



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

Date & Time Received:	Accepted By:	Application Number:
		DHPG-25-

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 **\$83.00** non-refundable administrative fee (cash or cheque payable to the City of Kitchener)
- Deadline for applications is **April 15, 2025**
- Deadline for completion of work and submission of final invoices is **December 31, 2025**

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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Working together • Growing thoughtfully • Building community

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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: _____