

MUNICIPAL ADDRESS: _____

	REGISTERED OWNER	APPLICANT (if different from owner)
Owner Name:		
Company:		
Mailing Address:		
E-mail		
Phone:	()	()
Fax:	()	()

Is the property individually designated under Part IV of the Ontario Heritage Act?

Yes No

Purpose of Application:

- Building Addition
 Building Alteration
 New Construction
 Relocation of a building
 Building Demolition
 Other _____

Description of proposed work: _____

Attachments:

- Photographs of structure from the street(s) showing existing front and side elevations
 Elevation drawings showing proposed alteration, addition or new construction
 Manufacturers brochures and/or product sample
 Survey or site plan showing addition, new construction or building removal
 Other _____

Note: Attachments to a Heritage Permit Application should include any drawing, specification or photograph that will provide the necessary information for the project to be evaluated for conformity with the Heritage Conservation District Plan. Additional information may be requested.

Additional applications submitted: _____
(i.e. Building permit, minor variance, consent, zoning amendment)

Signature of Owner(s)

Signature of Applicant(if different from the owner)

The Owner **must** sign the application or provide written authorization for the applicant to act on the owner's behalf.

Examples of Project requiring a Heritage Permit in a Heritage Conservation District

- ❖ Addition to a principle building
- ❖ Demolition of a building
- ❖ Replacement of windows or doors
- ❖ Installation of cladding materials
- ❖ Construction of front yard verandahs or decks
- ❖ Construction of a new building

Examples of Projects that DO NOT require a Heritage Permit

- ❖ Any interior work that does not affect the external appearance
- ❖ Painting of exterior
- ❖ Replacement of roofing materials
- ❖ Construction of items not visible from the street (may require a building permit)
- ❖ Planting and removal of vegetation
- ❖ Installation of fences in rear yard

A listing of the types of projects that do and do not require a Heritage Permit can be found in the Permit Requirement Chart of the Heritage Conservation District Plan.

NOTE: Applicants are requested to consult with the Building Division to determine if a building permit application is also required. Please note that a Heritage Permit does not supersede the requirements of the Ontario Building Code Act, the Municipal Act, or the Planning Act.

There is no application fee for a Heritage Permit.

FOR OFFICE USE ONLY	
Date received: _____	Received by: _____
Application Number: _____	Inventory Number: _____
PIN Number: _____	Planning File Number: _____
Related application number(s): _____	
Approval Authority	Date of Approval
<input type="checkbox"/> HCD Advisory Committee	_____
<input type="checkbox"/> Clarington Heritage Committee	_____
<input type="checkbox"/> Planning Services Director	_____
<input type="checkbox"/> Council (if applicable)	_____
<input type="checkbox"/> APPLICATION APPROVED	
<input type="checkbox"/> APPLICATION APPROVED WITH MODIFICATIONS	
<input type="checkbox"/> APPLICATION DENIED	