



## Heritage Permit Application

### Town of Collingwood

Phone: 705-445-1030

Email: [planning@collingwood.ca](mailto:planning@collingwood.ca)

(Office use only:
Reference #:

### Please Read Before Completing Application

If you own property in the Heritage Conservation District or have a Heritage Designation on your property outside of the District, you must apply for a Heritage Permit prior to making any exterior alterations, including painting or window replacements or installing any signage.

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

Prior to submitting:

- In the Downtown Heritage Conservation District (Part V property), please review the design and material policies of the [District Plan](#).
- If you are submitting for signage, please also review the [Sign By-law](#) and the [Heritage Approved Colour Palette](#) as described on our Heritage Collingwood webpage. Applications for signage must include colour drawings with full dimensions in metric units. It must also be noted whether any lighting is proposed for signs (back-lit signs are prohibited).
- For Part IV property (outside the Downtown Heritage Conservation District), please review your individual designation by-law.

All Heritage Permit submissions must include:

- This form, completed in full, and including all required signatures (**digital signatures accepted**)
- Supporting drawings and/or reports required to assess the proposal

**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](mailto: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:

Expected Start Date: \_\_\_\_\_ Expected Completion Date: \_\_\_\_\_

#### **Detailed Scope of Work:**

*Note that all changes to the heritage features of a property must be described in detail. Please be specific on location of work being done. For example, “right hand corner of south wall”, “east wall”, “1<sup>st</sup> floor”, “2<sup>nd</sup> floor”, etc. Include manufacturer’s information if available, and include written description and photos of materials, as well as photos of building work.*

**Please attach a separate page if more space is required.**

**Heritage Paint Colours (if applicable):**

If applicable, please provide the following information:

Architect/Designer: \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor: \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

## 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 Heritage Permit under the Ontario Heritage Act 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 and executing the Additional Costs Deposit Agreement, 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.***