



DEPARTMENT OF PLANNING AND HOUSING SERVICES

THE CORPORATION
of the
CITY OF CORNWALL

APPLICATION
for specific
HERITAGE PROPERTY TAX RELIEF (REBATE)

DEPARTMENT OF
PLANNING AND HOUSING SERVICES
340 Pitt Street, 3rd Floor
Cornwall, Ontario K6J 3P9

Office: (613) 930-2787, ext. 2328
Fax: (613) 930-7426
e-mail: < planning@city.cornwall.on.ca >

Note: As a condition to program participation, full public disclosure of property tax details is necessary.



THE CITY OF CORNWALL

HERITAGE PROPERTY TAX RELIEF (REBATE)
PROGRAM

APPLICATION FORM

The following application must be submitted to the City of Cornwall Planning Department for subsequent consideration by the Heritage Property Tax Relief (Rebate) Program Review committee (known as the Committee), and PAC/ Council.

All applicants must agree to enter into a related Agreement of Program Participation, which includes a Heritage Statement articulating specific works to be undertaken in order to receive the subject Tax Relief (as a Rebate).

Information and Material to be Provided under the coverage of:

Municipal Bylaw No. 202, 2004, The City of Cornwall Heritage Property Tax Relief (Rebate) Program Bylaw.

INSTRUCTIONS

- 1.) All applications must be fully completed and submitted to the Planning Department, signed by the owner as applicant, or authorized agent for the owners/applicant (see authorization form attached to this application).
- 2.) The application must be comprehensive and concise in terms of detail of work to be completed.
- 3.) Any pertinent additional information that the owner/applicant and/or agent feels is warranted should be attached on additional sheets.

- 4.) All applications are to be reviewed by the Committee prior to consideration by PAC and then Council. The Committee will provide a recommendation to PAC either in support of, or against the application request.

PAC traditionally meets every third Monday of the month, except in July/August when a combined meeting is usually held.

- 5.) The applicant/agent should be prepared to present and defend the funding request in front of the Committee and/or PAC/Council. For example, it is the applicant's/agent's responsibility to defend the application and to provide the relevant information to satisfy the requirements of the Committee.
- 6.) Presently, there are no fees associated with the application to this program or with registration on title of any and all agreements. The City has agreed under the terms/agreements of the Program to pay for registration fees and staff participation in application analysis/implementation.

DETAIL(S) OF APPLICATION SECTION

PARTS I AND II: General Information and Site Specific Designating Bylaw Details

PART III: Statement(s) of Request for Relief

This section provides an opportunity for the applicant/agent to put into their own words the expectations/goals/objectives in applying to the program.

PART IV: Heritage Statement (to be filled out in consultation with representatives of Heritage Cornwall).

The Heritage Statement forms the primary basis and detail as to the type of work and associated cost, which the tax relief monies will assist in paying for in order to carry out the historic preservation/maintenance.

The Heritage Statement will form a part of the Agreement of Program participation to be registered on title.

PART V: Past Preservation Initiatives on Subject Property

List any past initiatives to preserve designated and non-designated historic (architectural) features on the subject site. The summary of costs incurred to implement such works should also be included in such a listing and a statement of the state of items at time of making this application.

PART VI: Sworn Statement Certifying Application Correctness and Accuracy

This section must be duly signed by the owner/applicant or authorized agent in front of a Commissioner of Oaths.



THE CORPORATION OF THE
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THE HERITAGE PROPERTY TAX RELIEF (REBATE)
PROGRAM

APPLICATION FORM

OFFICE USE ONLY

File Number: _____

Date Received: ___ / ___ / ___
D / M / Y

Related File Number(s): _____

PART I: GENERAL INFORMATION

1.1 Owner's/Applicant's name and address

Name

Street Number City Province Postal Code

1.1a Owner's/Applicant's contact telephone/fax numbers and e-mail address, if available (please include area code, if long distance).

Telephone Number: _____

Fax Number: _____

Email Address: _____

1.2 Location of Property/Buildings Subject to this Application

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★1.3 Please identify the names and addresses of any mortgages, changes or other encumbrances (i.e. liens against property) on the subject property (including a statement whether or not the property is in tax arrears with the Municipality. Should the property be in tax arrears, eligibility to the program will be suspended until such arrears are duly paid).

PART II: SITE SPECIFIC DESIGNATING BYLAW DETAILS

As a condition of participation in this program, the subject property must be designated under either PART IV (individual properties) or PART V (Heritage District designation) of the Ontario Heritage Act, as amended.

2.1 Designating Bylaw Number: _____
(*must correspond to subject property reference found in PART I of this application*).

2.2 Items identified as being "protected" in the Reasons for Designation in Bylaw, as stated above.

- 1.) _____
- 2.) _____
- 3.) _____
- 4.) _____
- 5.) _____
- 6.) _____
- 7.) _____
- 8.) _____

other: _____

(use additional sheets as needed to list further items).

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- 2.3 Were you the owner that initiated the Designating Bylaw on the property?
 Yes No
If yes, why? If no, why did you buy a designated property?

PART III: STATEMENT(S) OF REQUEST FOR RELIEF

- 3.1 Describe in general terms, the reason(s) for applying to this program including, but not limited to, your expectations, goals and objectives to achieve an outcome.

PART IV: HERITAGE STATEMENT

The following chart must be fully completed in order to receive your maximum eligible tax relief (rebate). This is the single most important part of the application, since it represents the specific detailed actions needed to be satisfactory implemented in order to receive a tax relief in the form of a Rebate cheque from the City.

Consultation on the detail(s) of this chart must take place with the appropriate representatives of Heritage Cornwall prior to completion of PART IV.

PART IV: 4.1 HERITAGE STATEMENT

PROPERTY ADDRESS: _____
 (Municipal Number / Street / Legal Description)

Designating Bylaw Number: _____

Date of Building Construction: _____ / **General Architectural Style:** _____

Designated Item No.	Building Facade Elevation (north, south, east, west)	Historic Feature(s) (with details)	Description of Existing Condition and Related Proposed Work	Work to be Completed by: (self/applicant or other qualified contractors)	Estimated Cost of		Anticipate Completion Date (This can last up to the duration of the Agreements being a max. of five (5) years for example)
					Labour (no labour costs if conducted by self or applicant)	Type of Materials	
1.							
2.							
3.							
4.							
Total estimated combined cost of project(s) with overall project completion date.							\$

PART IV: 4.1 HERITAGE STATEMENT (continued)

PROPERTY ADDRESS: _____
 (Municipal Number / Street / Legal Description)

Designating Bylaw Number: _____

Date of Building Construction: _____ / **General Architectural Style:** _____

Designated Item No.	Building Facade Elevation (north, south, east, west)	Historic Feature(s) (with details)	Description of Existing Condition and Related Proposed Work	Work to be Completed by (self/applicant or other qualified contractors)	Estimated Cost of:		Anticipate Completion Date (This can last upto the duration of the Agreements being a max. of five (5) years for example.)
					Labour (no labour costs if conducted by self or applicant)	Type of Materials	
5.							
6.							
7.							
8.							
Total estimated combined cost of project(s) with overall project completion date.						\$	

Note: The applicant is responsible for ensuring that any proposed work is supported by Heritage Cornwall and meets or exceeds accepted Conservation practices. Also, a determination is made on whether a building permit is need for such work.

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The Statement must have an indication of:

- The current condition (photos can augment the text) of each heritage attribute (item) to be preserved/restored/maintained.
- The specific physical actions/works to be undertaken.
- Timeframe for the actions/works.
- Estimated cost(s) associated with the actions/work and should include both materials costs and labour (if not being undertaken by the property owner themselves).

Finally, the Heritage Statement will form a part of the Agreement of Program Participation to be registered on title.

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PART V: PAST PRESERVATION INITIATIVES ON SUBJECT PROPERTY

5.1 Please list, in a summary form, any and all known preservation initiatives (improvements) on the subject property over the last five (5) years.

5.2 What is the approximate total expenditure amount of such improvement listed in Section 5.1? \$_____.

5.3 Were these amounts completely incurred by yourself (private monies) or was there access to various sources of Government funding programs?

- Private Monies
- Government Funding

Described the Programs that were accessed:

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PART VI: SWORN STATEMENT CERTIFYING APPLICATION CORRECTNESS AND ACCURACY

I/we _____, being the (Owner/Authorized Agent) of/for the subject property do hereby certify that to the best of my/our knowledge and belief, the particulars given in this application and accompanying supporting material(s) are correct and accurate and represent a full disclosure of pertinent information with respect to the subject matter.

Declared before me at the
City of Cornwall, in the
County of Stormont this
____ day of _____, 200__.

Signature of Applicant or Authorized Agent

(A Commissioner of Oath, etc.)

Authorized Agent (if different from Owner/Applicant):

_____ Name			
_____ Street Number	_____ City	_____ Province	_____ Postal Code
Telephone Number:	_____		
Fax Number:	_____		
Email Address:	_____		

List of Supporting Materials: (please list additional information such as photos, historic documentation, etc.)

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