



The Corporation of the City of Kingston
Planning & Development Department
1211 John Counter Boulevard Kingston, Ontario K7K 6C7
Phone 613-546-4291, Ext. 3180
Fax 613-542-9965
heritage@cityofkingston.ca

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Application for a Heritage Property Grant

To receive a City of Kingston Heritage Property Grant under By-Law 2018-026, this application must be attributed to a Heritage Permit Application and it must be submitted between January 1 and the last business day in March. The accuracy and completeness of this application will assist staff in processing your application in a timely manner.

Date Filed:

Application :

Name of Owner:

Heritage Property Information

Civic Address:

Name of Agent (if any):

Notice of Collection: Personal information, as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected on this *Ontario Heritage Act* application under the authority of the Municipal Act, 2001, and in accordance with MFIPPA and all other privacy law. Personal information collected on the application form 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, use and disclosure should be forwarded to the Director, Planning, Building and Licensing, City of Kingston, 1211 John Counter Boulevard, Kingston, Ontario, K7K 6C7, telephone (613) 546-4291, extension 3180.

Brief Description of Work to which the Grant will be applied:



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Written Description, Cost Estimate and Property Photos

Please outline below how a heritage grant would assist with the project, and how the money will be used to support a specific alteration project with an attached appendix. Also attach as an appendix, photos of the property and project area, as well as a detailed estimate outlining the estimated total cost of the project including a breakdown of the cost of materials, labour, rented equipment and any related expenses.



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Declaration

I (we) the undersigned solemnly declare that all of the statements contained in this application for (property description/ address)

and all the supporting documents are true, and I (we), make this solemn declaration conscientiously believing it to be true and complete, and knowing that it is of the same force and effect as if made under oath, by virtue of the CANADA EVIDENCE ACT. I agree to allow the Corporation of the City of Kingston, its employees and agents to enter upon the subject land for the purpose of conducting a site inspection as may be necessary to process this application.

Signature of Owner(s)

Signature of Agent

Date

Date



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Heritage Property Grant Application Check List

Grant Application Form &
Heritage Permit Application Number

Photos of the property and project area

Estimate for the work including:

- a detailed cost breakdown of materials;
- labour;
- rented equipment; and
- related expenses
-

Owner's Authorization, if submitted
by an agent



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To be Completed by Applicant/Agent

Address of Heritage Property:

Name of Owner:

Address of Owner:

Email Address:

Phone Number:

Name of Agent (if any)

Address of Agent:

Email Address of Agent:

Phone Number of Agent:

To be Completed by Staff

Part IV Designation

Heritage Conservation District

Designating By-Law Number: