



# GREENFIELD HERITAGE CONSERVATION DISTRICT PERMIT APPLICATION

Building Division  
Township of North Dumfries  
2958 Greenfield Rd., P.O. Box 1060,  
Ayr, ON, N0B 1E0

**Applicant Note:** Applicant(s) must be the legal owner(s) of the property or have an Authorization Form signed by the registered owner.

**Please Submit Application and Required Information by E-Mail or in Person to:**

Chief Building Official Shannon Black at the Township of North Dumfries Community Complex  
2958 Greenfield Rd., P.O. Box 1060, Ayr, ON, N0B 1E0

Email Address: [building@northdumfries.ca](mailto:building@northdumfries.ca)

Name of Applicant(s):	
Address:	
City/Postal Code:	
Phone Number:	
Email:	
Applicant's Interest in the Property:	
Which option best indicates your current position in regards to the property:	<input type="checkbox"/> Owner <input type="checkbox"/> Option to Buy/Agent

## Subject Property Details

LEGAL DESCRIPTION (If known):

What is the Present Use: (Please circle)	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Institutional
What is the District Classification: (Please circle)	<input type="checkbox"/> Contributing Resource		<input type="checkbox"/> Non-Contributing Resource	

## Nature of Application (color in correct circle)

Exterior     Interior     Signage     Demolition

New Construction     Alteration     Relocation

## Written Description

The application must be supplemented with a written description outlining the project proposal including any conservation methods that you intend to use. Please provide a thorough account of materials to be used, paint colours, measurements, decorative details, and whether any original elements of the building will be removed or replaced. Please attach the written description to your application upon submission.

Please describe proposed use of building(s) and property including building materials, construction methods etc.

Please describe why it is necessary to undertake the proposed work.

Explain how the proposal complies with the Greenfield Heritage Conservation District Plan and how it will impact the district.

*Please attach construction/building plans and elevation drawings drawn to scale as well as a sketch made over a photograph of the proposed work. Details about the construction plan must be submitted, such as porch/ verandah replacement, new addition, erection of new building or structure, or other major construction plans that may be visible from the street. Attach information regarding design, including size, sample material, sample siding/ cladding, colour/paint chip according to the proposed alterations to significant features such as: window and door replacement, re-roofing, chimney replacement, cladding and siding. Visit the "Essential Details for Written Description" section above, for further details on what to include in the building description.*

**Contributing Resource Only:** Please provide a brief overview below of the historical significance of the site including historical photographs if available:

Date of Construction:	
Date of Photograph(s):	
Historical Significance:	
Current Photograph(s) of Property Attached (Required):	Yes No
Historic Photograph(s) of Property Attached (Recommended):	Yes No
Expected Start Date for Proposed Changes to Property	
Expected Completion Date of Proposed Changes:	
Have you Discussed this work with Township staff?	Yes No
Have you applied for a Building Permit for this work?	Yes No
Do you have any other related applications?	Yes No
If yes, please include the application number.	Application Number:

**Acknowledgement**

The undersigned acknowledges that all of the statements contained in documents filed in support of this application shall be deemed part of this application. The undersigned acknowledges that receipt of this application by the Township of North Dumfries does not guarantee approval of the application for it to be a 'complete' application. Further review of the application will be undertaken and the owner or agent may be contacted to provide additional information and/or resolve any discrepancies or issues with the application. Once the application is deemed to be fully complete, it will be processed and, if necessary, scheduled for the next available North Dumfries Municipal Heritage Committee meeting.

The undersigned agrees that the proposed work shall be done in accordance with this application and understands that the approval of this application shall not be a waiver of any other Federal, Provincial, or Municipal regulations such as the requirements of the Ontario Building Code, the Township of North Dumfries Zoning By-law, and areas regulated by Grand River Conservation Authority.

The undersigned acknowledges that in the event this application is approved, any departure from the conditions imposed by the Township from the plans or specifications approved is prohibited and could result in penalties such as fines being imposed under the Ontario Heritage Act.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**THE FOLLOWING FORMS MUST BE SUBMITTED WITH THE APPLICATION:**

- **FORM A- AUTHORIZATION: FILL OUT THIS FORM ONLY IF THE APPLICANT IS NOT THE REGISTERED OWNER**
- **FORM B – AFFADAVIT OR SWORN DECLARATION**

**SUBMISSION CHECKLIST**

- Have you pre-consulted with the Township Building Division?
- 1 original (double sided) of completed and signed application form
- Form A: Written authorization by the Owner is required if the application is signed by an applicant, agent or solicitor on their behalf
- Form B: Affidavit or Sworn Declaration
- Required Information:
  - Written Description
  - Construction and Elevation Drawings
  - Photographs
  - Material Sample
- Hard Copy of all forms, technical reports, legal documents
- Electronic pdf copy (email/usb stick) of all forms, technical reports, legal documents

**FORM A – AUTHORIZATION:**

**FILL OUT THIS FORM ONLY IF THE APPLICANT IS NOT THE REGISTERED OWNER**

**Registered Owner’s Authorization**

The registered owner must complete the following if the owner is not the applicant:

I, we,

being the Registered Owners of the subject lands, hereby authorize,

to prepare and submit this application.

Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

Note: If the owner is an incorporated company, the Company Seal shall be applied to this form.

**I FORM B – AFFIDAVIT OR SWORN DECLARATION**

**Affidavit**

I hereby authorize the members of the Township of North Dumfries Committee of Adjustment, members of the staff of the Township of North Dumfries and circulated agencies to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application.

I, \_\_\_\_\_ of the \_\_\_\_\_  
(owner, applicant, agent) (township, city)

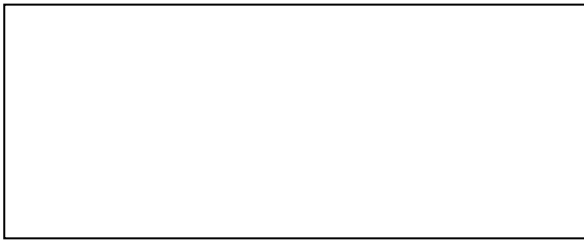
of \_\_\_\_\_ in the Province of Ontario

Solemnly declare that:

All of the statements outlined in this application are true, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Declared before me at the \_\_\_\_\_ of \_\_\_\_\_  
(township, city)

in the Province of Ontario this \_\_\_\_\_ day of \_\_\_\_\_ 2023.



Stamp

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
a Commissioner, etc.

**Sworn Declaration**

I hereby solemnly declare that all of the information provided in this application is true.

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Signature of Owner(s)/Applicant