



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

**\$275.00 Application Fee for grants less than or equal to \$12,500**

**\$425.00 Application Fee for grants greater than \$12,500**

**HAMILTON HERITAGE PROPERTY GRANT PROGRAM**

**APPLICANT INFORMATION**

Name of Applicant (Individual or Corporation or Partnership):	
Contact Name:	
Mailing Address:	
City & Postal Code:	
Telephone Number:	
Cell Phone Number:	
Email:	
Is applicant the owner of the property?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If "No", please complete the "Owner Information" section.</i>
If Corporation or Partnership, please provide Articles of Incorporation or Partnership Agreement (if applicable) and current Officers/Directors:	
Name 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	
Name of Registered Shareholders/Partners (Include Shareholder Registry)	
<b>THE PROPERTY</b>	
Property Address:	
Use of Property e.g. residential/commercial including number of units:	
Nature of Business if applicable:	
<b>WORK ESTIMATES</b>	
<b>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.</b>	
Preferred Contractor:	
Estimated Cost:	
Building Repair Contractor Trade Licence Number:	Expiry Date:
Second Contractor:	
Building Repair Contractor Trade Licence Number:	Expiry Date:
Estimated Cost:	
Total Construction Cost:	
Total Grant Requested:	
<b>* Note if an applicant wishes to change contractors following Grant application submission the applicant must first notify the Commercial Districts and Small Business Section and submit the required estimates to request approval for the change prior to the commencement of work.</b>	
How many square meters of commercial space will be constructed /renovated as a result of this application?	
How many square meters of residential space will be constructed /renovated as a result of this application? How many residential units will be constructed/renovated?	

## 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)

### CRIMINAL OFFENCE:

Have you been convicted of any criminal offence for which you have not been granted a record suspension or pardon? Yes  No

For applicants that are Corporations, this question must be answered for all principals of the Corporation.

**Please note** that if the answer is “yes”, submission of a criminal conviction record check may be required.

**SIGNATURE OF OWNER/AUTHORIZED AGENT CERTIFICATION DATE OF APPLICATION SUBMISSION AND PERMISSION TO UTILIZE PHOTOGRAPHS OF THE PROPERTY IN THE CITY OF HAMILTON'S PROMOTIONAL MATERIAL**

I, \_\_\_\_\_, certify that answers and information I have provided in this application are true and complete, including my answer to the question of whether or not I (or the principal(s) of the Corporation) have been convicted of any criminal offence for which a record suspension or pardon has not been granted.

I also give permission to the City of Hamilton to utilize photographs of the 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, 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>Owner's Contact Information:</b>	
Mailing Address:	
City:	
Postal Code:	
Telephone (Home):	Telephone (Business):
Cell Phone:	Email Address:

**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.**

## 1. 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
- \_\_\_ Where an application is in respect to a designated property containing multiple registered owners as a result of the building(s) thereon being a condominium or co-operative, the application shall be submitted by the condominium corporation or co-operative corporation and shall be accompanied by signed consent from all registered owners of the units in which the description of the condominium corporation is registered or all members of the co-operative corporations as the case may be.
- \_\_\_ 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)
- \_\_\_ Partnership Agreement (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](mailto:CulturalHeritagePlanning@hamilton.ca).**

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

<b>Activity</b>	<b>Building permit required</b>	<b>Sign permit required</b>	<b>Building repair contractor trade license required</b>
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

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: Requirements for Building Permits and Building Repair Contractor's Trade Licensing listed above is subject to change without notice.