



Hamilton

Planning and Economic Development Department  
 Commercial Districts and Small Business Section  
 71 Main Street West, 7<sup>th</sup> Floor  
 Hamilton, Ontario L8P 4Y5  
 Phone: (905) 546-2424

**\$120.00 Application Fee to Accompany Application**

**HAMILTON HERITAGE CONSERVATION GRANT PROGRAM**

**APPLICANT INFORMATION**

Name of Applicant (Individual or Corporation or Partnership):	
Contact Name:	
Mailing Address:	
City & Postal Code:	
Telephone Number:	
Cell Phone Number:	<input type="checkbox"/> <input type="checkbox"/>
Email:	
Is applicant the owner of the property?	<b>Yes      No      If "No", please complete the "Property Owner Information" section.</b>
If Corporation or Partnership, include Articles of Incorporation or Partnership Agreement (if applicable) and current Officers/Directors	
Names of Registered Shareholders/ Partners (Include Shareholder Registry)	

**PROPERTY OWNER INFORMATION**

Name of Owner:	
Contact Name:	
Mailing Address:	
City & Postal Code:	
Telephone Number:	
Cell Phone Number:	



**OTHER INFORMATION (TO BE COMPLETED BY ALL APPLICANTS)**

Addresses of other properties in the City of Hamilton Boundary owned by the Applicant. If the application is from a Partnership or Corporation include addresses of properties owned by the Partnership or Corporation.

**Note: This information is being collected to determine if there are any outstanding taxes owed to the City of Hamilton.**

Applicant/ Partnership/ Corporation Name	Street Number and Name	Area of City (i.e. Hamilton, Ancaster, Stoney Creek, Waterdown, Dundas, Binbrook)

**SIGNATURE OF PROPERTY  
OWNER/AUTHORIZED AGENT AFFIDAVIT  
OR SWORN DECLARATION DATE OF  
APPLICATION SUBMISSION**

I, \_\_\_\_\_, solemnly declare that the information contained in this application is true, and that the information contained in the documents that accompany this application is true. I also give permission to the City of Hamilton to utilize photographs of the project/property in the City of Hamilton’s promotional material.

\_\_\_\_\_  
**Applicant’s Signature**

\_\_\_\_\_  
**Date**

**Authorization:**

If the applicant is not the owner of the land that is the subject of this application, a separate written authorization of the Owner that the applicant is authorized to make the application must be included with this application.

**CONSENT OF THE  
PROPERTY OWNER**

*Complete the consent of the property owner concerning personal information set out below.*

**CONSENT OF THE PROPERTY OWNER TO  
THE USE AND DISCLOSURE OF PERSONAL  
INFORMATION**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and I hereby authorize, and consent to, the use by, and the disclosure to, any person or public body of any information, including personal information that is collected for the purposes of processing this application. I also give permission to the City of Hamilton to utilize photographs of the property in their promotional material.

\_\_\_\_\_  
Name of Property Owner (please print)

\_\_\_\_\_  
Signature of Property Owner (with appropriate signing authority)

\_\_\_\_\_  
Date

<b>Property Owner's Contact Information:</b>	
Mailing Address:	
City:	
Postal Code:	
Telephone (Home):	Telephone (Business):
Cell Phone:	Email Address:

## DOCUMENTS/INFORMATION REQUIRED WITH APPLICATION

- \_\_\_ Completed Application Form
- \_\_\_ Payment of Application Fee
- \_\_\_ Two (2) dated estimates for each of the works being proposed for funding
- \_\_\_ If the tenant of the property is the applicant, written authorization of the Owner that the applicant is authorized to make the application must be included with this application.
- \_\_\_ Articles of Incorporation Documents (if applicable)
- \_\_\_ Articles of Amendment (if applicable)
- \_\_\_ Shareholders Registry (i.e. List of Shareholders and their respective percentage ownership), if applicable
- \_\_\_ List of Applicant's Officers and Directors (if applicable)
- \_\_\_ Photos of site prior to start of construction/renovation. Photos are to be date stamped.
- \_\_\_ Anticipated start date for construction as well as anticipated completion date

**Please note** the above information/documentation form part of a completed application (unless deemed to be non-applicable by the City). The City reserves the right to reject any incomplete application.

## REQUIRED PROOF OF PAYMENT PRIOR TO RECEIPT OF APPROVED GRANT

As part of the final due diligence carried out on an application prior to grant payment, the applicant will be required to provide the City with copies of final paid invoices which demonstrate that the approved works have been completed and fully paid. The applicant is also required to provide the City with further documentation which shows how this payment was made (e.g., cancelled cheques, e-transfer receipts, etc.).

**PLEASE RETAIN FOR YOUR RECORDS**

PLEASE NOTE A HERITAGE PERMIT MAY BE REQUIRED FOR THE WORK YOU PROPOSE TO UNDERTAKE THEREFORE PLEASE CONTACT DEVELOPMENT PLANNING AT [CulturalHeritagePlanning@hamilton.ca](mailto:CulturalHeritagePlanning@hamilton.ca).

### Requirements for Building Permits and Building Repair Contractor's Trade Licensing

Activity	Building permit required	Sign permit required	Building repair contractor trade license required
Replacing doors with or without frames	Maybe- depending on the work proposed		Yes
Replacing windows with or without frames	Maybe- depending on the work proposed		Yes
New awning	Yes		No
New awnings with lettering		Yes	No
Replacing the awning fabric - leaving the frame intact	Maybe-dependng upon whether a permit was obtained for the awning when erected		No
Replacing the awning fabric with lettering - leaving the frame intact		Yes-refer to City of Hamilton Plans Examiner	No
Erecting New signage		Yes	No
Install new electrical signage		Yes	No - it requires ESA Licence
Window tinting	No		No
Installing window wraps		No- But must be compliant with the Sign By-Law	No
Installing new lighting	Maybe- depending on the work proposed		No - it requires ESA Licence
Stucco	Yes		Yes
Painting of Building	No		No
Cleaning brick with water	No		No. Contact a Cultural Heritage Planner for approved cleaning methods
Cleaning brick with chemicals	No		No. Contact a Cultural Heritage Planner for approved cleaning methods

Sandblasting brick	No		No. Contact a Cultural Heritage Planner for approved cleaning methods
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<b>Activity</b>	<b>Building permit required</b>	<b>Sign permit required</b>	<b>Building repair contractor trade license required</b>
Mural	No		No
New storefront façade	Yes		Yes
Siding	Maybe- depending on the work proposed		Yes
Tuck pointing	Yes - but not if minor		Yes
Plastering	Yes - but not if minor		Yes
Drywall	Yes - but not if minor		Yes
Repair walkway	No		No
Repairing wood trim	No		No

## Additional Information on Window Replacement

Activity	Building permit required	Sign permit required	Building repair contractor trade license required
Windows require a permit if the window replacement falls into the following category:			
1. Windows are in a fire separation	Yes		Yes
2. when window sizes are changed or windows are relocated	Yes		Yes
3. when the building is a high-rise building	Yes		Yes
4. if the building is a Part 3 building (a professional review is also required).	Yes		Work must be completed under direction & supervision of Professional Engineer or Architect
for Part 9 Single Family, Two Family and Three Family dwellings and townhouses replacement of the window does not require a permit.	No		
Replacement of a window means installing an entire exterior window assembly, including glass, sashes and frame into an existing window opening where the size and shape of such openings has not been altered in any way.			

**Note:** Where a project "has been designed by and is under supervision of a Professional Engineer or an Architect licenced to practice in Ontario" a Building Repair Contractor's Trade License is not required.

**Note:** The above Requirements for Building Permits and Building Repair Contractor's Trade Licensing are subject to change without notice.

*The information on this form is collected under the legal authorities provided in the Municipal Act, 2001, the Municipal Freedom of Information and Protection of Privacy Act, the Ontario Heritage Act and the Planning Act and will be used primarily to determine grant eligibility. If you have any questions about the collection of this information, please contact the Co-ordinator of Urban Renewal Incentives, Commercial Districts and Small Business Section, City of Hamilton Planning and Economic Development Department, 71 Main Street West, 7th Floor, Hamilton, Ontario L8P 4Y5, 905-546-2424.*