



Application for Heritage Permit



(Under Section 33(1) and 42(1) of the Ontario Heritage Act R.S.O. 1990 c. O. 18, as amended 2005)

Planning and Development Services
65 Harwood Avenue South
Ajax, ON L1S 2H9

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For Town Use Only

File Number: _____ **Date of Receipt:** _____

Alternative formats of this document can be made available upon request by contacting [Planning Services](#) or 905-619-2529, extension 3631.

1. Submission Requirements

- One (1) copy of this application.
- Photographs depicting the context and condition of buildings/structures/attributes affected by the proposed works.
- Site plan or sketch that illustrates the location of the proposed works.
- Drawings and/or written specifications of the proposed works.
- Any cultural heritage study (e.g. Cultural Heritage Impact Statement, Cultural Heritage Evaluation Reports, Conservation Plan) completed in association with the proposed works.

2. Contact Information

Owner's Information

Name: _____

Mailing Address (with City, Province, and Postal Code):

Telephone Number: _____ E-mail Address: _____

Applicant

Name: _____

Mailing Address (with City, Province, and Postal Code):

Telephone Number: _____ E-mail Address: _____

Agent or Primary Consultant

Name: _____

Affiliation: _____

Mailing Address (with City, Province, and Postal Code):

Telephone Number: _____ E-mail Address: _____

Architect or Contractor

Name: _____

Affiliation: _____

Mailing Address (with City, Province, and Postal Code):

Telephone Number: _____ E-mail Address: _____

Correspondence relating to this application should be sent to (select one only):

Owner Applicant Agent or Primary Consultant Architect or Contractor

The applicant is:

Owner Lessee of Land or Tenant Prospective Owner

If the applicant is not the Owner, the Owner **must consent** to the proposed Heritage Permit Application by providing a Letter of Authorization or by signing this application.

Owner's Signature

Date

A separate Letter of Authorization is attached

6. Reason for Proposed Works:

Provide a description of why the proposed works are being undertaken. Please attach an additional page if more space is required.

7. Date of Pre-Consultation with Heritage Planning Staff: _____

8. Approximate Date of Work Completion: _____

9. Declaration of Owner or Applicant/Primary Contact or Agent/Solicitor

- I agree that all statements contained in this application are accurate and made with the full knowledge of all matters and circumstances connected with this application.
- I understand that all work submitted in support of this application may be made available for public review, pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*.
- I understand that the issuing of a permit does not provide relief from complying with all other applicable by-laws and/or regulations.
- I agree to allow Town staff reasonable access to the property to collect information and take photographs, as deemed necessary by the Town for the processing of this application.

Signature of Registered Owner or Applicant

Date

Personal information contained on this form is collected under the authority of the *Ontario Heritage Act, RSO 1990, c. O.18*, as amended, and the applicable implementing Ontario Regulation, and will be used to evaluate the application under the Ontario Heritage Act. Questions about the collection of personal information should be directed to the Records Manager/FOI Coordinator, 65 Harwood Avenue South, Ajax, Ontario, L1S 2H9, (905) 683-4550, ext. 3343. If you have any comments on the format or content of this application form, please complete a Customer Feedback Form, which is available at Planning and Development Services, Town of Ajax.