



## HERITAGE PERMIT APPLICATION

City of Brantford  
Long Range Planning  
58 Dalhousie Street,  
P.O. Box 818,  
Brantford, Ontario N3T 2J2  
519-759-4150

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The following Heritage Permit Application form is designed to assist applicants in submitting sufficient information to ensure their application can be deemed complete and processed as efficiently as possible. If further assistance or explanation is required, please contact Long Range Planning by telephone at 519-759-4150 or by email at [heritage@brantford.ca](mailto:heritage@brantford.ca).

### What is a Heritage Permit Application?

The Ontario Heritage Act has provided municipalities with the ability to protect and conserve cultural heritage resources. A Heritage Permit Application is required to alter any property designated under Parts IV and V of the Ontario Heritage Act. This includes individually designated properties and properties included in a Heritage Conservation District.

According to the Ontario Heritage Act, alteration of a designated property is not permitted without prior written consent from the Council of the Municipality. This consent is obtained through the approval of a Heritage Permit Application.

The City of Brantford has developed a heritage permitting process to facilitate the review of plans to alter designated heritage properties. The Heritage Permit Application begins a process to consider how best to conserve significant cultural heritage resources while allowing change. Generally, the preferred alterations to heritage properties are those that repair rather than replace original architectural features and those that do not permanently damage the heritage attributes of cultural heritage resources. Necessary construction or replacement of materials should be compatible with the original heritage attributes.

### When is a Heritage Permit required?

Under the Ontario Heritage Act, R.S.O. 1990, any new construction or “alteration” to a property designated under Part IV of the Act (individually designated property) or a property designated under Part V of the Act (Heritage Conservation District) requires a Heritage Permit Application. “Alteration” is defined as: “to change in any manner and includes to restore, renovate, repair or disturb.” In addition, the approval of a Heritage Permit Application is required for any demolition of a property designated under Part IV or V of the Act.

**Please contact Long Range Planning directly to confirm if your specific project requires the approval of a heritage permit application. 519-759-4150 or [heritage@brantford.ca](mailto:heritage@brantford.ca).**



HERITAGE PERMIT APPLICATION FORM  
City of Brantford  
Long Range Planning  
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Application No. _____
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<b>INTERNAL USE ONLY:</b> Application Received: _____ Application Complete: _____ Notice of Receipt: _____ Notice of Decision: _____ 90 Day Expiry Date: _____
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**1. Subject Property Information**

Building Structure Type: Residential  Commercial  Industrial  Institutional

Municipal Address: \_\_\_\_\_

**2. Property Owner Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**3. Authorized Agent Information (if applicable)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### 3. Nature of Application

Alteration  Demolition  New Construction  Signage

### 4. Full Written Description of Proposed Works

Please provide a complete written description of all proposed works and details regarding the proposed materials and construction methods. This description should complement photos, drawings, detailed construction plans, and any other sketches submitted with the application. Use additional pages as required.

### 5. Construction Drawings/Scale Drawings/Sketch Plans

Construction Drawings/Drawings to Scale must include:

- A) overall site dimensions
- B) Specific sizes of building elements (signs, windows, awnings, etc.)
- C) Materials and colours to be used (these should be indicated in the written description, but should also be noted on the drawings)
- D) Construction methods and means of attachments (these must also be included in the written description)

### 6. Declaration

I (we) declare that all of the statements contained in this application for (property description/address) \_\_\_\_\_ and all the supporting documents are true, and I (we) make this declaration conscientiously believing it to be true and complete. I (we) agree to allow the City of Brantford, its employees and agents to enter upon the subject lands for the purpose of conducting a site inspection as may be necessary to process this application.

\_\_\_\_\_  
Signature of Owner(s)/Agent

\_\_\_\_\_  
Date

### 7. Authorization

If the application is signed by an agent, the owner's written authorization must be completed below.

I (we), \_\_\_\_\_ am/are the owner(s) of the land that is the subject of this application and I (we) authorize \_\_\_\_\_ to act as my/our agent in this matter and to make this application on my/our behalf and to provide any of my/our personal information that will be included in this application or collected during the processing of this application.

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Date