

Heritage Alteration Permit Application

This document will be provided in alternate formats upon request

A Heritage Alteration Permit is required to make changes to a property designated under the *Ontario Heritage Act*. These changes could include the replacement, removal, alteration, damage or destruction of heritage attributes on the property. For Part IV designated properties, Heritage Alteration Permit approval is required if changes are likely to affect the heritage attributes of the property (Section 33).

Owners of heritage-designated properties must complete and submit this Heritage Permit Application to be reviewed and approved by the Heritage Committee and Council in consultation with relevant Town Staff. No alterations to any heritage-designated properties are permitted without Council approval. Applicants must submit this application to the attention of the Clerk’s Department [clerks@ingersoll.ca](mailto:clerks@ingersoll.ca) or 130 Oxford St., 2nd Floor. Ingersoll, ON, N5C 2V5.

| 1. Property Information |  |  |  |
|-------------------------|--|--|--|
| Municipal Address:      |  |  |  |
| Legal Description:      |  |  |  |

| 2. Applicant Information  |  |        |  |
|---|--|--------|--|
| Registered Owner’s Name:  |  |        |  |
| Telephone #:  |  | Email: |  |
| Mailing Address:  |  |        |  |
| Applicant Name (if different from above):   |  |        |  |
| Telephone #:  |  | Email: |  |
| Mailing Address:  |  |        |  |
| *Agent’s Name (if applicable):  |  |        |  |
| Telephone #:  |  | Email: |  |
| Mailing Address:  |  |        |  |
| * <b>Note:</b> All correspondence, notices, and other communications from the Town regarding this application will be sent to the authorized Applicant or the Owner’s Agent, if one is listed above, and the authorization section of this application is completed. If no authorization is given, correspondence will be sent directly to the Owner, unless otherwise required by law. |  |        |  |

| 3. Builder/Contractor Information     |  |        |  |
|---------------------------------------|--|--------|--|
| Builder / Contractor (if applicable): |  |        |  |
| Contact Name:                         |  |        |  |
| Telephone #:                          |  | Email: |  |
| Mailing Address:                      |  |        |  |

#### 4. Nature of Application

|  |                                     |                                   |                                     |   |
|--|-------------------------------------|-----------------------------------|-------------------------------------|---|
| Check One:                               | Interior <input type="checkbox"/>   |                                   | Exterior <input type="checkbox"/>   |   |
| Scope of Work<br>(check all that apply): | Alteration <input type="checkbox"/> | Addition <input type="checkbox"/> | Demolition <input type="checkbox"/> | Maintenance <input type="checkbox"/>      |
|  | Relocation <input type="checkbox"/> | Removal <input type="checkbox"/>  | Repair <input type="checkbox"/>     | New Construction <input type="checkbox"/> |

Describe the reason(s) for undertaking the project:

## 5. Project Proposal Information

List the heritage attributes identified in the property's designation by-law (available from the Clerk's Department) and describe how the proposed project will affect those attributes. If the proposed work is not consistent with the designated heritage attributes, provide an explanation for non-compliance.

Detail the proposed construction method(s) and materials to be used.

Please note that staff may request supporting documents including photographs of the property, streetscape, and areas affected by the proposed project, scaled drawings or plans showing the scope of work, information on conservation or construction methods, details on building elements and materials (e.g., trim, mouldings, siding, windows, signs, awnings), sketches, electrical or mechanical information, and any other relevant documentation.

Anticipated Start Date (mm/dd/yyyy):

Anticipated Completion Date (mm/dd/yyyy):

Have you applied for a Building Permit for the proposed alterations?

Yes ☐

No ☐

6. Authorization

I / We, \_\_\_\_\_, of \_\_\_\_\_  
(name of owner/signing authority) (company, if applicable)

am/are the owner(s) of the land that is the subject of this application, and I/We authorize

\_\_\_\_\_, of \_\_\_\_\_ to  
(name of applicant) (company, if applicable)

make this application on my/our behalf.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

Signature of Owner(s)/Signing Authority

Signature of Owner(s)

7. Acknowledgement of Owner/Applicant

I declare that the statements and accompanying information in this application are true and provide a complete representation of its purpose and intent. I have reviewed the submission requirements and understand that incomplete applications will not be accepted and that additional information may be requested during the review process.

I acknowledge that the proposal must comply with all applicable legislation and that all required approvals must be obtained. I further acknowledge that no work may commence unless it has been formally approved by Ingersoll Council or by a designate authorized by by-law. Approval of this application under the *Ontario Heritage Act* does not waive any provisions of the Town of Ingersoll by-laws or other applicable legislation.

I further acknowledge that the proposed work must be carried out in accordance with this application, all supporting documentation, and any conditions imposed by the approval authority. Any changes to approved drawings must be submitted to staff and may require an amendment to the permit and approval. Failure to provide updated information or obtain the necessary approvals may result in permit revocation, a stop-work order, and/or charges and fines under the Act.

I understand that portions of this application will be attached to an Ingersoll Council agenda and form part of the public record, unless approval authority is delegated under section 33(15) of the *Ontario Heritage Act*. I understand that information submitted on this permit application is subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Owner(s)