

APPLICATION FOR HERITAGE ALTERATION PERMIT

Information Sheet

1. Completion of Application

A complete application includes the following:

- This completed application form.
- Photographs that depict the existing buildings, structures, and heritage attributes that are affected by the application as well as their condition and surrounding context.
- A site plan or sketch, with to-scale dimensions, that illustrates the location of the proposed alteration, demolition, or removal.
- A rationale explaining why the alteration, demolition, or removal needs to be done, and the potential impacts to the heritage attributes of the property.
- Depending on the property, technical cultural studies that may be required.

2. Statutory Declaration

The application requires a Statutory Declaration which must be declared in the presence of a Commissioner for taking affidavits. The Declaration can be found on the last page

3. When is a Heritage Permit Required?

A Heritage Permit is required prior to any changes made to designated heritage features on heritage properties in Smiths Falls.

The specific designated features for your property can be found in By-law No. 10390-2022.

4. Additional Permits

Getting a Heritage Permit does not remove the need for a Building Permit, planning approval or any other permit.

This is simply an additional measure to ensure that the property scrutiny is given to changes to heritage features.



SMITHS FALLS
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Corporation of The Town of Smiths Falls,
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P.O. Box 695 Phone: 613.283.4124,
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APPLICATION FOR HERITAGE ALTERATION PERMIT

1. Type of Application (Under the Ontario Heritage Act)

Please select what type of heritage designation applies to your property.

More information can be found on the *Municipal Heritage* page on the Town's Website.

Part IV (Individual)

Part V (Heritage Conservation District)

2. Property Owner Information

Owner Name(s):

Mailing Address:

Telephone - Main:

Email:

3. Applicant Information

Applicant Name:

Mailing Address:

Telephone - Main:

Email:

Please Contact

Owner

Applicant

Both

Note: If Applicant is different than Property Owner, the Owner's Authorization is required (see last page). Where indicated the Applicant will receive all communications relating to this application.

4. Legal Description of Property

Concession & Lot Numbers

Reference Plan & Part Number

Are there any easements or covenants currently restricting this property: Yes No

If yes, please describe:

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5. Scope of Work (Check Applicable)

- Alteration New Construction Re-Construction/Repair
- Demolition Other

6. Description of Proposed Work

Include the specific features work is being done on, what existing materials are present, and what additional materials are being used.

Please attach any additional pages to the application package if needed.

7. Additional Applications

Are there are other applications submitted in conjunction with this one? If yes, please select.

- Minor Variance Site Plan Approval Official Plan Amendment
- Building Permit Consent Zoning By-law Amendment

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8. Rationale for Proposed Work

Indicate the reasons for the proposed alteration, demolition, or removal. Include all potential impacts to the heritage attributes of the property, and why any change in materials would be in keeping with the goals of heritage preservation. Please attach additional page(s) if necessary.

9. Required Documents

The following documents are required for a complete Heritage Alteration Permit application. Please include all the below documents, unless specifically exempted by the Town.

- | | | |
|---|--|--|
| <input type="checkbox"/> Photographs of Existing Heritage Attributes | <input type="checkbox"/> Drawings of the Proposed Alteration | <input type="checkbox"/> Site Plan or Sketch of the Location of the Alteration |
| <input type="checkbox"/> Photographs of Existing Buildings & Structures | <input type="checkbox"/> Relevant Technical Cultural Studies to the Proposal | |

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10. Statutory Declaration

I/We, in the county/district/region of _____
in the (the town/township) of _____ solemnly declare that:

- i) All above statements and the information contained in this application and all of the additional information transmitted herewith are true, and I/we make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act;
- ii) The Corporation of the Town of Smiths Falls staff, committee members, councilors and their designates are authorized to enter the property for the purposes of assessing this application so long as the file remains open; and,
- iii) Should the Corporation of the Town of Smiths Falls incur professional or legal costs beyond the application fee which are associated with the application, I/we will be responsible for reimbursing such costs to the Town upon invoice.

Declared before me at the town/township of

Signature of Applicant

in the County/District/Region of

Signature of Applicant

This _____ Day of _____, 20 _____

Commissioner of Oaths

*To be witnessed by a Commissioner for taking affidavits. If joint ownership, signature of each individual is required. If the applicant is a corporation, the application shall be signed by an Officer of the corporation and the corporation's seal shall be affixed to such signature.

Owner's Authorization for Agent to Make Application (Complete if Agent Appointed)

I/We, _____ am/are the owner(s) of the land and that is subject of this application for Heritage Alteration; and,

I, We authorize _____ to make this application on my/our behalf.

Signature of Owner(s)

Date

Signature of Owner(s)

Date