



DESIGNATED HERITAGE PROPERTY GRANT APPLICATION

Planning Division – 200 King Street West, 6th Floor
P.O. Box 1118, Kitchener ON N2G 4G7
519-741-2426; planning@kitchener.ca

STAFF USE ONLY

| | | |
|-----------------------|--------------|---------------------|
| Date & Time Received: | Accepted By: | Application Number: |
| | | DHPG-19- |

All applicants are required to meet with staff to review the details of their application prior to submission. Please contact **Victoria Grohn**, Heritage Planner at 519-741-2200 x7839 or victoria.grohn@kitchener.ca to arrange.

- Applications are subject to an **\$80.00** non-refundable administrative fee
- Deadline for applications is **Friday, March 29, 2019**
- Deadline for completion of work and submission of final invoices is **Tuesday, December 31, 2019**

1. APPLICANT INFORMATION (please print)

Name of Property Owner: _____

Mailing Address: _____

City/Province/Postal Code: _____

Phone: _____

Email: _____

2. SUBJECT PROPERTY (for which application is being made)

Municipal Address: _____

3. UNDER WHICH PART OF THE ONTARIO HERITAGE ACT IS THE PROPERTY DESIGNATED?

Part IV (individual property) Part V (heritage conservation district)

4. HAVE YOU PREVIOUSLY RECEIVED A DESIGNATED HERITAGE PROPERTY GRANT FOR THIS PROPERTY?

Yes No

- If yes, please indicate date and amount of grant:

Year: _____ Value: \$ _____

Year: _____ Value: \$ _____

5. Please attach a description of the of the project proposal and cost breakdown. Include details such as materials to be used, sizes, mortar mixes, etc. Enclose all drawings, photos and/or other material, **including at least one written estimate**, necessary for a complete understanding of the proposed work. Please include copies of any available historic photographs.

I certify that the information provided in this application is accurate & complete to the best of my knowledge and I agree to the terms and conditions of the Designated Heritage Property Grant Program as established by the City of Kitchener.

Property Owner Signature: _____

Date: _____

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Project Recommendation

Accepted - Conditions:

Not Accepted - Reason:

Staff Signature: _____

Date: _____

- Is grant amount maximum allowable? Yes No
- How much is grant? _____
- Date letter sent to property owner confirming grant amount: _____
- Deadline for response from owner: _____
- Date letter received from owner confirming action: _____
- Owner to proceed? Yes No
- Date of receipt of final invoices: _____
- Date of final inspection: _____
- Is owner in compliance with program? Yes No

Comments:

Date of cheque requisition: _____