



City of Welland
Planning and Development Services
Planning and Building Division
60 East Main Street, Welland, ON L3B 3X4
Phone: 905-735-1700 Ext. 2251 | **Fax:** 905-735-8772
Email: devserv@welland.ca | www.welland.ca

Heritage Consent for Alteration Application

Process for Submission of Heritage Alteration Applications for Part IV and Part V Designated Heritage Properties

It is the policy of the City of Welland Planning and Development Services Department that all applicants must consult with Staff prior to submitting a Heritage Alteration Application.

Process for submission of a complete Heritage Alteration Application:

1. Hold a Pre-consultation Meeting with Heritage Staff and applicant prior to submission of an application. The purpose of the Pre-consultation Meeting is for the applicant to provide an overview of the application and for Staff to identify any required plans and information for a complete application.
2. Submit a complete Heritage Alteration Application, signed by the property owner(s) in digital or hard copy format, including all required supporting information as identified in the Pre-consultation meeting with Staff, to the satisfaction of Planning and Development Services Department.

Heritage Permit applications are to be filed with the City of Welland Planning and Development Services Department, to the attention of Policy Department.

Applications will not be processed until they are complete.

For further information and to arrange for a Pre-consultation Meeting with Staff, please contact the Planning and Development Services Department and ask to speak with the Policy Department.



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Heritage Alteration Application Form

A. PROPERTY OWNER INFORMATION

Property Owner Name:

Property Owner Mailing Address:

Street Number:

Street Name:

City:

Province:

Postal Code:

Phone Number:

Ext:

Alternate Phone Number (if applicable):

B. SUBJECT PROPERTY

Municipal Address:

Legal Description:

Roll Number:

Ontario Heritage Act Designation: Part IV Part V

Year Designated:

Designation By-law Number (if known):

Existing Property Use:



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C. PROPOSED ALTERATIONS

Please attach any supporting documents as necessary

1. Specify in detail the proposed alterations to the property and/or any structures on the property:
2. Explain the reason for requesting the proposed alteration:
3. Explain how you as the property owner will ensure the heritage value is protected or enhanced throughout the alteration process:
4. Other comments or notes:



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D. OTHER APPLICATIONS AND PERMITS

Please check off any other required applications or permits:

- Building Permit
- Demolition Permit
- Tree Removal Permit
- Change of Use Permit
- Sign Permit
- Official Plan Amendment
- Zoning By-law Amendment
- Other:

E. INFORMATION AND PLANS REQUIRED FOR COMPLETE APPLICATION

Information and plans required for a Heritage Alteration Application will have been identified by Staff at the pre-consultation meeting. Please check off all required information as identified by Staff.

- Heritage Alteration Application
 - Alteration Justification Letter
 - Site Plan
 - Building Elevations and/or Architectural Drawings
 - Recent Photos of the Property
 - Submission of plan for proposed works including any materials/paint colours
 - Heritage Impact Assessment
 - Conservation Plan/Temporary Protection Plan
 - Arborist Report
 - Landscape Plans
 - Other:
 - Other:
-



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F. OWNER DECLARATION AND AUTHORIZATION

I hereby certify that I am the property owner, and that the above information is true to the best of my knowledge. I have reviewed the submission requirements and understand that incomplete applications may not be accepted. I acknowledge that any change to the approved drawings, however small, may require an amendment to the permit and may require resubmission for approval. Failure to reveal these changes to Planning Staff may result in work stoppage and charges and/or fines under the Ontario Heritage Act.

I/We the Owner(s) of the subject property, by signing this application agree to allow either Staff and/or a Committee Member of City of Welland Heritage Advisory Committee the right onto my property, within reason, as necessary, to view & photograph the property for the proposal. Failure to allow access onto the property may result in the application being considered incomplete.

The applicant acknowledges that the Municipality considers the application forms and all supporting materials including studies, drawings and photos, filed with any application to be public information and to form part of the public record. With the filing of an application, the applicant consents and hereby confirms that the consent of the authors of all supporting reports have been obtained, to permit the Municipality and Region to release the application and any supporting materials either for its own use in processing the application, or at the request of a third party, without further notification to, or permission from, the applicant.

Owner Name (Print):

Owner Signature: _____

Date:

OFFICE USE ONLY

Date of notice of receipt as required under the OHA:
