

Information Regarding the Heritage Approval Process

The City of Thunder Bay has passed a bylaw in accordance with the Heritage Act, whereby any development, alteration, renovation or demolition on individually designated properties and any exterior renovation, alteration or demolition of buildings within the Waverly Park Heritage Conservation District requires review by the local Heritage Advisory Committee and approval of City Council.

A preliminary review of your application for a building permit indicates that the property/building in question is subject to such approval. To that end, an application must be made to the Heritage Advisory Committee, which reviews your proposal and considers that work in relation to heritage considerations. In doing so, the applicant is encouraged to make representation to the Committee that puts forth an argument supporting the work proposed. **It is suggested that the use of photos showing the building as it currently exists, as well as graphic representation of the building's appearance after the proposed alteration are useful to the Committee in reviewing your application.**

It is important to note that the accuracy, quality and amount of detail provided in your application are important factors in presenting your proposal. As you can appreciate, alterations that preserve the desired heritage aspect are likely to be looked at with more favour than proposals lacking this component.

Notice to Applicant

Please be advised, the Heritage Advisory Committee meets every 2nd Thursday of the month.

The next Heritage Advisory Committee meeting is:

Date and Time: _____ @ 4:45PM

Location: Martin Room, 3rd Floor, City Hall

Call to confirm you are scheduled on the above noted agenda!

*The applicant is advised to ensure their application is on that agenda
3 working days prior to the meeting by calling the following person:*

Bonnie Nistico, Deputy City Clerk @ (807) 625-2236

The approval process is not complete until approved by City Council and will typically be included on the Council agenda following the Heritage Advisory meeting.

Be sure to contact the Building Division regarding your **BUILDING PERMIT APPLICATION** when you receive notice that your project has 'Heritage 'approval!'

Application for Review by the Heritage Advisory Committee and City Council

Name of applicant: _____

Address of applicant: _____
Municipal number and street

City Province Postal Code

Contact numbers: Phone: _____ Fax: _____

E-mail: _____

Project Description

Project address: _____

Project Description: _____

Release of Information

I _____ am the owner/authorized agent making this application and give permission to the Building Division to release any or all of the information accompanying this application for the purpose of review by the Heritage Advisory Committee and to City Council, both of which involve public meeting forums.

Signature

date