

## 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 Planning and Building Services Department staff 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.

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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?).

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Note: Heritage district background reports, plans and guidelines can be found on the City's website or obtained from Planning and Building Services (PBS) staff. Individual property designation by-laws can be obtained from PBS staff.

#### 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 report from a qualified professional (e.g. home inspector)

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 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 Planning Services Staff 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:**

**Submit twelve (12) sets of plans (legal sized photocopies only acceptable) must be submitted with your application. Where available, also provide an electronic version of plans.**

**(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.