



THE CORPORATION OF THE
CITY OF ST. CATHARINES

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PLANNING AND DEVELOPMENT SERVICES
Development

**HERITAGE PERMIT APPLICATION FOR THE PORT DALHOUSIE HERITAGE
DISTRICT - ONTARIO HERITAGE ACT**

*Applicants should review this application with the
Planning and Development Services Department 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: _____

OWNER SIGNATURE: _____

OWNER'S AGENT: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

AGENT SIGNATURE: _____

NOTE: Unless otherwise requested, all communications will be sent to the agent, if any.

3. PROJECT DETAILS:

Please describe your project including how it will look when completed (add additional pages as required)

5. 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: _____

6. OFFICE USE ONLY:

Date Received: _____

Date Reviewed by Port Dalhousie Heritage District
Advisory Committee: _____

Date Approved by Council: _____

Date Plans Approved in Building Department: _____

7. 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
- List of pertinent structural deficiencies and/or damage (as applicable to proposed change)
- Photographs of: existing elevations, streetscape (view from the street); all significant historical/architectural details (as applicable to proposed change)
- If proposing demolition a report from a qualified professional (e.g. home inspector) including the date of construction of the building (if known)

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
 - 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, etc.

- 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 PORT DALHOUSIE HERITAGE DISTRICT 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 Development 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 for a decision.**

NOTE:

FIFTEEN (15) SETS OF PLANS (LEGAL OR LETTER SIZED PHOTOCOPIES 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).