



## Heritage Designation Application

### Evaluating Potential Heritage Buildings, Ontario Regulation 9/06

For a property to be designated under Section 29 of the Ontario Heritage Act it must meet one (1) or more of the following criteria for determining whether it is of cultural heritage value or interest:

**1. The property has design value or physical value because it:**

- Is a rare, unique, representative or early example of a style, type, expression, material or construction method,
- Displays a high degree of craftsmanship or artistic merit, or
- Demonstrates a high degree of technical or scientific achievement.

**2. The property has historical value or associative value because it:**

- Has direct association with a theme, event, belief, person, activity, organization or institution that is significant to a community,
- Yields or has the potential to yield, information that contributes to an understanding of a community or culture, or
- Demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.

**3. The property has contextual value because it is:**

- Important in defining, maintaining or supporting the character of an area,
- Physically, functionally, visually, or historically linked to its surroundings, or
- A landmark.

### Application Fees

There are no fees associated with heritage designation applications.

### Pre-Consultation

Date of pre-consultation meeting with Staff: \_\_\_\_\_

All application submissions are to be made through our online CityView portal  
<https://building.belleville.ca/cityviewportal>

Applications will not be processed where application forms and / or fees are incomplete and when pre-consultation has not occurred.



## Owner Information

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

Mailing Address (including postal code):

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## Agent Information (if Applicant is not the Owner)

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

Mailing Address (including postal code):

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Please list the names and addresses of mortgagees, encumbrancers, etc.:

## Property Details

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

Current or Historic Property/Building name: \_\_\_\_\_

Do you intend to List or Designate the property?

List

Designate

What date was the property construction (if known): \_\_\_\_\_



Please provide a description of property:

What is the building's architectural style:

Describe the property's significant architectural features:

Is the property associated with a theme, event, belief, activity, organization or institution of significance to the community? If yes, please explain:

Is the property associated with a specific person who made an important contribution to the community, province or nation? If yes, please explain:

Please identify the architect and/or builder of the property:

Is the property associated with any historic events of significance:



Why do you believe that the building is of importance to the history of Belleville:

I am also requesting designation of:                      Landscape features                      Interior features

Landscape features: \_\_\_\_\_

Interior features: \_\_\_\_\_

## Supporting Documentation

Provide as much contextual information about the property as possible by attaching additional information. Additional information can include:

- Current Photograph(s)
- Historical Photograph(s)
- Historical Deed, Land Registry and/or Tax Assessment Records
- Census Information
- Maps
- Survey
- Other Additional Information from local newspapers, local history books, former owners, online searches etc.

Attach to the application all supporting documentation required as identified through the City's pre-consultation meeting. Also include a copy of the City's pre-consultation reporting letter if applicable and any attachments you received after the development pre-consultation.

**Note:** Staff also may require further information regarding property details.

I/we have submitted all required documentation.

## Applicant's Acknowledgements

The Applicant hereby acknowledges and agrees:

1. That the Owner hereby authorizes members of the Heritage Belleville Committee and staff of the City of Belleville to enter onto the above noted property during regular business hours for the purpose of evaluating the merits of this application; and confirms that it is the Owner or Authorized Applicant and/or Agent's responsibility to notify any tenants that may reside on the premises of the Heritage Belleville Committee or staff entry on the subject lands;



2. That this application and the attached supporting documentation, information and materials, if any, contains information collected and maintained specifically for the purpose of creating a record available to the general public and is open to inspection by any person during normal office hours pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act;
3. That personal information on this application is collected under the authority of the Municipal Act, as amended, the Planning Act, as amended, the Heritage Act, as amended, and Ontario Regulation 200/96 and will be used for the purpose of processing the application and to determine compliance with the policies and bylaws of the City of Belleville;
4. That additional information and/or materials may be required, and therefore, the application may not be deemed complete, nor processed unless the additional information and/or materials are submitted;
5. That submission of this application constitutes tacit consent for authorized City Staff representative(s) to inspect the subject lands or premises, and to carry out any inspections, tests and investigations as may be required;
6. That placing or posting signage with respect to this application will be the responsibility of the applicant. Signs must be posted on the subject property by a date that will be provided by City Staff;
7. It is the applicant's responsibility to contact City Staff to obtain any department, agency and/or public comments submitted regarding the application. You can request comments by contacting [planning@belleville.ca](mailto:planning@belleville.ca);
8. That additional approvals from the City and/or other agencies (e.g. building permit, site plan approval, Quinte Conservation permit, MTO permit) may be required;
9. That additional fees and/or charges (e.g. building permit fees, parkland dedication fees, development charges) associated with any development approved in conjunction with this application may be required;
10. That additional costs for the processing of the application may be charged where studies, reports, information and/or materials in support of the application must be reviewed by persons not employed by the City but retained for that purpose due to an expertise in the area of the study (e.g. traffic, marketing, environmental, noise, servicing);
11. That the applicant will be required to pay reasonable legal fees of the City for the preparation and registration of agreements when such agreements are required;



12. The Owner hereby acknowledges and agrees to reimburse the City on demand for all expenses incurred by the City as a result of any work proceeding in advance of necessary agreements or approvals being in place, including without limitation, legal planning, consultants and/or engineering fees, costs and disbursements;
13. That all vegetation on the subject land(s) must be maintained and no filling, grading or excavating is permitted on the subject land(s) during the processing of this application; and
14. That in the event that the Application(s) or any matter related to same is appealed, referred or brought before the OLT (Ontario Land Tribunal), other tribunal and/or Court, and the City is required to attend (or, in its sole and absolute discretion, determines it necessary or advisable to attend) at any proceeding including without limitation, motions, case management conferences, telephone conferences, hearings, etc. then in such case the Owner hereby acknowledges and agrees that the Owner shall be responsible to reimburse the City on demand for all expenses incurred by the City with respect to such proceedings including without limitation, legal, planning, consultants and/or engineering fees, costs and disbursements.

## Owner's Authorization

If the applicant and/or agent is not the owner of the land that is the subject of this application, then written authorization by the owner authorizing the applicant and / or agent to prepare and submit the application must be attached or the owner must complete the authorization set out below.

Is written authorization attached? Yes No

If no, then the following Owner's Authorization for the applicant and / or agent to prepare and submit the application must be completed:

I, \_\_\_\_\_ am the owner of the land that is subject to this application.

I authorize the following to prepare and submit this application on my behalf:

\_\_\_\_\_

Signature of Owner: \_\_\_\_\_

Date: \_\_\_\_\_



## Sworn Declaration of Applicant

I, \_\_\_\_\_ of \_\_\_\_\_  
(name and Company) (full address)

solemnly declare that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the Sections above is true. Further, I have carefully read the Applicant's Acknowledgments above, including without limitation the obligation to reimburse the City for fees, costs and disbursements and hereby agree to be bound by same.

Signature of Applicant and / or Agent: \_\_\_\_\_

Date: \_\_\_\_\_