

## **Heritage Designation Application**

Process for Submission of Heritage Designation Application for Part IV and Part V Designated Heritage Properties

City of Welland Planning and Development Services ask that all applicants consult with Staff prior to submitting a Heritage Designation Application.

### Process for submission of a complete Heritage Designation Application:

1. Hold a Pre-consultation Meeting with Heritage Staff and applicant prior to submission of an application. The purpose of the Pre-consultation Meeting is for the applicant to provide an overview of the application and for Staff to identify any required plans and information for a complete application.
2. Submit a complete Heritage Designation Application, signed by the property owner(s) in digital or hard copy format, including all required supporting information as identified in the Pre-consultation meeting with Staff, to the satisfaction of Planning and Development Services.

Heritage Designation Applications are to be filed with the City of Welland Planning and Development Services Department, to the attention of the Planning Supervisor - Policy.

Applications will not be processed until they are complete.

For further information and to arrange for a Pre-consultation Meeting with Staff, please contact Planning and Development Services and ask to speak with the Planning Supervisor – Policy.



## **Heritage Designation Application Form**

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### **A. PROPERTY OWNER INFORMATION**

Property Owner Name:

Property Owner Mailing Address:

Street Number:

Street Name:

City:

Province:

Postal Code:

Phone Number:

Ext:

Alternate Phone Number (if applicable):

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### **B. SUBJECT PROPERTY**

Municipal Address:

Legal Description:

Roll Number:

Existing Property Use:

Part That Designation is Being Sought Under:  Part IV       Part V

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### **C. HERITAGE FEATURES**

Please attach any supporting documents as necessary

1. Specify in detail the current heritage features of the property and/or any structures on the property:

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2. Explain the reason for requesting the designation:

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3. Other comments or notes:

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#### **D. INFORMATION AND PLANS REQUIRED FOR COMPLETE APPLICATION**

Information and plans required for a Heritage Application will have been identified by Staff at the pre-consultation meeting. Please check off all required information as identified by Staff.

- Statement of Cultural Heritage Value
  - Heritage Research Report
  - Site Plan
  - Building Elevations and/or Architectural Drawings
  - Recent Photos of the Property
  - Submission of plan for proposed works including any materials/paint colours
  - Heritage Impact Assessment
  - Conservation Plan/Temporary Protection Plan
  - Arborist Report
  - Landscape Plans
  - Other:
  - Other:
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## F. OWNER DECLARATION AND AUTHORIZATION

I/We the Owner(s) hereby certify that I am the property owner, and that the above information is true to the best of my knowledge. I have reviewed the submission requirements and understand that incomplete applications may not be accepted. I acknowledge that any change to the approved drawings, however small, may require an amendment to the permit and may require resubmission for approval. Failure to reveal these changes to Planning Staff may result in work stoppage and charges and/or fines under the Ontario Heritage Act.

I/We the Owner(s) of the subject property, by signing this application agree to allow either Staff and/or a Committee Member of City of Welland Heritage Advisory Committee the right onto my property, within reason, as necessary, to view & photograph the property for the application. Failure to allow access onto the property may result in the application being considered incomplete.

I/We the Owner(s) acknowledge that the Municipality considers the application forms and all supporting materials including studies, drawings and photos, filed with any application to be public information and to form part of the public record. With the filing of an application, the applicant consents and hereby confirms that the consent of the authors of all supporting reports have been obtained, to permit the Municipality and Region to release the application and any supporting materials either for its own use in processing the application, or at the request of a third party, without further notification to, or permission from, the applicant.

Owner Name (Print):

Owner Signature: \_\_\_\_\_

Date:

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## OFFICE USE ONLY

Date of notice of receipt as required under the OHA:

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