

# SAMPLE

— TOWN OF —  
**GRIMSBY**

## APPLICATION FOR HERITAGE PROPERTY GRANT

Revised: September 2024

### The Application Process

**1. Administration Guidelines**

Prior to beginning the Heritage Property Grant Application process, please ensure that you have read and understand the Administration Guidelines. The guidelines describe the purpose and basic terms of this grant program.

**2. Pre-consultation Meeting**

Applicants are required to meet with Heritage staff to discuss the proposed alterations. This pre-consultation is an important step in the application process as it provides an opportunity for the applicant and staff to review the policies and guidelines related to the property in order to ensure that the application meets the requirements. This meeting may occur on the property that is the subject of the application, to be arranged between the owners and staff prior to entry on the property.

**3. Submit a Complete Application**

Please submit a completed grant application form with all signatures provided. If you find insufficient space on this application form to respond to any of the questions, please provide additional information on a separate page and attach to your completed application form. A complete application includes all items identified in the Heritage Property Grant Application Checklist.

**4. Application Review**

Applications and supporting documentation will be reviewed by staff to ensure that they meet all of the eligibility requirements. If your application does not meet the eligibility requirements, you will be notified in writing. Staff may request clarification or additional supporting documentation. Staff may require an initial site visit(s) and inspection(s) of the property.

**5. Staff Recommendation**

Staff will prepare a recommendation on the grant application and forward it to the Heritage

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Property Grant Selection Committee, the Grimsby Heritage Advisory Committee and Town Council. If your application is approved by Council, a Grant Agreement shall be executed. A copy of the executed agreement(s) is then returned to you for your records.

**NOTE:** The owner is to contact the Planning Department in advance of any deviations from the approved design and the Heritage Property Grant agreement. Additional Council approval may be required to maintain eligibility if there are any changes.

## 6. Construction of Approved Works

After the agreements have been executed, construction of the approved works may now commence, subject to issuance of a heritage permit and building permit. Work must be completed within one year of grant approval.

Upon completion of the works, staff will conduct a final site visit(s) and inspection(s) (as necessary) to ensure compliance with the Grant Agreement and any permits pursuant to the *Ontario Heritage Act*

## 7. Submission of Evidence Completed Approved Works

Submit copies of paid invoices and “after” picture(s) of the completed works to the Town.

## 8. Issuance of Grant Funds

Upon review and approval of all submitted documentation, the Town will issue a grant cheque to the applicant for the full amount of the approved funding.

### Heritage Property Grant Application Requirement Checklist

- |  |                                     |
|--|-------------------------------------|
| 1. Recommended Pre-consultation Meeting                                  | <input checked="" type="checkbox"/> |
| 2. Completed Application Form  | <input checked="" type="checkbox"/> |
| One (1) complete copy of the completed Heritage Permit Application Form. |                                     |

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3. **Site Plan** (Only necessary for larger projects, please consult with staff to determine if this is a requirement for your application)

Site plan or a current survey of the property that shows all structures, all critical setbacks and distances from adjacent properties, and the location of all proposed work to structures and/or landscaping.

4. **Digital Copies of All Drawings** (Only necessary for larger projects, please consult with staff to determine if this is a requirement for your application)

Drawings include:

- Architectural drawings to clearly illustrate the proposal, showing all proposed changes to all structures, including:
  - Elevations
  - Floor plans (these will be used for internal review purposes only and will not be made available to the general public)
  - Clear dimensions of building proportions and massing
  - Clear dimensions of door and window openings with respect to size, type and style
  - Vertical dimensions from existing and proposed grade, finished floor level, roof slopes, mechanical vents and equipment, fixtures, signage, outdoor lighting and other relevant elements of the proposed changes
  - 3-D drawings or artist renderings of proposed work for large scale projects (Sketch-Up, .skp file)
  -

5. **Digital Copies of All Photographs**

Photographs of the property, including:

- Photographs of the structure on the property
- Photographs of the surrounding context including nearby streetscape and neighbouring properties
- Physical and/or photographic examples of materials proposed to be used, such as examples of windows, roofing materials, and cladding materials.

6. **Studies as Requested** (Only necessary for larger projects, please consult with staff to determine if this is a requirement for your application)

7. **Electronic copies of all required items sent to the Town of Grimsby's Planning Department.**

Please contact [heritage@grimsby.ca](mailto:heritage@grimsby.ca) for more information about how to provide electronic copies.

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# GRIMSBY

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For Office Use Only	
HPA No.	Date Received
Application reviewed by	

1. Recommended Pre-Consultation Meeting
Pre-consultation Meeting Date October 3 <sup>rd</sup> , 2024 (Please provide availability)

2. Registered Owner (as shown on the deed and title of the property)			
Name Jim Smith	Company Name N/A	Municipality Grimsby	
Mailing Address 102 Town Street		Unit #	Postal Code L3M 0J5
Province ON.	Email jim@email.com	Telephone (905) -123-4567	
Is the registered owner a not-for-profit organization?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

3. Authorized Agent or Solicitor (if one has been authorized)			
Name N/A	Company Name	Municipality	
Mailing Address		Unit #	Postal Code
Province	Email	Telephone	
Contact for all future correspondence (select one):		<input type="checkbox"/> Registered Owner	<input type="checkbox"/> Authorized Agent

4a. Other Parties (consultant, surveyor, lawyer, etc.)		
Contact Name N/A	Company Name	Municipality
Role to application (consultant, surveyor, lawyer, etc.)		

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Mailing Address		Unit #	Postal Code
Province	Email	Telephone	

## 4b. Other Parties (consultant, surveyor, lawyer, etc.)

Contact Name N/A	Company Name	Municipality	
Role to application (consultant, surveyor, lawyer, etc.)			
Mailing Address		Unit #	Postal Code
Province	Email	Telephone	

## 5. Property Information

Municipal Address 102 Town Street, Grimsby, ON.	
Tax Roll Number 000 245 61287	
Legal Description (lot concession, registered plan, etc.) (if applicable) Lot 1 Con 3 FML. Lot 29	
Please describe the existing uses on the property. Residential	
Is the property designated under Part IV of the Ontario Heritage Act?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are the property taxes in good standing for this property?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there any outstanding work orders for this property?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

## 6. Project Description

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Clearly describe the conservation, restoration and maintenance works that are eligible for the grant program.

I am proposing to restore the wooden windows on the front of my house, replace damaged porch floor boards and repair a damaged and missing eaves trough and downspout. All areas will be documented with photographs before and after the proposed works have been completed. I have included a drawing of the repairs needed to fix the windows and porch floor.

**The wood window repair will include:**

- Replacing any rotten sections of wood on the windows and window frames with like materials (wood)
- Removal of the old paint and window glazing on the frames and sashes (moving/operable part of the window)
- Replace any cracked or broken windowpanes
- Reglazing the windows where it is necessary, reglazing of the whole window may be required
- Repainting and reinstallation of the windows

**The porch floor repair will include:**

- Removal of any damaged and rotten section of the existing tongue and groove wood porch floor
- Repair of any structure or floor joist damage that may be found during removal, I will obtain a building permit to repair any structure if needed.
- Replacement of the damaged sections with wooden tongue and groove floorboards, matching the existing Profile
- A protective finish will be applied to the floor to protect the repairs from the elements

Have you applied for or will obtain any other sources of government funding? (including federal, provincial, regional etc.)

Yes     No

If yes, please list other sources and amounts of government funding below.

## Acknowledgement of Agreement of Registered Owner

I / WE HEREBY APPLY for a grant under the Heritage Property Grant Program.

I / WE HEREBY AGREE to abide by the terms and conditions of the grant program.

I / WE HEREBY AGREE to enter into a grant agreement with the Town of Grimsby

I / WE HEREBY CERTIFY that the information contained in this application is true, correct and complete in every respect and may be verified by the Town of Grimsby by such inquiry as it deems appropriate, including inspection of the property for which the application is being made.

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I / WE HEREBY AGREE that if any statements or information in this application or submitted in support of this application are untrue, misleading or there is a material omission, the application may be rejected or not approved, or the grant may be delayed, reduced or cancelled.

I / WE HEREBY GRANT permission to the Town, or its agents, to inspect my / our property that is the subject of this application.

I / WE HEREBY AGREE that the grant may be delayed, reduced or cancelled if the work is not completed, not completed as approved or if the contractors are not paid.

I / WE HEREBY AGREE the program for which application has been made herein is subject to cancellation and / or change at any time by the Town in its sole discretion, subject to the terms and conditions specified in the Program. Participants in the program whose application has been approved and who has entered into a grant agreement with the Town of Grimsby will continue to receive their grant, subject to their grant agreement.

I / WE HEREBY AGREE all grants will be calculated and awarded in the sole discretion of the Town of Grimsby. Notwithstanding and representation by or on behalf of the Town of Grimsby, or any statement contained in the program, no right to any grant arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the program and the grant agreement. The Town of Grimsby is not responsible for any costs incurred by the Owner / Applicant in any way relating to the program, including, without limitation, costs incurred in anticipation of a grant.

X  
\_\_\_\_\_

Owner's Signature (required)

X  
\_\_\_\_\_

Date

\_\_\_\_\_

Agent's Signature (if applicable)

\_\_\_\_\_

Date

**The section below is only to be completed by the Corporate Owner or an Agent of the Corporate Owner (if applicable).**

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

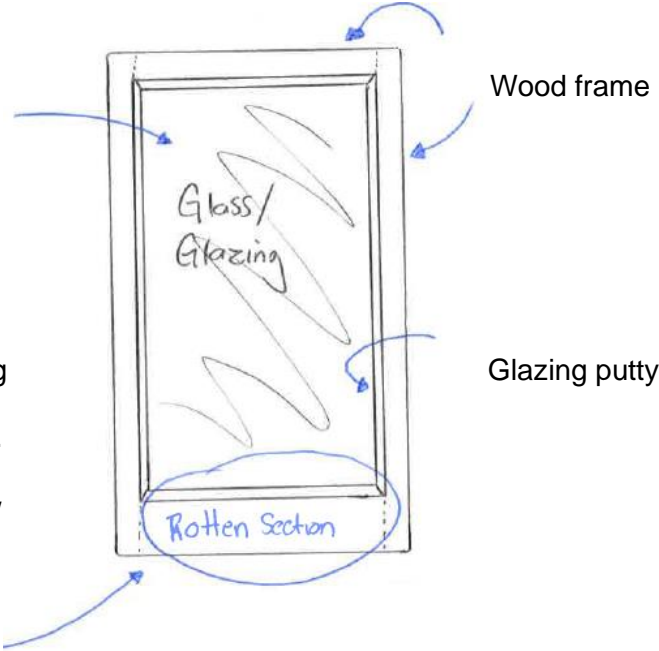
Date: \_\_\_\_\_

*I have the authority to bind the corporation.*

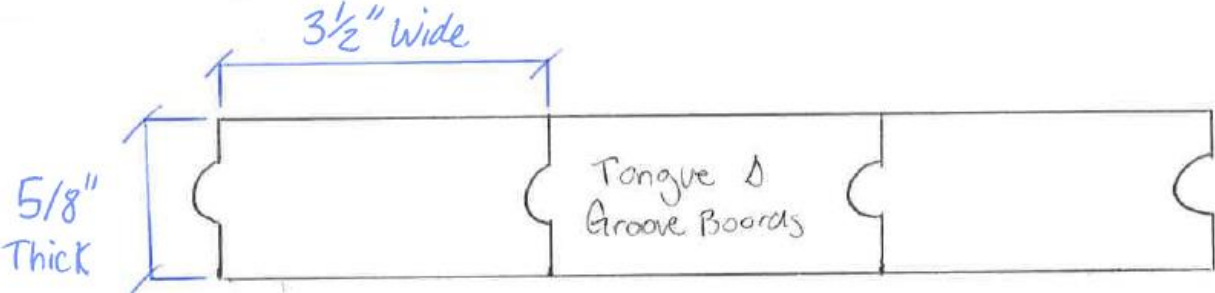
102 Town Street, Grimsby ON.  
**Heritage Property Grant Application – Example of Drawings  
Supporting the Project Description**

**Window Restoration:**

- Any cracked or missing window panes will be replaced with glass.
- Any paint or glazing putty needing removal will be stripped, new glazing putty and paint will be applied to protect the repairs from the weather.
- Rotten sections of the wood window will be replaced with a replica of the damaged piece, made from wood.



**Porch Floor Restoration:**



- Approximately 30SF of the existing tongue and groove floor on the porch is rotten and needs replaced. The damaged boards will be removed and replaced with wood tongue and groove boards of the same dimensions.
- If any of the structure or floor joists require repair or replacement, a building permit will be obtained.
- A protective finish will be applied to all sides of the boards before they are installed, this will help protect the new material from the elements, once the boards have been installed, an additional layer of protective finish will be applied to the floor.