

# 2021 Heritage Permit

For properties designated under  
 Part IV of the Ontario Heritage Act

## Section of the Ontario Heritage Act (OHA)

Are you proposing to alter or to demolish/remove a building or structure on an individually designated property (Part IV)? Check all applicable boxes:

<input type="checkbox"/> S. 33 Alteration(s)	<input type="checkbox"/> S. 34(1)1 Demolition of a heritage attribute	<input type="checkbox"/> S. 34.(1)2 Demolition of a building or structure
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## Applicant Information

First Name		Last Name	
Street Number	Street Name		Suite/Unit Number
City/Town		Province	Postal Code
Telephone Number		Email Address	
Applicant is: Owner <input type="checkbox"/> Lawyer <input type="checkbox"/> Architect <input type="checkbox"/> Planner <input type="checkbox"/> Contractor <input type="checkbox"/> Other: <input type="checkbox"/>			

## Owner Information (if different from applicant)

First Name		Last Name		Corporation or partnership
Street Number	Street Name		Suite/Unit Number	
City/Town		Province	Postal Code	
Telephone Number		Email Address:		

## Subject Lands

Address of Subject Lands (Street Number/Name):	
Describe location (closest major intersection, what side of the street is the land located):	Municipality: City of Toronto
Legal Description:	PIN:

## Office Use Only

File No(s):

Staff Contact:

Date & Time Received:

Ward:

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## Proposal Details

Written Specifications (description) of proposed alteration, demolition or removal:

**Please note: You can refer to a Heritage Impact Assessment if the description is included in a Heritage Impact Assessment that is included as part of this Heritage Permit application**

The reasons for the proposed alteration, demolition or removal:

**Please note: You can refer to a Heritage Impact Assessment if the reasons are included in a Heritage Impact Assessment that is included as part of this Heritage Permit application**

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

**Please note: You can refer to a Heritage Impact Assessment if this description is included in a Heritage Impact Assessment that is included as part of this Heritage Permit application.**

## Extension of Statutory Time Period?

Does the applicant agree to extend the time period beyond the time period prescribed by the Ontario Heritage Act, until such time as notice of a decision of City Council is given to the applicant?

Yes  No

**Please note that if the Statutory Time Period for a Decision of Council is not extended opportunities to submit revised/additional material to support your application are limited and unlikely to be reviewed.**

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## Authorization of Agent

I/We _____ authorize _____ <small>(name of owners) (name of agent/person authorized to sign application form)</small>	
to act as agent and sign the application form to the City of Toronto on my/our behalf for the property known as _____	
Signature: _____	Date (yyyy-mm-dd): _____

## Sworn Declaration of Owner/Applicant or Authorized Agent

I, _____ <small>(name and company)</small>	
of _____ <small>(full address and postal code)</small>	
solemnly declare that:	
<ol style="list-style-type: none"> <li>1. The information contained in this application and the information contained in the documents that accompany this application are accurate;</li> <li>2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership; and</li> <li>3. I acknowledge and agree, in accordance with S.67 of the Ontario Heritage Act that any document required to be given, delivered or served by the City in association with this application will be provided by email to the email address noted in this form.</li> </ol>	
Signature of Applicant or Authorized Agent: _____	Date (yyyy-mm-dd) _____

### Public Record Notice

Public Record Notice: The information collected on this form is considered to be a public record as defined by section 27 of the Municipal Freedom of Information and Protection of Privacy Act.

Acknowledgement of Public Information - The applicant grants the City permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public either online or by other means for the purpose of application review. The applicant agrees to provide a reasonable number of copies of any such document, or parts thereof, in paper and/or electronic form, to the City for internal use and distribution to the public either online or by other means for the purposes of application review. If there may be a security risk by allowing the public access to any portion of these documents you must indicate the portion of the documents to which you believe this concern applies, along with supporting documentation outlining the reasons for your concern along with the document submitted as part of the application. The Chief Planner, or delegate, will consider but will not be bound to agree with such submissions prior to reproduction, in whole or in part, any identified portions for internal use, inclusion in staff reports or public distribution to the application review.

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## Heritage Permit Application Checklist

This information sheet has been prepared to assist individuals to complete heritage permit applications with minimal delay. The Ontario Heritage Act and the City of Toronto Municipal Code, Chapter 103 provides that heritage permit applications are to be accompanied by plans, specifications and technical studies which are needed by the Council to review a heritage permit and determine whether or not the permit should be approved.

Pursuant to the Ontario Heritage Act and the City of Toronto Municipal Code, Chapter 103 a heritage permit application will be considered incomplete if the application form and checklist are not complete and/or if the required plans, specifications and technical studies as noted below are not submitted. For further information about the complete application requirements see the [Heritage Permit Guide](#).

**Indicate all materials provided by checking all applicable boxes below**

Photographs

Location Plan(s)

Drawings and written specifications of the proposed alterations, demolition or removal

Drawings and written specification are included in:

Application Form  Cover Letter  and/or Page(s).....of .....

.....Report/Study

Explanation of reasons for the proposed alterations, demolition or removal

Reasons are included in:

Application Form  Cover Letter  and/or Page(s).....of .....

.....Report/Study

Explanation of the potential impacts to the heritage attributes of the property

Explanation included in:

Application Form  Cover Letter  and/or Page(s).....of .....

.....Report/Study

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## Technical Studies:

See [Heritage Permit Guide](#) to confirm which studies are required

Indicate all materials provided by checking all applicable boxes below

<input type="checkbox"/> Included <input type="checkbox"/> Not Included	Archival Photographs
<input type="checkbox"/> Included <input type="checkbox"/> Not Included	Condition Assessment
<input type="checkbox"/> Included <input type="checkbox"/> Not Included	<a href="#">Heritage Impact Assessment</a>
<input type="checkbox"/> Included <input type="checkbox"/> Not Included	Conservation Plan
<input type="checkbox"/> Included <input type="checkbox"/> Not Included	Structural Assessment
<input type="checkbox"/> Included <input type="checkbox"/> Not Included	Engineer's Report related to façade retention or moving heritage buildings or structures
<input type="checkbox"/> Included <input type="checkbox"/> Not Included	Construction Management Plan
<input type="checkbox"/> Included <input type="checkbox"/> Not Included	Heritage Lighting Plan
<input type="checkbox"/> Included <input type="checkbox"/> Not Included	Heritage Interpretation Plan
<input type="checkbox"/> Included <input type="checkbox"/> Not Included	Signage Plan
<input type="checkbox"/> Included <input type="checkbox"/> Not Included	Mothballing Plan