**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

**APPLICATION FOR A HERITAGE PROPERTY GRANT**

**THE ACCURACY AND COMPLETENESS OF THIS APPLICATION IS THE RESPONSIBILITY OF THE APPLICANT.**

DATE FILED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ APPLICATION NO.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. NAME OF OWNER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ADDRESS OF OWNER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 POSTAL CODE: \_\_\_\_\_\_\_\_\_\_\_\_ TELEPHONE NO.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 E-MAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. LOCATION OF PROPERTY:

 CIVIC ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 REGISTERED PLAN NO. and LOT NO.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ASSESSMENT ROLL NO. (from your tax bill): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. BRIEF DESCRIPTION OF WORK TO WHICH THE GRANT WILL BE APPLIED:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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 Municipal Clerk, Municipality of Mississippi Mills, PO Box 400, Almonte ON, K0A 1A0, (613) 256-2064.

General Questions:

Have you received the Municipality of Mississippi Mills Heritage Committee approval for the proposed work?

Yes No

Date and month of approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TO BE COMPLETED BY TOWN STAFF:

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:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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SIGNATURE OF OWNER(S) SIGNATURE OF AGENT

Please print name legibly under signature

IF THE APPLICATION IS SIGNED BY AN AGENT, THE OWNER’S WRITTEN AUTHORIZATION FOR THE AGENT TO ACT MUST ACCOMPANY THIS APPLICATION.

**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 Roxanne Sweeney, Planning Clerk at 613-256-2064.

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 works 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