



Hamilton

Planning and Economic Development Department
Commercial Districts and Small Business Section
71 Main Street West, 7th Floor
Hamilton, Ontario L8P 4Y5
Phone: (905) 546-2424 Ext. 2755

\$105.00 Administration 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?	Yes No If "No", please complete the "Property Owner Information" section.
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:	

Email:	
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 INFORMATION

Property Address:	
Use of Property e.g. residential/commercial including number of units:	
Nature of Business if applicable:	

WORK ESTIMATES

Please attach two (2) independent contractor estimates for each component of the proposed improvement. Estimates are to be dated. Grant to be awarded based upon the lowest bid.

Preferred Contractor:	
Estimated Cost:	
Second Contractor:	
Estimated Cost:	
Total Construction Cost:	
Total Grant Requested:	

DESCRIPTION OF IMPROVEMENTS

Please provide a written description of the proposed improvements. Attach a copy of architectural or design plan prepared by a professional or prepare a sketch showing proposed improvements and a photograph of the existing property (if applicable)

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

Property Owner's Contact Information:	
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.

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.

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-depending 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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Activity	Building permit required	Sign permit required	Building repair contractor trade license required
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 x2755.