



HERITAGE PROPERTY GRANT APPLICATION

FOR OFFICE USE ONLY
Date the Application is Received by Municipality:
Application No.:

1. Registered Owner's Name: _____
Address: _____
Postal Code: _____
E-mail: _____
Telephone: Home (____) _____ Work (____) _____
Cell (____) _____

2. Legal Description of Property:
Street Address: _____
Registered Plan No.: _____ Lot No.: _____
Assessment Roll No. (From your tax bill): _____

3. Explanation of proposed work to which the grant will be applied:

4. Amount Requested (Up to \$5,000.00): _____

5. Written Description:
The applicant must provide a one-page typed document outlining how a heritage grant would assist you with your project, and how the money will be used to support a specific alteration project. You should attach, as an appendix, a budget outlining the total costs of the project and a cost estimate for the project.

Notice of Collection

Municipal Freedom of Information and Protection of Personal Privacy Act

Personal information collected at this hearing is collected under the authority of the Planning Act, R.S.O. 1990 as amended, and will be used to assist in making a decision on this matter. All names, addresses, opinions and comments will be made available for public disclosure. Questions regarding this collection should be forwarded to the Planning Clerk, Municipality of Mississippi Mills, PO Box 400, Almonte ON, K0A 1A0, (613) 256-2064 ext. 507 or mplanner@mississippimills.ca.

General Questions:

1. Have you received the Municipality of Mississippi Mills Heritage Committee approval for the proposed work? Yes [] No [], if yes, date and month of approval: _____

Signature of Owner(s)

Name of Owner(s) (Please Print)

Signature of Agent

Name of Agent (Please Print)

If the application is signed by an agent, the owner's written authorization for the agent to act must accompany this application.

FOR OFFICE USE ONLY:	
Designating By-law No.: _____	
Property Listing in Buildings of Architectural and Historical Significance:	Volume: _____ Page No.: _____ Heritage District: _____
Municipality of Mississippi Mills Heritage Committee Recommendation:	
RECOMMENDED	NOT RECOMMENDED
Comments: _____ _____ _____	

INFORMATION SHEET FOR THE MUNICIPALITY OF MISSISSIPPI MILLS HERITAGE PROPERTY GRANTS

To receive a Municipality of Mississippi Mills Heritage Property Grant, there are several criteria which both a property and a project must meet. If an application does not meet these criteria, it will not be considered for a Heritage Grant. Questions should be directed to the Planning Clerk at mplanner@mississippimills.ca or 613-256-2064 ext. 507.

1. Property Eligibility Criteria:

- A property designated under Part IV or Part V of the Ontario Heritage Act and which is located within the Municipality of Mississippi Mills;
- The details of the project must be approved and completed according to recommendations from the Mississippi Mills Heritage Committee (MMHC) and Council. This involves the approval of the project by the MMHC and an additional grant application form;
- The property is not eligible for heritage tax relief under bylaw 08-08 from the Municipality of Mississippi Mills;
- The Property Owner is not a Federal, Provincial, or Municipal Government Agency;
- There are no taxes or other monies owed to the Municipality of Mississippi Mills;
- Any previous work on the character defining elements of a designated property by the current owner must have received KMHC and Council approval;
- All projects will be limited to 'Eligible Work'

"Eligible Work" means any work which conserves or enhances the designated character defining elements of the property, performed in accordance with a permit issued pursuant to the Ontario Heritage Act and including but not limited to:

- the conservation of existing elements;
- the reconstruction of existing features that are beyond repair or conservation; and
- the accurate reproduction of significant features which no longer exist, but for which clear documentary material exists.

The reproduction of significant features may include, but is not limited to:

- Repair or restoration of the exteriors of buildings including roofs, windows, doors, and masonry;
- Interior work when included as part of the reasons for designation; and
- Restoring/repairing original windows.

INELIGIBLE PROJECTS include:

- Manufacture and installation of commemorative plaques;
- Insulation;
- Restoration or renovations of building interiors;
- Unnecessary or overly aggressive exterior cleaning such as sandblasting;
- Structural works to the exterior of buildings to accommodate modern renovations such as addition and new doors and windows;

- Historical landscaping;
- Short term repair work; and
- Maintenance.

All work must be in accordance with the 'Recommended Guidelines'.

Recommended Guidelines means a Council-approved MMHC recommendation concerning the works to be undertaken, or in the absence of any specific direction from either Council or MMHC.

NOTE: Work that was approved but was done in a poor or defective manner or in a manner contrary to the direction of MMHC or Council, will NOT be funded.

2. Funding for Eligible applications will be awarded on a first-come-first served basis. Applications will be accepted starting on March 1st of each year and will continue to be accepted until December 31st or until the funds are depleted. An eligible application submitted after the funds are depleted will not be carried over into the next year; the application will have to be re-submitted.

3. General Application Information

Before submitting a formal application for financial assistance, it is recommended that the Applicant take the following steps:

- (a) Determine if the property is eligible for funding, or discuss some initial ideas with the Municipality of Mississippi Mills Heritage Committee.
- (b) Discuss any restoration or conservation proposal with a Municipality of Mississippi Mills Building Official at the Municipal Office to determine the zoning and other building regulations.
- (c) Secure a grant application form from the Planning Department or MMHC. The Applicant should return the completed form to the MMHC.