



# Heritage Conservation Districts

## Heritage Preservation Grant Program

### **Application Package**

GENERAL INFORMATION •

PROGRAM OVERVIEW •

APPLICATION PROCESS •

APPLICATION FORM •



City of  
**Peterborough**

## General Information and Instructions

Before filling out this application form, **please read the entire Application Package** and arrange for a pre-application meeting with staff. This Guide describes the purpose and basic terms and conditions of the Heritage Preservation Grant Program.

If an agent/tenant is acting as the applicant for the property owner, please ensure that the required authorization *as provided in the application form* is completed and signed by the owner. The grant will be paid by the City to the approved applicant only with the acknowledgement of the property owner.

It is the responsibility of the applicant to contact and formally retain the services of any required design consultants (architects, engineers, etc.). Any costs incurred above and beyond the grant amount are the sole responsibility of the applicant.

Attach all required information to this form including current photos of the existing building, plans, design drawings, contractor quotes. *Please Note - an application will not be considered complete until all required information and documents have been submitted.*

If the space on this form is insufficient, provide additional information on a separate page and submit with your completed application form.

Please ensure that the completed application form includes all required signatures.

Please print, in ink, the information requested on the application form.

There is no fee to apply for the Heritage Preservation Grant Program.

You may deliver your application in person or send it by mail to:

City of Peterborough  
500 George Street  
Peterborough, ON K9H 3R9  
Attention: Heritage Programs Coordinator

For further information on this program, please contact the Heritage Preservation Office:

Heritage Resources Program Manager  
Planning Division  
705-742-7777 ext.1489  
[ehanson@peterborough.ca](mailto:ehanson@peterborough.ca)

Heritage Programs Coordinator  
Planning Division  
705-742-7777 ext.1488  
[cowalsh@peterborough.ca](mailto:cowalsh@peterborough.ca)

## Program Overview

### 1) Program description

The Heritage Conservation Grant Program is administered through the Heritage Preservation Office (HPO) and provides a matching grant to property owners who undertake the restoration, and preservation of properties within a Heritage Conservation District.

### 2) Who can apply?

All owners of properties which are designated under Part 5 of the Ontario Heritage Act (Part 5 properties) may apply in writing to the City and must receive written approval prior to commencing any work related to the grant. A property owner will be eligible to apply for the grant once every five years.

### 3) Is there a fee to apply?

No.

### 4) Is a project eligible for funding from more than one City of Peterborough incentive program?

Yes.

### 5) What is the maximum grant amount?

The Heritage Conservation Grant Program will provide a grant of 50% of the cost of eligible work up to \$5,000 per property address. The grant must be matched by an equal contribution from the owner.

### 6) What types of work are eligible for a grant?

In general, to be considered eligible for a grant, a project must be directed toward the conservation or restoration of elements of the property cited in the Heritage Conservation District Plan. Examples include the

restoration of an original porch, the conservation of period windows and the restoration of decorative trim. The replacement of inappropriate contemporary windows may be considered eligible in some circumstances. Work can also include:

- the reconstruction of architectural features which still exist, but are beyond repair;
- the restoration of architectural features which have been lost, but which can be determined from documentary sources;
- professional fees to a maximum of 10% of the \$5,000 grant. Such fees may include the preparation of drawings, solutions to structural problems, preparation of specifications (e.g. masonry repair, re-pointing or cleaning) and paint analysis to document the historic paint colours.

Short-term repairs and routine maintenance will not be eligible.

### 7) What conditions must be met to be eligible for a grant?

In addition to the General Program Administration Provisions, the following program specific requirements must also be met:

- Any permits required by the municipality or applicable utilities and other service providers.
- Work must conform to the appropriate Heritage Conservation District Plan and the Standards and

## Guidelines for the Conservation of Historic Places in Canada.

- The applicant will be required to submit two itemized quotations which include all eligible construction costs associated with the project (professional fees should be provided separately), from a bona fide, licensed contractor.
- Construction must be completed within one (1) year of the date of the approval of the grant. If the work is not completed within one year, the grant approval will expire and the grant will not be paid.

### **8) When will the grant funds be advanced?**

The grant will be advanced in full when the construction of the eligible work has been completed in accordance with the program application and grant agreement.

### **9) When is the deadline for the submission of applications?**

The grants will be awarded on a first come, first served basis to the maximum of funds budgeted annually.

## Application Process

1. The application process begins with a pre-application meeting with HPO staff in order to ensure eligibility. The property owner should also consult with staff from the Planning and Building Divisions at the beginning of the process to ensure that the proposed work meets all planning and building code regulations. **Work approved under this grant program should not be assumed to have been approved by other regulatory agencies or City Divisions.** Following this consultation, complete and submit an application form ensuring that your application includes the required supporting documentation.
2. Complete the Application Form and include all relevant supporting material identified in the application checklist
3. Applications and supporting documentation are reviewed by the municipality 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.
4. Staff will perform an initial site visit and inspection of the property (if necessary).
5. A recommendation on the grant application is made by staff and forwarded to the Municipal Heritage Committee for approval.
6. If your application is approved by the Heritage Committee, a Grant Agreement is drafted and executed by the City and the owner. Owners of designated properties must also apply for a Heritage Alteration Permit.
7. The approved work may now commence, (subject to issuance of a building permit and/or other agency approvals as required).
8. Work must commence within six months of grant approval and be completed within one year of grant approval.
9. When the work is completed, City staff will conduct a final site inspection to verify compliance with the Grant Agreement and any permits issued pursuant to the Ontario Heritage Act.
10. Submit to the City copies of paid invoices and documentation of the completed work.
11. Upon review and approval of all submitted documentation, the City will issue a cheque to the applicant for the full amount of the approved funding.
12. The owner must contact the Heritage Preservation Office in advance of any deviations from the approved design and Heritage Conservation Grant Program agreement. Additional Municipal Heritage Committee approval may be required to maintain program eligibility if there are any changes.



500 George Street North  
Peterborough, ON K9H 3R9  
Phone: (705) 742-7777 Ext. 1488

e-mail: [cowalsh@peterborough.ca](mailto:cowalsh@peterborough.ca)

## Heritage Conservation Grant Program Application for Heritage Conservation District Properties

### Part A – Heritage Property Information

Address:		Postal Code:							
City:	Peterborough	Province:	Ontario						
District:	The Avenues and Neighbourhood								
Assessment Roll Number									
Existing Property Use									
Are property taxes paid in full on this property?	Yes		No						
Are there any outstanding work orders on this property?	Yes		No						

### Part B – Applicant Information

Property Owner:																							
Address:																							
City:											Province:												
Phone Number:									-							Postal Code:							
Email:																							

### Part C – Agent Information (if applicable)

Agent:																							
Address:																							
City:											Province:												
Phone Number:					-					-						Postal Code:							
Email:																							

### Authorization and Appointment of an Agent

I, \_\_\_\_\_ being the registered owner of property legally described as:  
Civic Address: \_\_\_\_\_  
Legal Description: \_\_\_\_\_  
hereby give authorization for \_\_\_\_\_ to act as my agent  
in the matter of \_\_\_\_\_.

It is understood that until the City of Peterborough is advised otherwise, the City shall deal exclusively with the above-noted person with respect to the matter noted above.

Name:		Date:					-			-		
Signature:	X		Y	Y	Y	Y		M	M		D	D

## Part D - Project Description

Please describe the proposed improvements that are eligible for funding under this program (please attach further information/sketches as required).

[illegible]

### Part E – Construction Cost Estimates and Schedule:

Please attach two detailed cost estimates (including taxes) from licensed contractors for work to be performed (in addition to the information provided below).

Name of Contractor			
Construction Estimate (\$)			
Name of Contractor			
Construction Estimate (\$)			
Total Grant Requested (\$)			
Approximate Start Date of Construction:			
Approximate End Date of Construction:			



Part E - Required Supporting Documentation

Please place a check in the box to ensure that you have included the required supporting documentation:

- ☐ detailed cost estimates for eligible work provided by a licensed contractor; a site
- ☐ plan and/or professional design/study/architectural drawings;
- ☐ specification of the proposed works, including a work plan for the improvements to be completed and construction drawings;
- ☐ photographs of the existing building;

Part F – Other Sources of Funds:

Has this property received grants/loans or other financial assistance from the City of other level of government? ☐ Yes ☐ No

If yes, please specify type and amount of financial assistance received:


Part G – Declaration

Check the appropriate statement:

- ☐ I, the Applicant, am the sole owner of the property for which this application is made.
- ☐ I, the Applicant, am one of the owners of this property and have received express authorization from all other property owners to make this application for alteration

Name:		Date:					-			-		
Signature:	X		Y	Y	Y	Y		M	M		D	D

Part H - For office use only

Received by:	Date:
Reviewed by:	Date:

- ☐ Approved
- ☐ Not approved