



Heritage Tax Refund Application

Town of Collingwood

Phone: 705-445-1030

Email: planning@collingwood.ca

(Office use only:
Reference #:

Please Read Before Completing Application

As a property owner within the Town of Collingwood Downtown Heritage Conservation District or of a property designated under Part IV of the Ontario Heritage Act, you may be eligible to apply for a municipal property tax refund of up to 20%. The tax refund program only applies to properties designated under Part IV of the Ontario Heritage Act and properties within the Downtown Heritage Conservation District with a significant heritage building as listed on "[Schedule B](#)" of [By-law 2010-020](#).

Application dates: January 1 to March 15, each year (pending budget approval).

If you have applied in any previous year **and** have a Heritage Preservation and Maintenance Agreement (HPMA) with the Town, you **do not** need to apply annually for the rebate. Subject to continued compliance with your HPMA and program eligibility criteria, the refund will be issued. Inspections will still be done annually to ensure continued compliance.

If you are a new property owner or have never applied previously, you must submit a complete application form together with the applicable fee to participate in the program. Application fees can be reviewed in Schedule E of the current [Fees & Charges](#) detailed list on our website.

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

All Heritage Tax Refund submissions must include:

- This form, completed in full, and including all required signatures (**digital signatures accepted**)
- Current photos of the complete exterior of the building (north, south, east, and west) with the date the photos were taken clearly marked.

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 (individually designated properties)

Part V (Heritage District and deemed as significant on "Schedule B" to [By-law 2010-020](#))

Civic Address: _____

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

Assessment Roll Number or PIN: _____

Have you previously received a Heritage Tax Refund for this property?

Yes – Previous Year(s) Received: _____

Note: If you have applied in any previous year and have a Heritage Preservation and Maintenance Agreement (HPMA) in good standing with the Town, you do not need to apply annually for the rebate.

Contact us if you require further information (planning@collingwood.ca)

No - I am a first-time applicant and understand I am required to pay an initial application fee

Is the property subject to a current assessment appeal?

Yes No

4. 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 or for any required inspections.

Print Name: _____

Signature: _____ Date: _____

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

5. 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.

6. 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 certify that the information I have provided is true and complete to the best of my knowledge. I hereby apply to participate in the Town of Collingwood's Heritage Tax Refund Program and give my consent for annual inspections to ensure compliance with the Program's eligibility criteria. I have read the [Town's Heritage Tax Refund Program Guidelines](#) documentation in its entirety and agree to the obligations and conditions specified therein. I confirm that the property taxes are paid in full and that the property is not the subject of any Town By-law contraventions, work orders, or other outstanding municipal requirements. I understand that false or misleading information in my application may result in penalty and/or other legislation in accordance with the Town's Heritage Tax Refund Program.

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.