



**APPLICATION FORM
HERITAGE RESTORATION AND IMPROVEMENT GRANT PROGRAM for
PROPERTIES DESIGNATED UNDER PART IV or PART V of THE ONTARIO
HERITAGE ACT**

A. General Information and Instructions

1. Before filling out this application form, please read the attached Program Guide and arrange for a pre-application meeting with staff. The Program Guide describes the purpose and basic terms and conditions of the **Heritage Restoration and Improvement Grant Program**.
2. If you are an agent acting for the property owner, please ensure that the required authorization is completed and signed by the owner as provided in Section F below.
3. If you find that there is insufficient space on this form to respond to questions, please provide additional information on a separate page and attach to your completed application form.
4. Attach a minimum of two (2) bona fide price estimates or quotes from independent contractors for the proposed work that is eligible for the grant. It may be necessary to ask your contractor to separate these costs from other costs for improvements that are not eligible for the grant. Please ensure that the quotes contain the contractor's name, address, phone number and a contact person.
5. Please attach a professional design study (including drawings), if required. Also provide a photograph(s) of the building/property, including photographs of the heritage features to be restored/repaired.
6. **There is a \$200.00 application fee for residential properties and a \$400.00 application fee for commercial properties.** This fee is non-refundable for applications that are approved for grant funding. A partial refund of 50% of the applications fee will be given for applications that are not approved.
7. Please print or type the information requested on the application form.
8. You must deliver your application in person to the Heritage Planner, Planning Department, Town of Niagara-on-the-Lake Municipal Office, 1593 Four Mile Creek Road, Virgil, Ontario.

ANY QUESTIONS?
Please contact Community and Development
Services
Tel: 905-468-3266
Email: planning.development@notl.com

Restoration/improvement works that are eligible for a grant/loan include:

1. A Heritage Design Study that specifies the significant architectural features to be restored, the nature and method of preservation/restoration, and materials to be used;
2. Works that conserve or enhance elements specified in the Reasons for Designation accompanying the designating by-law under the Ontario Heritage Act;
3. Works that preserve, conserve, renew or restore significant architectural features, including:
 - (i) doors, windows, verandahs, cupolas, chimneys, or other decorative trim, parapets, cornices, hood mouldings and any other features important to the overall composition of the structure as specified in the Reasons for Designation;
 - (ii) fences and outbuildings if specifically referred to in the Reasons for Designation;
 - (iii) original siding and roofing materials including repair and replacement where necessary of wood clapboard or board and batten, repair and repointing of masonry buildings, stucco repair, repair or replacement of original roofing materials (slate, wood shingles, tile, etc.);
4. Removal of modern material (synthetic siding, asphalt shingles, etc.) and replacement with documented original materials;
5. Reconstruction or construction of former and significant architectural features for which the appearance can be clearly determined from documentary sources (photographs, drawings, etc.), eg. for commercial properties, the reconstruction and restoration of shop fronts which have been altered or replaced. Documentation should be in the form of historic photographs or drawings clearly showing the feature(s) to be reconstructed. Eligible work will be guided by appropriate reference material as deemed by staff;
6. Cleaning of masonry buildings if it is necessary for the building's preservation. Abrasive cleaning techniques that degrade the original structure (such as sand blasting, chemical cleaning or high pressure washes) are not eligible;
7. All final finishes, such as paint and masonry are eligible for funding subject to approval;
8. Interior works specifically referred to in the Reasons for Designation, including, but not limited to: woodwork, plasterwork, wall or ceiling murals, or metal work, and other decorative features; and,
9. Works required to maintain or preserve significant architectural features.

Ineligible Works

The following works, including repair, maintenance, reconstruction or improvements to the following are not eligible for grant/loan assistance under this program:

1. Short-term, routine maintenance including minor repairs (such as repairing a broken step or a broken window), and painting (other than as specified above);
2. Landscaping. (Unless it can be demonstrated that such is an important part of the Reasons for Designation);
3. Work on modern additions;
4. Work on sheds or outbuildings not specifically referred to in the Reasons for Designation;
5. Installation of modern doors and windows unless replicas of the original;
6. Installation of new storm or screen doors and windows;
7. Chimney repairs other than the restoration of a significant chimney;
8. Repair of eaves trough unless its nature is such that it is significant to the heritage of the structure;
9. Painting previously unpainted masonry; and,
10. Any other works that the local municipality may deem inappropriate as identified on a case by case basis. Works not included on this list are not necessarily included on the eligible work list.



Date Received: _____

Time Received: _____

Application No. _____

(For Office Use Only)

B. Applicant/Agent Information – Please Print

Date: _____

Name of Property Owner: _____

Mailing Address of Property Owner:

Street Address

City/Town

Postal Code

Telephone No: _____

Email: _____

Agent Information (if applicable)

Name of Agent:

Mailing Address:

Street Address

City/Town

Postal Code

Telephone No: _____ Email: _____

C. Property Information

Municipal Address for which this application is being submitted.

Street Address _____

City/Town _____ Postal Code _____

Roll Number: _____

Lot Number: _____ **Plan Number:** _____

Existing Use:

Are the property taxes paid in full on this property? Yes No

Are there any outstanding work orders on this property? Yes No

D. Project Description

i) Please describe restoration works and improvements that are eligible for the grant. (See the attached Program Guide for definition of "eligible work")

Proposed Interior Restoration/Repair Eligible for Matching Grant.

Proposed Exterior Restoration/Repair Eligible for Matching Grant

Proposed Interior/Exterior Improvements not eligible for Matching Grant

ii) Cost Summary (please attach two detailed cost estimates for work to be performed)

- a. Eligible Interior Work \$ _____
- b. Eligible Exterior Work \$ _____
- c. Heritage Design Study (if required) \$ _____
- d. **TOTAL ELIGIBLE COSTS** \$ _____
- e. Other Work (not eligible) \$ _____
- f. Total Construction Costs \$ _____

iii) Amount of Grant Applied For: (50% cost of item "d" above) \$ _____
(See Program Guide for maximum amount of grant and maximum portions allowable for heritage design study)

iv) Construction Schedule (Construction of all works must be completed within one (1) year of construction start date)

Approximate Start Date of Construction: _____

Approximate End Date of Construction: _____

E. Financing of Project

Have you applied for or will you be obtaining any other sources of government funding? (includes federal, provincial etc.)

Yes No

If yes, please list other sources and amounts of government funding.

Program _____ \$ _____

Program _____ \$ _____

F. OWNER AUTHORIZATION

I, _____ am the owner of the

land that is subject of this application, and I hereby authorize my agent/solicitor

_____ to make this application and to act on my behalf in regard to this application.

Dated at the _____, this _____ day of _____ Month

_____ Year

Name of Owner

Signature of Owner

G. SWORN DECLARATION

I/WE HEREBY APPLY for a grant under this program.

I/WE HEREBY AGREE to abide by the terms and conditions of the grant program.

I/WE HEREBY AGREE to enter into a grant agreement.

I/WE HEREBY CERTIFY that the information contained in this application is true, correct and complete in every respect and agrees that the Town of Niagara-on-the-Lake reserves the right to verify any information contained herein by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.

I/WE HEREBY GRANT permission to the Town of Niagara-on-the-Lake or its agents, to inspect my/our property that is subject of this application.

I/WE HEREBY AGREE that the grant may be reduced or cancelled if the work is not completed, not completed as approved or if the contractors are not paid.

I/WE HEREBY AGREE that the program for which application has been made herein is subject to cancellation and/or change at any time by the Town of Niagara-on-the-Lake in its sole discretion, subject to the terms and conditions specified in the Program. All grants/loans will be calculated and awarded at the sole discretion of the Town of Niagara-on-the-Lake. Notwithstanding any representation by or on behalf of the Town of Niagara-on-the-Lake, or any statement contain in the program, no right to any grant arises until it has been duly authorized and paid. The Town of Niagara-on-the-Lake is not responsible for any costs incurred by the Owner/Applicant inn any way relating to the program, including, without limitation, costs incurred in anticipation of a grant.

I UNDERSTAND that all information requested on this form is collected under the authority of the Ontario Heritage Act, R.S.O. 1990, c. O.18, as amended, and the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56. The information is required in order to process this application and forms part of the public record which may be published on the Town of Niagara-on-the-Lake website or by other means. The name and business address of the Registered Owner and/or Authorized Agent is public information.

Dated at the _____, this day of _____
(Municipality) (Day/Month/Year)

Name of Owner or Authorized Agent

Signature of Owner or Authorized Agent