



The Corporation of the City of Kingston
 Planning Division
 Planning & Development Services
 1425 Midland Avenue
 c/o City Hall, 216 Ontario Street
 Kingston, Ontario K7L 2Z3
 Phone (613) 546-4291 (3180) Fax (613) 384-6645

APPLICATION FOR A HERITAGE PERMIT UNDER THE ONTARIO HERITAGE ACT

**THE ACCURACY AND COMPLETENESS OF THIS APPLICATION IS THE RESPONSIBILITY
 OF THE APPLICANT.**

DATE FILED: _____ APPLICATION NO: _____

The undersigned hereby applies to the Kingston Municipal Heritage Committee (LACAC) of the Corporation of the City of Kingston **pursuant to Section 34 and 42 of the Ontario Heritage Act, RSO 1990, c.18** for alteration or addition as described in this application.

1. **NAME OF OWNER** _____

ADDRESS OF OWNER _____

POSTAL CODE _____ **TELEPHONE NO.** _____

EMAIL: _____

2. **LOCATION OF PROPERTY:**

CIVIC ADDRESS _____

LOT NO. _____ **REGISTERED PLAN NO.** _____

ASSESSMENT ROLL NO. _____

3. **NAME OF AGENT (IF ANY)** _____

ADDRESS _____

POSTAL CODE _____ **TELEPHONE NO.** _____

4. **BRIEF DESCRIPTION OF WORK TO BE UNDERTAKEN**

The Building is: ___ **proposed** ___ **existing**
Request to: ___ **demolish** ___ **remove** ___ **alter**

Notice of Collection

Municipal Freedom of Information and Protection of Personal Privacy Act

Personal information collected at this hearing is collected under the authority of the Planning Act, R.S.O. 1990 as amended, and will be used to assist in making a decision on this matter. All names, addresses, opinions and comments will be made available for public disclosure. Questions regarding this collection should be forwarded to The Manager, Planning Division, 1425 Midland Avenue, c/o The City of Kingston, 216 Ontario Street, Kingston, Ontario, K7L 2Z3, telephone (613) 546-4291, Ext. 3252.

5. WRITTEN DESCRIPTION

The writer must provide a **complete written description all work to be approved** by the Kingston Municipal Heritage Committee (LACAC). This description should complement photos, drawings, detailed construction plans, and any other sketches submitted with the application. **Please complete the description on any standard 8 1/2 x 11 paper, either by computer or other means, but in any case in a legible manner and attach to the application.**

6. CONSTRUCTION DRAWINGS, SKETCH PLANS, SCALE DRAWINGS

Along with construction drawings, and scale drawings, the applicant may **also (but not in lieu of)** submit a sketch of any alterations made over a photo or free hand.

Drawings to scale indicating the existing building must include:

1. overall **dimensions**;
2. specific **sizes** of building elements (signs, windows, awnings, etc.);
3. **detail** information including trim, siding, moldings, etc. including sizes and profiles;
4. **electrical/mechanical** information, if applicable;
5. **materials** to be used (these must also be included in the written description of the project) but should be noted on drawings to indicate their location; and
6. construction **methods and means** of attachment (these must be included in the written description of the project).

7. PHOTOGRAPHS

Photographs of the building including general photos **of the property, the streetscape in which the property is located, the facing streetscape, and, if the property is located at an intersection, all four corners.** Photos of the **specific areas that may be affected by the proposed change or alteration** must be included.

8. PROFESSIONAL ASSISTANCE

Although it is not a requirement to obtain professional assistance in the preparation of this information, the **applicant may wish to seek** such assistance from an architect, architectural technologist, preservation specialist, or others familiar with the unique requirements of designated heritage buildings.

9. BUILDING CODES AND BY-LAWS

It is the **applicant's responsibility** to address issues relating to public safety and correct building practices and by-law regulations.

10. OTHER APPLICATIONS

Do you have any concurrent applications (i.e. Committee of Adjustment)? YES NO

If YES, Please List _____

11. To Be Completed By City Staff

DESIGNATED PROPERTY	YES	NO
LISTED PROPERTY	YES	NO
DESIGNATING BY-LAW NO. _____		

Property Listing in Buildings of Architectural and Historical Significance
VOLUME: _____ PAGE NO: _____

HERITAGE DISTRICT _____

SIGNATURE OF OWNER(S)
Please print name legibly under signature.

SIGNATURE OF AGENT

If the application is signed by an agent, the owner's written authorization for the agent to act, must accompany this application.