



## Heritage Property Tax Refund Program Application

Heritage Property Tax Refund Program Application for applying for approval under the Township of Selwyn By-law 2017-071 Please review the Heritage Program Information Package, By-law 2017-071 and the attached Heritage Preservation and Maintenance Agreement prior to the signing and submitting your application.

Complete **all** applicable sections of the application form.

### Property Information

Municipal Address: \_\_\_\_\_

Municipality of Selwyn Former Township of:  Smith  Ennismore  Lakefield

Tax Roll Number 15.16. \_\_\_\_\_ .0000

### Owner Information

Person  Corporation

Register Owner(s): \_\_\_\_\_

\_\_\_\_\_

Address for Service: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### Designation Under the Ontario Heritage Act

The property designated under:

Part IV (Individual)  
Historical Reference Name: \_\_\_\_\_ (e.g. The Manor)

### Insurance Requirements

Name of Insurance Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Submit a certificate from your insurance company/agent/broker that states the Owner has a valid insurance policy which insures the building against normal perils that are coverable by all risk property insurance in an amount equal to the replacement cost of a similar new building with an exterior design complementary to the existing structure.

Photographs of Building or Features

Please provide a current photograph of each elevation of the building (north, south, east and west). On the back of each photograph, provide the date and direction the photo was taken.

Are the Photographs with the Application  Yes  No

If yes:  Building/Structure  Protected Features  Both

Date of Photographs: \_\_\_\_\_

Condition of Property/Building

To be eligible, the heritage features must be preserved, the property/building must be maintained in a good state of repair and be in a habitable condition.

Have the features been preserved:  Yes  No

Has the building been maintained in a good state of repair?  Yes  No

Is the building occupied and habitable?  Yes  No

Other Property Tax Reduction Programs

Is the subject property currently receiving tax reductions or refunds under other municipal programs? (e.g. commercial/industrial vacancy refunds, charity rebates, senior tax rebate)

Yes  No

If yes, please identify the program(s): \_\_\_\_\_

Anticipated Work For Upcoming Year

Please identify any anticipated restoration and maintenance activities and costs associated with the property for the coming year, if you wish to eligible for the Township's Heritage Refund Program.

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

Owner's Signature

I confirm that all of the information contained herein is true and correct, that I read and agree to the terms of the Heritage Preservation and Maintenance Agreement (pages 4 and 5) and that by signing this Application, I am also agreeing to be bound by the terms of the Agreement in the Application is approved and executed but the Township.

Executed at Selwyn, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Signature of Registered Owner

Signature of Witness

Printed Name of Registered Owner

Printed Name of Witness

If the owner is a registered Company, please sign below:

Print Name of Company

Per: \_\_\_\_\_

Print Name of Officer

Position: \_\_\_\_\_

I have authority to bind the Corporation

Township's Signature

Approved and Executed by the Township of Selwyn, this \_\_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_\_

The Corporation of the Township of Selwyn by:  
Selwyn Municipal Heritage Committee

Per: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: Chair or Vice Chair

I have authority to bind the Corporation

The personal information on this form is collected under the authority of Section 365.2 of the Municipal Act, as amended and By-law \_\_\_\_\_, as amended. The information is used for the purpose of processing this application and administering the legislation. Questions regarding the collection of this information should be directed to the Township's Records/FOI Co-ordinator.

Please forward this application and all relevant documentation to:

Selwyn Municipal Heritage Committee  
c/o The Building and Planning Department  
1310 Centre Line  
Selwyn, ON K9J 6X5  
Mailing Address: PO Box 270, Bridgenorth, ON K0L 1H0

**Applications must be received no earlier than February 1st and no later than 4:30 p.m. on the last business day of February. Please note that applications are applicable to the previous year. For example, rebates for the 2021 tax year must be applied for in February of 2022.**

## **Heritage Preservation and Maintenance Agreement**

The Owner is the registered owner of certain lands and premises situated in the Township of Selwyn, in the County of Peterborough and more particularly described in the Application (“hereinafter called the “Property”)

The Owner acknowledges that the Property has been designated by the Township pursuant to the Ontario Heritage Act R.S.O. 1990, c. O.18 as being of architectural and/or historic value or interest, and that the designation by-law was registered on title to the Property, (hereinafter referred to as the “Designation By-law”);

The Owner acknowledges that one of the purposes of the Ontario Heritage Act is to support, encourage and facilitate the conservation, protection and preservation of the heritage on Ontario;

The Owner acknowledge that under Section 365.2 of the Municipal Act, 2001, c.25, the Township passed By-law \_\_\_\_\_, dated \_\_\_\_\_ to provide for the Heritage Property Tax Refund Program (hereinafter referred to as the “Program”), as an incentive for the owners to preserve and maintain heritage property;

### **Reasons for Designation**

1. The Owner and the Township agree that for the purpose of this Agreement the reason for the Designation of the Property are as set out in the Designation By-law for the Property.

### Photographs Relevant to Duties of the Owner

2. The Owner agrees that the photographs submitted with the Application generally depict certain significant features of the appearance or the construction of the building. The reasons for the designation and the aforesaid photographs shall be referred to in determining the duties of the Owner under this Agreement.

### **Duties of the Owner**

#### Preservation of Heritage Features

3. The owner agrees that features and the appearance and construction of the heritage property have been preserved as set out in the Reasons for Designation and as maybe depicted in the photographs submitted with the Application.

#### Maintenance of the Building

4. The Owner agrees that all times the Building has been maintained in as good and sound a state of repair as a prudent owner would normally do, so that no deterioration in the Building’s condition and appearance has taken place, including, taking all reasonable measures to secure and protect the Building from vandalism, fire and damage from inclement weather.

5. The Owner warrants at the time of the Application, the Building was occupied and in a good habitable condition.

6. The Owner further warrants that at the time of the Application, there are no outstanding taxes, fines, penalties, fees, work order or any other contravention or outstanding municipal requirements.

Inspection of the Property

7. The Owner hereby consents to the Township or its representatives upon receipt of the Application, entering onto the Property at a reasonable time to conduct inspections of the interior and exterior of the Property, upon prior written notice to the Owner or at least twenty-four (24) hours. The purpose of the inspection is to ensure compliance with the terms of the Agreement and to confirm the eligibility requirement of the Program.

Execution of the Application

8. By executing and submitting the Heritage Property Tax Refund Program Application, the Owner hereby agrees to be bound by the terms of this agreement and the Township agrees to be bound by the terms of this Agreement upon the approval and execution of the Application of the Township or its designate representative.

9. This Agreement shall be constructed with all changes in number gender as may be required by the context.

