

## Pre-Application Consultation

Prior to the submission of this application, applicants are strongly encouraged to consult with staff of Planning Services in the Development Services Department. Early consultation can result in the identification of matters that will significantly assist in the processing of the application including whether the property is designated under the Ontario Heritage Act.

For more information on Heritage Oshawa please see the City of Oshawa website at <http://www.oshawa.ca/things-to-do/heritage-tax-reduction.asp>.

Questions with respect to the application and process or requests to meet with staff before an application is submitted may be made in person at: Planning Services, City Hall, 8th Floor, Rundle Tower, 50 Centre Street South, Oshawa or by telephone at (905) 436-3853.

## Submission Requirements

- A Heritage Easement Agreement must be registered on title. If a Heritage Easement Agreement has not already been registered on title, the applicant shall be required to execute a Heritage Easement Agreement for registration on title and submit a one-time Heritage Easement Agreement Registration fee of **\$75.00**.

Methods of payments are: Cash, Cheque (payable to the City of Oshawa) and Interac.

**Note:** Registration of a Heritage Easement Agreement must be completed by December 31 of the taxation year for which the tax relief is sought. Since the City requires time to prepare Heritage Easement Agreements, the applicant should submit the executed Agreement well in advance of the end of the initial taxation year for which the tax relief is being sought.

- Deadline for submission of the Heritage Property Tax Reduction application for the 2016 Tax Year is **February 28, 2017**.
- Deadline for submission of the Heritage Property Tax Reduction application for the 2017 Tax Year is **February 28, 2018**.
- Deadline for submission of the Heritage Property Tax Reduction application for the 2018 Tax Year is **February 28, 2019**.

- One (1) original and one (1) copy of this application form submitted to:

Director, Planning Services  
Development Services Department  
City of Oshawa  
50 Centre Street South  
Oshawa, ON L1H 3Z7

- Photographs of the heritage property, including photographs of each elevation of every building or structure that comprises the heritage property. Label each photo on the back with the date, and for elevation photos, also indicate the direction the elevation faces (north, south, east and west).
- One copy of the previous year's Municipal Property Tax Bill (Final).
- Property taxes are up to date and paid in full.
- Letter of authorization (see Section 1, 8 and 9).
- Eligibility for a property tax reduction for heritage properties shall be determined in accordance with By-law 106-2011 enacted pursuant to Section 365.2(1) of the Municipal Act, 2001.

Office Use	
File Number:	
Date Accepted:	
Heritage Designation By-law Number:	
Date Heritage Easement Agreement Registered:	
Heritage Easement Agreement Registration Fee:	<input type="checkbox"/> received <input type="checkbox"/> previously registered
Date of Inspection: _____	<input type="checkbox"/> satisfactory <input type="checkbox"/> unsatisfactory
Heritage Oshawa Member(s) present at inspection:	
The subject property has met the requirements of the Heritage Property Tax Reduction Program. Finance Services can proceed with the property tax reduction.	Signature of Planner:

**1. REGISTERED OWNER/APPLICANT/AGENT**

Name	Mailing Address	Telephone	Fax	E-mail
Registered Owner*				
Applicant				
Agent or Solicitor				

\* If more than one Registered Owner, please attach a sheet of paper with the required information. If numbered company, give name and address of principal owner.

Matters relating to this application should be sent to (select one only):

Registered Owner     Applicant     Agent

The applicant is:

Registered Owner     Lessee of land/ tenant     Prospective Owner     Agent

If the applicant is not the Registered Owner, the Registered Owner **must consent** to the Heritage Property Tax Reduction application by signing Sections 7 and 8 of the application or a letter of authorization.

Is a separate Letter of Authorization attached?     Yes     No

**2. PROPERTY INFORMATION**

<b>Location and Description</b>			
Municipal Address(es) (Street No. and Name of Street)			
Lot(s)	Concession(s)	Former Twp.	Roll Number 1813-0_0-0_ _- _ _- _ _-0000
Registered Plan No.	Lot(s)/Block(s)	Reference Plan No.	Part Number(s)

**3. HERITAGE REQUIREMENTS**

	<b>Yes</b>	<b>No</b>	
Is the property designated?	<input type="checkbox"/>	<input type="checkbox"/>	<b>If Yes</b> , what is the Designation By-law number? _____
Is there a Heritage Easement Agreement registered on the subject property?	<input type="checkbox"/>	<input type="checkbox"/>	

**Note:** If you answer **No** to either of the above questions, please contact Planning Services, 8<sup>th</sup> Floor, 50 Centre Street South, or 905-436-3853.

**4. CONDITION OF BUILDING(S) AND/OR STRUCTURE(S)**

To be eligible the property and building(s)/structure(s) must be in good and habitable condition.

	<b>Yes</b>	<b>No</b>
<b>Building/Structure No. 1:</b> _____		
Building type (e.g. farmhouse, barn, single detached dwelling): _____		
Is the building occupied and habitable?	<input type="checkbox"/>	<input type="checkbox"/>
Is the building in good condition?	<input type="checkbox"/>	<input type="checkbox"/>

	<b>Yes</b>	<b>No</b>
<b>Building/Structure No. 2:</b> _____		
Building type (e.g. farmhouse, barn, single detached dwelling): _____		
Is the building occupied and habitable?	<input type="checkbox"/>	<input type="checkbox"/>
Is the building in good condition?	<input type="checkbox"/>	<input type="checkbox"/>

	<b>Yes</b>	<b>No</b>
<b>Building/Structure No. 3:</b> _____		
Building type (e.g. farmhouse, barn, single detached dwelling): _____		
Is the building occupied and habitable?	<input type="checkbox"/>	<input type="checkbox"/>
Is the building in good condition?	<input type="checkbox"/>	<input type="checkbox"/>

**5. CONTRAVENTIONS**

Is the property the subject of any City by-law contraventions, work orders or other outstanding municipal requirements as of the date of this application? **If Yes**, please identify the issue:  Yes  No

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6. OTHER PROPERTY TAX REDUCTION PROGRAMS

Is the property currently receiving tax reductions or refunds under any other municipal programs (e.g. Low Income Senior/Disability Grant, Charity Rebate, Veteran's Rebate, Navy League, Vacancy Rebate, Assessment Review Board Rebate)? If Yes, please identify the program(s):

Yes No checkboxes

7. ACKNOWLEDGEMENTS AND AFFIDAVIT OR SWORN DECLARATION

APPLICANT'S ACKNOWLEDGEMENTS box containing 5 numbered items regarding public review, information use, and application requirements.

I, \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_

in the \_\_\_\_\_ of \_\_\_\_\_ solemnly declare that all the statements contained in this application and all of the statements contained in all the exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act. I also agree to allow the City of Oshawa, its employees and agents to enter upon the subject property for the purpose of conducting surveys and tests that may be necessary to this application. I further agree for the purposes of the Municipal Freedom of Information and Protection of Privacy Act to authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act and the Ontario Heritage Act for the purposes of processing this application. I further agree to comply with all of the Applicant's Acknowledgements as set out above.

DECLARED before me at the \_\_\_\_\_ of \_\_\_\_\_

in the \_\_\_\_\_ of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ in the year of \_\_\_\_\_ .

\_\_\_\_\_  
A Commissioner, etc.

\_\_\_\_\_  
Signature of Registered Owner, Applicant or Authorized Agent

**8. AUTHORIZATIONS**

If the applicant is not the Registered Owner of the land that is the subject of this application, the written authorization of the Registered Owner (or the written authorization of each owner, in the case of shared ownership) that the applicant is authorized to make the application **must be attached**, or in the case of a single owner, the authorization set out below must be completed by the Registered Owner.

I, \_\_\_\_\_ am the Registered Owner of the land that is the subject of this application for Heritage Property Tax Reduction and I authorize \_\_\_\_\_ to make this application on my behalf and for the purpose of the *Municipal Freedom of Information and Protection of Privacy Act* to provide any of my personal information that will be included in this application or collected during the processing of the application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Registered Owner

**9. CONSENT OF REGISTERED OWNER**

Complete the consent of the owner concerning personal information set out below (or the written authorization of each owner in the case of shared ownership).

I, \_\_\_\_\_ am the Registered Owner of the land that is the subject of this application for Heritage Property Tax Reduction and, for the purpose of the *Municipal Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the *Planning Act* and the *Ontario Heritage Act* for the purposes of processing this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Registered Owner