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-21-

All applicants are required to meet with staff to review the details of their application prior to submission. Please contact heritage planning staff at heritage@kitchener.ca to arrange.

- Applications are subject to an $74.00 non-refundable administrative fee
- Deadline for applications is May 31, 2022
- Deadline for completion of work and submission of final invoices is December 31, 2022

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 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: _______________________
