

HERITAGE PERMIT

Application Form

Submit form to Heritage Planning staff. Please use ink or complete fillable PDF. The completeness of the application is to be determined by staff. A notice of receipt will be provided to the applicant upon the submission of a complete application.

Policy Planning & Heritage
Planning and Development Department
Town of Oakville

A – Property and Applicant Information

Property Address:

Owner Contact Information:

Name:

Address & Postal Code:

Phone:

E-mail:

Agent Contact Information (if applicable):

Name:

Company Name:

Address & Postal Code:

Phone:

E-mail:

B – Heritage Permit Application Summary

☐ Alterations to Building

☐ New Construction

☐ Landscaping

☐ Demolition

Clearly describe the changes you are undertaking to alter the property (attach additional page(s) if needed):

1.

2.

3.

4.

5.

6.

C – Review of Heritage Guidelines

Explain the reasons for undertaking the alterations and describe how the proposal is consistent with the Part IV individual designating by-law, the Part V District Plan or the CHL Conservation Plan:

D – Other Required Approvals

Please state if the proposal in this heritage permit application will also require approvals for the following:

Building Permit	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Minor Variance *	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Site Plan	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Site Alteration	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Sign Permit	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Tree Removals	<input type="checkbox"/> YES	<input type="checkbox"/> NO

*Prior to submission of your heritage permit application, any relevant minor variance application must have been submitted and confirmed on a Committee of Adjustment meeting agenda. The Committee of Adjustment must make a decision on the variance(s) before the heritage permit will be considered by the Heritage Oakville Advisory Committee.

If Yes, please describe the application for all required approvals listed above:

E – Product and Manufacturer Details (fill in all applicable information)

Item(s) to be changed	Indicate if material is <i>new</i> or <i>existing</i>	Indicate type of material	Indicate colour	Other product details
Cladding (Siding, brick, etc.)				
Roof				
Foundation Walls				
Trim				
Doors				
Windows				
Porch				
Fencing				
Landscaping				
Other				

F – Completed Submission

Before submitting this application, please check off the following applicable boxes to ensure that your application is complete:

- ☐ Pre-consultation meeting with staff has been completed
- ☐ Digital copies of all drawings have been submitted
- ☐ Digital copies of all photographs have been submitted
- ☐ Relevant minor variances have been submitted to the town and assigned to a Committee of Adjustment agenda (*if applicable*)

G – Declaration & Signature

I hereby declare that the statements made herein are, to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application. I have reviewed the submission requirements and understand that incomplete applications may not be accepted.

I also understand that the proposal must comply with all other applicable legislation and by-laws and that other approvals if required must be described clearly in Section D of this application form (ie. minor variance, site plan, building permit, sign permit, site alteration, tree permit).

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 Heritage Planning staff may result in work stoppage and charges and/or fines under the *Ontario Heritage Act*.

I acknowledge that Town of Oakville staff and members of the Heritage Oakville Advisory Committee may visit the property that is the subject of this application for the purpose of evaluating the merits of this application. Property entry will be organized with the applicant or agent prior to entry.

I acknowledge that personal information on this form is collected under the authority of the *Ontario Heritage Act* and will be used to process heritage permit applications.

I confirm that the owner and/or agent for this property has reviewed this application with Heritage Planning staff at a pre-consultation meeting.

Owner's Signature (*required*)

Date

Agent's Signature (*if applicable*)

Date

This form is available in an alternate format upon request. Please contact the Planning and Development Department for details. Phone 905-845-6601 TTY 905-338-4200