



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

\$320.00 Application Fee for grants less than or equal to \$12,500

\$490.00 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) | |
| THE PROPERTY | |
| 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: | |
| 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: | |
| * 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. | |
| 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)

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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

| | |
|-------------------------------------|-----------------------|
| Owner's Contact Information: | |
| Mailing Address: | |
| | |
| City: | |
| Postal Code: | |
| Telephone (Home): | Telephone (Business): |
| Cell Phone: | Email Address: |

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.).

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.

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-dependig 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.