



Heritage Grant Application

Town of Collingwood

Phone: 705-445-1030

Email: planning@collingwood.ca

(Office use only:
Reference #:

Please Read Before Completing Application

Through the Heritage Grant Program, owners of properties designated under Part IV or Part V of the *Ontario Heritage Act* may be eligible to receive a grant toward the conservation and restoration of the heritage features of their properties. A property owner may receive one grant per calendar year.

The Town accepts applications for the Heritage Grant Program between October 1 (of the year prior) and September 30 of the subject year.

A complete Heritage Grant submission includes:

- This form, completed in full, and including all required signatures (**digital signatures accepted**)
- Any drawings or renderings necessary to accurately describe the existing condition and proposed work
- Samples of the original mortar and photographs of the original joint(s), as applicable
- Colour photos documenting the heritage attributes and/or areas of the proposed work
- Copies of archival photos if applicable
- At least 2 cost estimates for labour and materials

Please review the [Heritage Grant Program Guidelines](#) on our website for full details.

The applicant is responsible for ensuring the accuracy of all submitted materials.

Applications are accepted through the Town's Public Portal by registering for an account. To register and/or apply, please [visit the secure Portal](#).

Additional information may be requested during the review of this application.

1. Applicant Information:

First Name: _____ Last Name: _____

Company Name (if applicable): _____

Street #: _____ Street Name: _____ Unit #: _____

Mailing Address (if different): _____

Town/City: _____ Province: _____ Postal Code: _____

Country: _____ Primary Phone #: _____

Email: _____ Alternate Phone #: _____

Additional Contacts for this application, including but not limited to, an Engineer, Designer, Landscape Architect, Architect, Solicitor, etc. may be [added to the Portal](#) on the Contacts page. Contacts added will each require a registered Portal account in order to view contents of the application online. Questions? Email planning@collingwood.ca

2. Registered Property Owner Information:

Is the registered owner the same as the Applicant in Section 1 above?

Yes No *If no*, please complete the following:

First Name: _____ Last Name: _____

Company Name (if applicable): _____

Street #: _____ Street Name: _____ Unit #: _____

Mailing Address (if different): _____

Town/City: _____ Province: _____ Postal Code: _____

Country: _____ Primary Phone #: _____

Email: _____ Alternate Phone #: _____

Additional Property Owner(s)? Please provide additional owner information on an attached separate page.

3. Property Information:

Heritage Act Designation: Part IV (site specific) Part V (Heritage District)

Civic Address: _____

Legal Description (Lot/Concession/Plan/Block): _____

Assessment Roll Number or PIN: _____

4. Proposed Project Information:

Please describe the proposed scope of work for each component of the project. Include all information necessary to fully understand the project, such as the materials to be used (sizes, mortar mixes, etc.), specifications, and/or architectural drawings where relevant. Also include any available historic photographs.

5. Permission for Access:

The owner(s) of the subject property, as shown in Section 2 of this form, hereby authorize Town staff, and any other applicable parties relevant to this application, to enter onto the subject property during regular business hours for the purpose of reviewing this application and for any required inspections.

Print Name: _____

Signature: _____ Date: _____

Where there are multiple owners of the same property, only one authorized signature is required.

6. Authorization for Agent:

The owner(s) of the subject property, as shown in Section 2 of this form, do hereby authorize and appoint the following person to act as my/our agent for the purposes of this application:

Name of Agent: _____

Company Name (if applicable): _____

Street #: _____ Street Name: _____ Unit #: _____

Mailing Address (if different): _____

Town/City: _____ Province: _____ Postal Code: _____

Country: _____ Primary Phone #: _____

Email: _____ Alternate Phone #: _____

Print Name: _____

Signature: _____ Date: _____

Where there are multiple owners of the same property, only one authorized signature is required.

7. Declarations:

I, (print name) _____ of (name of City or Town) _____ in the Region or County of _____

solemnly declare that I am the (choose one of the following):

Owner of the subject property

Agent for the Owner

and that in the matter of this application for the subject property, I agree that the proposed work shall be done in accordance with this application and understand that the issuance of a Grant under Heritage Grant Program shall not be a waiver of any of the provisions of any By-law of the Town of Collingwood, or the requirements of the Building Code Act, 1992, S.O. 1992, Chapter 23.

Further, I understand that, depending on the extent of the work proposed, other approvals, including but not limited to a building permit, sign permit, and road occupancy permit, may be required.

Print Name: _____

Signature: _____ Date: _____

Applications must be complete and accurate to be processed. Incomplete or inaccurate applications will be returned for re-submission. The Town may deem an application to be incomplete and refuse all submitted information if it considers the quality of the submission unsatisfactory.

Personal information collected by the Town of Collingwood due to an application submission and any information gathered during the processing of the application is collected under the authority of the Ontario Heritage Act, the Municipal Act and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Personal information collected will form part of the public record and is public information subject to MFIPPA regulations and may be published as part of a Committee agenda and/or public consultation processes.

By signing this Declaration, the parties acknowledge and agree that all required application fees and any costs incurred by the Town in processing this application, including peer review consultant fees, shall be borne by the applicant, agent, or owner.