



Township of Cramahe Application for Heritage Permit

(Under Section 33 (1) and 42 (1) of the Ontario Heritage Act R.S.O. 1990 c.O.18, as amended 2005)

For Township Use Only			
BUILDING DEPARTMENT		HERITAGE COMMITTEE	
Date Received:		Date Received:	
Date Approved:		Date Approved:	
Permit Number:		Heritage By-Law Number:	
Roll Number: 1411 -			
A. Project information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work (m ²)	
B. Purpose of application			
<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit			
Description of proposed work			
C. Applicant			
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
D. Owner (if different from applicant)			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	



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E. Applicant's Acknowledgement

The Applicant acknowledges that this application is to be used by persons or public bodies as an application for a Heritage Permit. In the application, "project information" means the land(s) that is the subject of this application. This application and attached supporting documentation, contains information collected and maintained specifically for the purpose of creating a record available to the general public and is open to inspection by any person during normal office hours. Personal information on this application is collected under the authority of the Municipal Act, as amended, and the Ontario Heritage Act as amended, and will be used in the processing of the application for a Heritage Permit. Questions regarding this collection should be directed to: Planning Department, 1 Toronto Street, PO Box 357, Colborne, Ontario, K0K 1S0 (Telephone 905-355-2821).

The applicant declares that the statements made herein are, to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application. I hereby agree to allow the Township of Cramahe staff and their advisors to enter the subject property in order to fully assess the scope and merits of the application.

The applicant has provided each of the said documents:

- Architectural drawings and elevations
- Materials to be used
- Photographs of the building – historical photos would be beneficial if available
- Site Plans & Survey of the property
- Certified Arborist Report – If applicable

Applicant's Signature

Date:

Personal information is being collected on this form under the authority of the Municipal Act and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Please note that personal information collected will form part of the public record and is public information subject to the MFIPPA regulations and may be published as part of Council agenda and / or public consultation processes. Questions about the collection of personal information may be directed to the Municipal Clerk at 905-355-2821 Ext. 222 or clerk@cramahe.ca.



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Heritage Permit – General Information

What is a Heritage Permit?

A Heritage Permit is required for alterations or demolitions to heritage properties designated under Part IV (individual designation) of the *Ontario Heritage Act*. There is no fee for a Heritage Permit.

What type of work requires a Heritage Permit?

Generally, a Heritage Permit is required for exterior alterations to a building/property that changes the cultural or heritage attributes of the building/property. For individually designated properties, this information will be listed on the designation by-law.

Approval Process

Please fill out this application, and return to the Cramahe Planning Department by mail, fax or email. The planning department will review the proposed plans, and will consult with the Cramahe Heritage Advisory Committee. After approval has been given, you may then proceed to apply for your building permit application through the Cramahe Building Department.

Supporting Documents

Through the Heritage Permit process, applications are asked to provide documentation of the proposed changes or alterations. Documents can include:

- **Drawings** – Architectural drawings and elevations showing the proposed changes to the structure.
- **Materials** – Samples or specifications of materials to be used.
- **Photographs** – Of the existing building. Historical photographs would be beneficial if available.
- **Site Plans / Surveys** – Showing existing and proposed structures on the property, setbacks to property lines and any changes to the layout of the property.
- **Certified Arborist Report** – If you plan to remove any trees larger than 200mm caliper measured at 1.5m above the ground.

Contact Information

If you have any questions, you can contact the Planning Coordinator at Ph: 905-355-2821 Ext. 227 or planning@cramahe.ca.