

# Town of Renfrew

## Application Form for Alteration/Demolition/Removal

For properties designated under Section 29, Part IV of the Ontario Heritage Act

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### General Information and Instructions:

1. It is recommended that a pre-consultation meeting be held with Town Staff and the Applicant before submitting an Application. The application process is outlined in **Appendix A**. The purpose of the pre-consultation meeting is for the applicant to provide an overview of the Application and for Staff to indicate required plans and information for a complete Application.
2. A complete Application Form and all supporting materials must be provided to Town Staff by the property owner or Applicant. Applications will not be processed until they are deemed complete by Town Staff. If you are an Applicant, you must provide proof that you are authorized by the property owner to submit an application on their behalf (see Section 7 of this Application Form). Additional information may be attached on a separate form as part of this Application form if there is insufficient space on this form.
3. There is **no fee** required to submit a Heritage Permit Application.
4. Notice of Municipal Decision will be provided via email or mail.
5. Applications are to be submitted to the Town of Renfrew staff as outlined below.

Department of Development & Environment  
127 Raglan Street, South  
Renfrew, ON K7V 3Z8  
613-432-4848



<b>1. Designated Property Information</b>					
Property Address					
Legal Description				Roll Number	
Ontario Heritage Act Designation: <input type="checkbox"/> Part IV <input type="checkbox"/> Part V					
<b>2. Property Owner Information</b>					
First Name			Last Name		
Street Number		Street Name		Suite/Unit Number	
City/Town		Province		Postal Code	
Telephone Number			Email Address		
<b>3. Applicant Information (if different from the Owner)</b>					
First Name			Last Name		
Street Number		Street Name		Suite/Unit Number	
City/Town		Province		Postal Code	
Telephone Number			Email Address		
Applicant is:	Owner <input type="checkbox"/>	Lawyer <input type="checkbox"/>	Architect <input type="checkbox"/>	Planner <input type="checkbox"/>	Other <input type="checkbox"/>
<b>4. Purpose and Nature of Application</b>					
Select all applicable boxes for this Application:					
<input type="checkbox"/>	Alteration(s)	<input type="checkbox"/>	Demolition of a heritage attribute	<input type="checkbox"/>	Demolition of a building or structure



Note that reference may be made to a description provided in a Heritage Impact Assessment if a description is provided in a Heritage Impact Assessment that is included as part of this Application.

Written description of the proposed alteration, demolition or removal:



The reason for the proposed alteration, demolition or removal:

Description of the potential impacts to the heritage attributes of the property:



## 6. Information & Plans Required for a Complete Heritage Permit Application

Select any other plans required by staff for a complete Heritage Application.

<input type="checkbox"/> Heritage pre-consultation form	<input type="checkbox"/> Propose materials and specifications for materials
<input type="checkbox"/> Site plan or sketch illustrating the location of the proposed alteration, demolition or removal	<input type="checkbox"/> Conservation Plan/Temporary Protection Plan
<input type="checkbox"/> Building elevations	<input type="checkbox"/> Arborist Report/Tree Inventory
<input type="checkbox"/> Recent photos depicting all existing building elevations, structures and heritage attributes	<input type="checkbox"/> Landscape Plan
<input type="checkbox"/> Drawings and written specification of the proposed alteration, demolition or removal	<input type="checkbox"/> Floor Plan
<input type="checkbox"/> Cultural heritage Evaluation Report/Heritage Impact Assessment	<input type="checkbox"/> Other:

## 7. Authorization of Agent

I/We

\_\_\_\_\_ authorize \_\_\_\_\_  
(name of owners) (name of agent)

to act as agent and sign the Application form to the Town of Renfrew on my/our behalf for the property known as:

Signature

\_\_\_\_\_

Date (yyyy-mm-dd)

\_\_\_\_\_



## 8. Sworn Declaration of Owner/Applicant or Authorized Agent

I,

\_\_\_\_\_

(name and company)

of \_\_\_\_\_

(full address and postal code)

solemnly declare that the information contained in this Application and the information contained in the documents that accompany this Application is accurate.

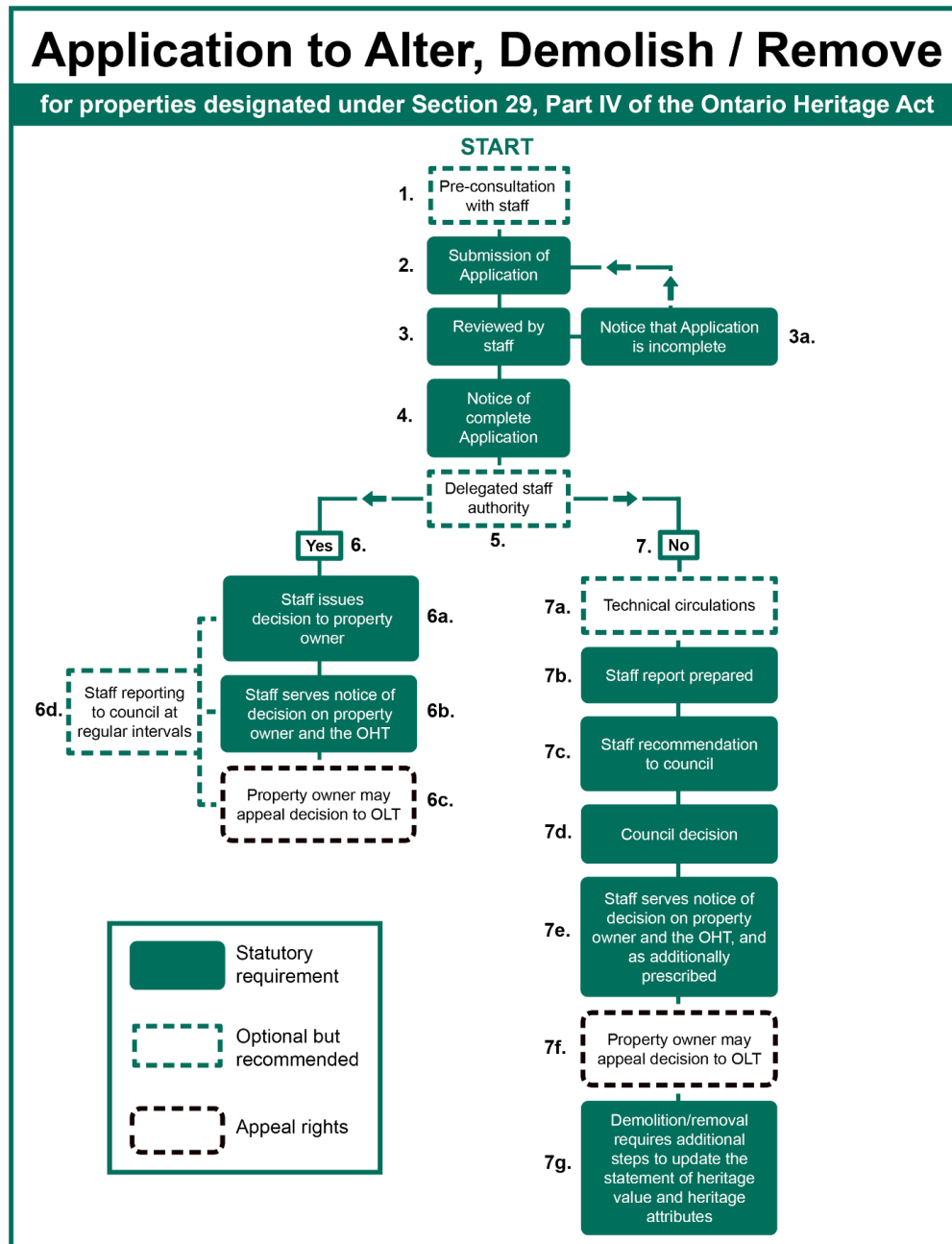
Signature of Applicant or Authorized Agent

\_\_\_\_\_

Date (yyyy-mm-dd)

\_\_\_\_\_

## Appendix A – Application Process





## START

<b>1.</b>	<b>Pre-consultation with staff (Optional but recommended)</b>  A pre-consultation meeting may be held between the Applicant and Town staff to discuss the proposed changes. Staff will outline any additional studies that would be required as part of the application.
<b>2.</b>	<b>Submission of Application (Statutory requirement)</b>  The Applicant submits the application, comprised of all required materials.
<b>3.</b>	<b>Reviewed by staff (Statutory requirement)</b>  The application is reviewed for completeness by Town staff.
<b>3a.</b>	<b>Notice that decision is incomplete (Statutory requirement)</b>  Notice is provided to the applicant if Town staff deem the application incomplete. The applicant has the opportunity to revise the application and resubmit for review by Town staff.
<b>4.</b>	<b>Notice of complete Application (Statutory requirement)</b>  Notice is provided to the applicant if Town staff deem the application complete.
<b>5.</b>	<b>Delegated staff authority (Optional but recommended)</b>  Only applicable where Council has delegated authority for specific approvals to staff by by-law.

<b>6.</b>	<b>If approved with or without conditions ...</b>
<b>6a.</b>	<b>Staff issues decision to property owner (Statutory requirement)</b>  Town staff will notify the Applicant that the application was approved.
<b>6b.</b>	<b>Staff serves notice on property owner and the OHT (Statutory requirement)</b>  Town staff will serve notice to the property owner and the Ontario Heritage Trust that the application was approved.
<b>6c.</b>	<b>Property Owner may appeal decision to OLT (Appeal rights)</b> The owner has the right to appeal the decision to the Ontario Land Tribunal.
<b>6d.</b>	<b>Staff reporting to council at regular intervals (Optional but recommended)</b>



Throughout the approval process (6a. – 6c.), Town staff should provide regular updates to Town council to support transparency for Council and the public.

<b>7.</b>	<b>If refused</b>
<b>7a.</b>	<b>Technical circulations (Optional but recommended)</b> Proactive circulation of application to planning, building or other departments to ensure that all applicable policy and zoning requirements will be met, and that the need for any other permits are denoted in advance.
<b>7b.</b>	<b>Staff report prepared (Statutory requirement)</b>  A staff report is prepared outlining the application and the reasons for rejecting the application.
<b>7c.</b>	<b>Staff recommendation to council (Statutory requirement)</b>  Staff provide the report and the recommendation to reject the application to Town council.
<b>7d.</b>	<b>Council decision (Statutory requirement)</b>  Council forms a decision based on the materials provided in the application and the staff report.
<b>7e.</b>	<b>Staff serves notice of decision on property owner and the OHT, and as additionally prescribed (Statutory requirement)</b>  Town staff serve notice to the property owner and the Ontario Heritage Trust that the application was rejected.
<b>7f.</b>	<b>Property owner may appeal decision to OLT (Appeal rights)</b>  The owner has the right to appeal the decision to the Ontario Land Tribunal.
<b>7g.</b>	<b>Demolition/removal requires additional steps to update the statement of heritage value and heritage attributes (Statutory requirement)</b>  Following the demolition/removal of a building, structure or heritage attribute, Section 7 of the Ontario Regulation 385/21 of the Ontario Heritage Act requires Town council to consider if the property still has cultural heritage value or interest, and whether amendments are required to be made to the designating by-law. Three scenarios are possible following demolition/removal:



- The description of heritage attributes is accurate and does not need to be amended;
- The description of heritage attributes is no longer accurate and needs to be amended; or
- The property no longer has cultural heritage value or interest.