address: _____

Legal Description: _____

2. Applicant Information:

Registered Owner Of Property: _____

Mailing Address: _____

Contact If A Numbered Company Or Organization: _____

Mailing Address: _____

Telephone Number: _____

Fax Number: _____

Email Address of
Owner/Company/Organization: _____

Owner Signature: _____

Owner's Agent: _____

Mailing Address: _____

Telephone Number: _____

Fax Number: _____

Email Address of Agent: _____

Agent Signature: _____

Note: Unless otherwise requested, all communications will be sent to the agent, if one is listed.

3. Project Details:

a) Please describe your project including how it will look when completed (add additional pages as required). Refer to the General Notes section below.

b) Briefly describe how your project will add to the conservation intent of the relevant heritage district guidelines or individual heritage designation by-law (i.e. how does it fit in?).

Note: Heritage district background reports, plans and guidelines can be found on the City's website or obtained from the City's Heritage Planner. Individual property designation by-laws can also be obtained from the Heritage Planner.

4. Property Information:

Lot Frontage: _____

Lot Depth: _____

Total Lot Area: _____

Existing Building Coverage: _____

Proposed Building Coverage: _____

Existing Gross Floor Area: _____

Proposed Gross Floor Area:
(Commercial zoning only) _____

Building Height: _____

5. Office Use Only:

Date Received: _____

Date Reviewed by
St. Catharines Heritage Permit Advisory
Committee: _____

Date Approved by Staff/Council: _____

Date Plans Approved in Building Section: _____

6. Planning Information:

Existing Zone Classification: _____

Zone By-law Number: _____

Effective Date of Zone By-law: _____

Zone Area: _____

Existing OP Designation: _____

General Notes

1. For all projects, please provide the following with the application:

- Written description of project, including all removals or demolition proposed
- Date of construction of building (if known)
- Photographs of: existing elevations, streetscape (view from the street); all significant historical/architectural details (as applicable to proposed change).
- List of pertinent structural deficiencies and/or damage (as applicable to proposed change). Photographs are appreciated.
- If proposing demolition, a Heritage Impact Assessment from a qualified Heritage professional (ie. Member of CAHP). Please contact the City's Heritage Planner in advance for more information.

Note: If demolition is proposed, members of the committee and/or staff may request a site visit scheduled at your convenience. The purpose of the site visit is to better understand the proposal and to confirm the condition of the building and age of the premises. Access to the basement and interior may be requested to assess key structural elements.

2. The following information may also be required. Please consult with the Heritage Planner in this regard.

- a)
 - Measured or scaled drawings of building element to be altered (for example if proposing a window style change, chimney reconstruction, replacement of door, trim, etc. limit drawings only to what is being changed)

Any other information that may be deemed required to assist in the review of the application, as follows:

- b) Plans and Drawings:
 - i) Site Plan / Survey Plan
 - Shows property and its bearings and municipal address
 - Includes site statistics (e.g. lot area, building area)
 - Shows layout (footprint) of building(s) (existing and proposed)
 - Indicates location of major landscape features such as significant trees, fencing, and setback from neighbouring properties and street.
 - Shows streetscape views, including elevations of proposal in relationship to neighbouring properties.
 - ii) Detailed plans and elevations clearly indicating as found/existing elements and parts to be modified and/or demolished/lost (where applicable)
 - iii) Detailed plans and elevations clearly indicating proposed additions and/or additional buildings (e.g. garage) on separate plan in relation to adjoining structures (where applicable)
- 3. The St. Catharines Heritage Permit Advisory Committee meets on a regular basis to consider heritage permit applications, among other matters. The committee meets on the last Thursday of the month. Please submit your completed application form and documentation to the Planning and Building Services Department **at least** fourteen (14) days prior to a meeting in order to have your application considered at that time. Discussion of your proposal will be included on the Committee's agenda. Recommendations will subsequently be forwarded to City Council/Staff for a decision. Approval authority for most types of heritage permit applications has been delegated to the Director of Planning and Building Services. This approval authority delegation does not extend to demolitions. City Council considers applications for demolitions.

Note:

This application and all associated plans and reports can be submitted electronically to the Heritage Planner.

(Provision of plans will enable committee members an opportunity to review your proposal prior to meetings).

Personal information on this form is collected under the authority of the Municipal Act, 2001, as amended and will be used for this application only. Questions about the collection of personal information should be directed to the City Clerk, 50 Church Street, St. Catharines, ON L2R 7C2, 905-688-5600.