



GUIDE FOR THE SUBMISSION OF AN APPLICATION

Planning and Building Permit Fee Grant GRANT APPLICATION

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PROCESSING THE APPLICATION

Upon receipt of a completed application, it will be circulated as necessary (i.e. Building, Planning and Finance Departments). The comments received will assist staff with the review of the application, and ensure eligibility of the applicant.

The proposed work must conform to all municipal policies, standards and procedures including zoning, urban design guidelines and heritage policies and legislation and will be subject to review and the issuance of necessary planning and development approvals and building permits.

Any outstanding work orders registered against the subject property must be satisfied prior to the grant being approved or be satisfied as part of the proposed work.

At the appropriate times, the applicant, owner or agent, as the case may be, will receive the following:

- a. Written acknowledgement of receipt of the completed application;
- b. Written notice of the grant commitment which will be valid for one year.
- c. Written notice of any improvements which are not eligible expenses for this program.

PRE-CONSULTATION

Before submitting an application, applicants shall contact the Township to discuss the proposed application. Time is often saved by these preliminary discussions. It may be necessary to seek the assistance of independent professional help (e.g. architect/engineer, etc.) for complex renovations, restorations and/or improvements. For additional information or assistance in completing this application, please contact the Township at 519-763-1226.

SUBMISSION

The following is required in order for the Planning and Building Permit Fee Grant application to be considered complete:

- One copy of this completed application form
- Section C completed – including costs of Building Permit Fees or Planning Application Fees
- Written consent from the registered owner where the applicant is not the owner

AND include **two (2) copies** of the following:

- Any original drawings/photos of the property, including showing existing building condition and past/historical photographs or drawings
- Any Building Permit drawings or Site Plans showing the proposed changes – elevations, artist renderings, good quality plans
- Any other information requested by the Township

The above information is required to ensure that your application is given full consideration. An incomplete or improperly prepared application may not be accepted or may result in delays during the processing of the application. Only one Application per subject address will be permitted. If there are multiple properties, separate applications may be required.

If other documentation/supporting material becomes necessary, you will be contacted prior to your application proceeding.

Please submit the completed application to Township of Puslinch, 7404 Wellington Rd 34, Puslinch, ON N0B 2J0. ATTENTION: Community Improvement Program

The Township of Puslinch will be promoting the Planning and Building Permit Fee Grant to other businesses. Successful applicants will be expected to participate in news releases, brochures and other promotional material. Do you agree to participate?

- Yes No

Planning and Building Permit Fee Grant

Office Use:
File Number: _
Related File: _
Application Submitted: _
Complete Application: _

This application must be typed or printed in ink and completed in full.

Property assessment roll number: 2301-000 -

A. APPLICANT INFORMATION

Name of Applicant _____

Note: if the applicant is a numbered company also provide the name of a principal of the company.

Address: _____

Municipality _____ Postal Code: _____

Phone: _____

E-Mail address: _____

Name of Agent _

Address: _

Municipality: _ Postal Code: _

Phone: _

E-Mail address: _____

Name of Owner _

It is the responsibility of the owner or applicant to notify the Township of any changes in ownership within 30 days of such a change

Address: _

Municipality _____ Postal Code: _

Phone: _

E-Mail address: _

Please specify to whom all communications should be sent.

Unless otherwise directed, all correspondence, notices, etc., in respect of this application, will be forwarded to the Applicant, except where an Agent is employed, then such will be forwarded to the Applicant and Agent.

Applicant Agent Owner

Are your property taxes paid up to date? Yes No

B. LOCATION DESCRIPTION OF SUBJECT LAND

Municipal Address: _

Are there any easements or restrictive covenants affecting the subject lands?

Yes No

If yes, describe the easement or covenant and its effect:

Are there any other sources of funding being applied for (Provincial, Federal or Municipal)?

Yes No

If yes, list other sources and amount of funding requested:

C. DESCRIPTION OF PROPOSED APPLICATIONS

Please provide an explanation of what you propose to do on the subject lands/premises and how the proposed applications comply with any applicable **Urban Design Guidelines and Zoning?**

Cost of Proposed Building Permit/Planning Applications: _

D. PROPERTY INFORMATION

Present zoning:

If known, provide the date of any existing buildings or structures that were constructed on the subject lands:

Is any existing building designated under the *Ontario Heritage Act*?

Yes No

If yes, identify and provide the by-law number and/or attach a copy of the by-law:

Date the subject property was acquired by the current owner: _

Present use of the subject property:

If known, the length of time the existing uses have continued on the subject property:

Proposed use of the subject property, if different from current use:

E. OTHER INFORMATION

Is there a time limit that affects the processing of this application?

Yes No

If yes, describe:

Is there any other information that you think may be useful in the review of this application? If so, explain below or attach on a separate page.

F. PERMISSION TO ENTER SUBJECT LANDS

Permission is hereby granted to Township of Puslinch staff to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

Owner/Applicant/Agent Signature

Date

G. FREEDOM OF INFORMATION

For the purposes 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 any information that is collected for the purposes of processing this application.

Owner/Applicant/Agent Signature

Date

H. OWNER'S AUTHORIZATION

If the applicant is not the registered owner of the land that is the subject of this application, the owner must complete the authorization set out below.

I/We _____ am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize _____ to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application.

Owner: _____ Date: _____

Owner: _____ Date: _____