DESIGNATED HERITAGE PROPERTY GRANT APPLICATION
Development & Housing Approvals
200 King Street West, 6th Floor
Kitchener ON N2G 4V6
519-741-2426; planning@kitchener.ca

STAFF USE ONLY

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<th>Date &amp; Time Received:</th>
<th>Accepted By:</th>
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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 $80.00 non-refundable administrative fee
- Deadline for applications is May 31, 2024
- Deadline for completion of work and submission of final invoices is December 31, 2024

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: ___________________________