

HERITAGE REVIEW REQUIREMENTS

For Designated property under Part IV and Part V of the Ontario Heritage Act and Registered Property under Section 27 of the Act

Please read all sections in this form and fill out sections that best describe the proposed work. Cultural Services staff will be able to assist you in identifying the heritage status of your property and requirements for your heritage review application.

Section A: CHANGES / ADDITIONS / NEW CONSTRUCTION/ DEMOLITION TO PART IV OR PART V DESIGNATED PROPERTY

(1) Please check description of proposed work:

- Proposed new construction, changes, additions or demolition** to property designated individually under Part IV of the Ontario Heritage Act
- Proposed new construction, changes, additions** or demolition to property within the Kleinburg-Nashville, Maple or Thornhill Heritage Conservation Districts which are designated under Part V of the Ontario Heritage Act
- Sign Permit** applications within a Special Sign District as designated under the City of Vaughan Sign By-Law

(2) Please check applicable. The proposed work requires :

- Building Permit from Building Standards Department
- Site Plan Approval from Development Planning Department
- Official Plan Amendment and/or Zoning Amendment and/or Committee of Adjustment Approval

Section B: SUBMISSION REQUIREMENTS

Cultural Services will require one or more of the following items (please confirm your minimum submission requirements with Cultural Services staff. Additional copies of specific drawings from the set submitted for review may be required at the time of approval for administration purposes)

- a current survey (surveyor's plan) of the property
- site plan
- site plan, plans and elevation drawings clearly indicating the nature of the proposal
- perspective drawings and sections
- all Permits for signs require site plan and measured elevation drawings showing location, type, design, materials and size of signage
- Cultural Heritage Impact Assessment

Section C: HOW TO SUBMIT

To make a submission for heritage review, please fill in the information under the relevant section of this form and the information on section D of the same, attach a copy of any required plans or drawings, and return to Recreation & Culture Department, Cultural Services Division at 2141 Major Mackenzie Drive or Fax: 905-832-8550.

Please be advised that the information you provide Cultural Services for this Heritage Review (including final drawings), will be consolidated toward a future Heritage Permit Application. A Heritage Permit Application is deemed complete only when all final drawings, site plan and related information is submitted to the Cultural Services office for review and consideration as per current City by-laws, associated heritage conservation district design guidelines and City policies. Applicants will be notified via letter or e-mail when the Heritage Permit Application is complete and when the application will be brought to Heritage Vaughan for its consideration.

For additional information please visit www.vaughan.ca. If you have any questions or comments, please contact:

Cecilia Nin Hernandez
Cultural Heritage Coordinator
Tel: (905) 832-8585 Ext. 8115
Email: cecilia.nin@vaughan.ca

Lauren Archer
Cultural Heritage Coordinator
Tel: (905) 832-8585 Ext. 8112
Email: lauren.archer@vaughan.ca

Section D: PROPERTY INFORMATION

Subject Property Address (Street # and Street Name)

Lot No.

Concession No.

Registered Plan

**Draft Plan of Subdivision
Number**

Briefly describe the proposed alterations to the property (grading or topsoil removal, addition, alteration to Designated property, etc.)

Property Owner Name

Applicant or Representative Name (if not the same as owner)

Mailing Address

Mailing Address

Telephone (Include Area Code)

Telephone (Include Area Code)

Fax Number (Include Area Code)

Fax Number (Include Area Code)

Email Address

Email Address

FOR STAFF USE ONLY: (attach any comments and indicate date received)