

Documents Required for Submission with a Notice of Intention to Demolish a Property Listed on the City's Heritage Register

Section 27(5) of the OHA authorizes Council to require an owner to submit plans and other such information as Council may require in making a decision relating to a demolition request for a Listed building. Not all items must be provided in each case. The following items are recommended for inclusion by the PACAC in its recommendation to Council:

A completed Notice of Intention to Demolish form signed by the owner or authorized agent;

Any fee stipulated in accordance with applicable fee by-law(s);

A Cultural Heritage Impact Assessment submitted in accordance with the City's Cultural Heritage Impact Assessment Terms of Reference;

Engineering reports including but not limited to those of a qualified structural, civil, electrical or mechanical engineer;

A site plan of the entire property, drawn to scale, referencing all structures and features of note currently on the property;

Scale drawings clearly and completely illustrating the design of any structure proposed to replace the listed structure(s) on the site including elevations annotated with descriptions of materials and finishes to be used in construction;

A complete and certified title search for the property, including a chain of title with instrument numbers and brief legal descriptions identified with title searcher's name, stamp or similar;

A block map;

A copy of Parcel Identification Number (aka a current PIN page);

A copy of old abstract pages;

Full copies of transfers and other relevant title documents (i.e. wills, mortgages);
Copies of reference plans;

Comprehensive photographic documentation of the property and all structures, demonstrating all significant architectural and heritage features; and

Such other documents and information concerning the Listed Property as Council may reasonably require.