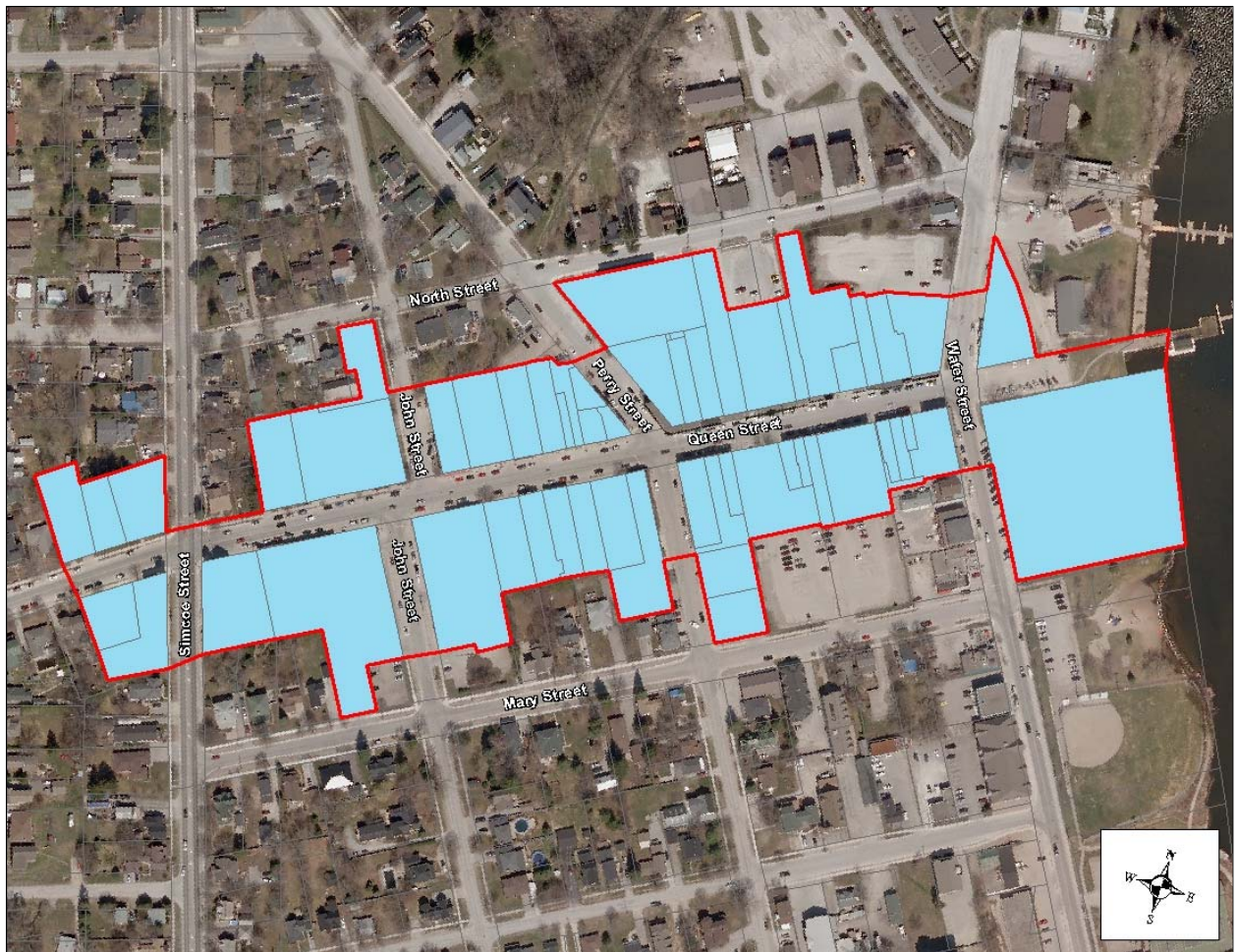




HERITAGE CONSERVATION DISTRICT GRANT PROGRAM

2021 GRANT CHECKLIST & APPLICATION



HERITAGE CONSERVATION DISTRICT GRANT PROGRAM CHECKLIST

The Township of Scugog currently offers a Heritage Conservation District Grant Program designed to encourage the restoration and improvement of building facades in the Heritage Conservation District (HCD). Landowners of either contributing or non-contributing buildings in the HCD are eligible to apply.

All applications for 2021 must be submitted to the Township by February 19, 2021. A pre-consultation meeting with the Heritage Advisory Committee must be arranged and completed by February 25, 2021. A final, completed application must be submitted to the Township by March 19, 2021. The Heritage Advisory Committee will conduct a final review of eligible applications by April 6, 2021.

- Read and review** the Township of Scugog – 2021 Heritage Conservation Grant Program.
- Prepare a draft application** with as much information as possible to describe the proposed project (by February 19, 2021).
- Schedule a pre-consultation** with the Heritage Advisory Committee to fully discuss and present your project. This is a very important step to save you time and money up front. This Committee may provide feedback about what work is eligible or ineligible and may provide heritage advice to make the project more robust and applicable. Please contact Christy Harrison 905-985-7346, ext. 115. Pre-consultation must be completed by February 25, 2021.
- After the pre-consultation** finalize your application and include professional drawings, and two contractor quotes and any other details that the Heritage Advisory Committee may ask for.
- Submit your finalized application** by March 19, 2021.

Note: All applicants will be contacted regarding the status of their application by April 27, 2021.



HERITAGE CONSERVATION DISTRICT GRANT PROGRAM APPLICATION

OFFICE USE ONLY			
DATE RECEIVED		PRE-CONSULTATION DATE	
DATE DEEMED TO BE COMPLETE		CRITERIA SCORE	
PROPERTY ROLL#			

1. DESCRIPTION OF SUBJECT PROPERTY

MUNICIPAL ADDRESS: _____

LEGAL DESCRIPTION: _____

2. APPLICANT (If different from owner) _____

ADDRESS _____

PHONE: _____ FAX: _____

EMAIL: _____

3. AUTHORIZED AGENT _____

ADDRESS _____

PHONE: _____ FAX: _____

EMAIL: _____

4. REGISTERED OWNER(S): _____

ADDRESS _____

PHONE: _____ FAX: _____

EMAIL: _____

5. AUTHORIZATION OF PROPERTY OWNER FOR AGENT TO MAKE THE APPLICATION:

If the Applicant/Agent is NOT the Owner of the property that is the subject of this application, the written authorization of the Owner that the Applicant/Agent is authorized to make the application, must be included with this application, or the Authorization set out below must be completed.

I/We _____ am/are the Owner(s) of the property that is the subject of this Heritage Grant Application and I/we authorize _____ to make this application on my/our behalf.

Signature

Date

Signature

Date

6. AUTHORIZATION OF OWNER FOR DISCLOSURE OF PERSONAL INFORMATION

I/We _____ am/are the Owner(s) of the property that is the subject of this Heritage Grant Application and I/we, for the purposes of the Freedom of Information and Protection of Privacy Act, consent to the disclosure of any personal information provided in the processing of this application, under the Planning Act, to any person or public body.

Signature

Date

Signature

Date

7. ALL COMMUNICATIONS TO BE FORWARDED TO: (Check one only)

Applicant

Agent

Owner

9. ADDITIONAL INFORMATION TO ACCOMPANY APPLICATION (after pre-consultation is completed):

- A professionally prepared and scaled drawing of the proposed work (i.e. for replication of specific heritage features such as a window or trim-work) to fully illustrate the proposed eligible conservation project, if applicable.
- Samples of proposed materials or paint colours if applicable.
- Please consult with the Heritage Advisory Committee prior to submission to determine what type of additional information should be submitted to best support your application – contact Christy Harrison in the Corporate Services Department at charrison@scugog.ca or 905-985-7346 ext. 115 to set up an appointment.

Cost Estimates

Please attach **two** (2) independent contractor estimates for the eligible conservation work.

Name of Preferred Contractor

Amount (\$)

Name of Second Contractor

Amount (\$)

Grant Request

Cost of Eligible Conservation Work
(materials, equipment, labour)

Amount (\$)

Professional Fees

Amount (\$)

Other

Amount (\$)

Total Expense

Amount (\$)

10. APPLICANT/ AGENT DECLARATION

I hereby make the above application for a Heritage Grant, declaring all the information contained herein is true and correct, and acknowledging that the Township of Scugog will process the application based on the information provided. I hereby also grant permission for Township employees to enter the property/premises, to review the proposal and make an inventory of the heritage attributes of the property.

Signature

Date

OFFICE USE ONLY

This application has been:

Pre-Consultation Completed

Grant Approved

Heritage Criteria Score _____

Amount Approved

Work Review Date _____

Reviewed By _____

Work Completed As Specified – Yes or No

Grant Amount Paid _____

Date Grant Paid _____

Kevin Heritage, Director of Development Services

Date