TOWN OF
GRIMSBY

APPLICATION FOR HERITAGE PROPERTY TAX RELIEF

Revised: November 2026

The Application Process

1. Administration Guidelines

Prior to applying for Heritage Property Tax Relief, please ensure that you have read and understand the Administration Guidelines. The guidelines describe the purpose and basic terms of this tax relief program.

2. Submit a Complete Application between December 1st 8:30 AM – 4:30 PM, 2026 – December 2nd 8:30 AM – 4:30 PM, 2026.

Please submit a completed Heritage Property Tax Relief application form with all signatures provided and fields completed. A complete application includes all items identified in the Heritage Property Tax Relief Program Application Checklist. Qualified applications will be accepted on a **first-come first-served** basis, subject to the availability of funding.

3. Application Review

Applications will be accepted during the prescribed application intake period (December 1st 8:30 AM – 4:30 PM, 2026 – December 2nd 8:30 AM – 4:30 PM, 2026), in person or submitted electronically through email to **heritage@grimsby.ca** In person applications can be made at Grimsby Town Hall (160 Livingston Ave, Grimsby, ON L3M 0J5) between 8:30am-4:30pm during the intake period days. Applications will only be accepted during the intake period, applications submitted before or after the intake period will not be considered. If your application is not complete, inaccurate, or does not meet the eligibility requirements, you will be disqualified from the application queue.

4. Notice

All applicants will be notified of their application status within 60 days of submission.

5. Site Visit

For successful applications, staff may require an inspection of the exterior of the property, to ensure the continued maintenance of the heritage attributes, and that the property is maintained to the standard of Section 6 of the Town's Property Standards By-law 15-17. Staff may request clarification or additional supporting documentation.

6. Maintenance and Conservation Agreement

To receive the Tax Relief, property owners must enter into a Maintenance and Conservation Agreement with the Town. Agreements will be offered to applicants that meet the application requirements and program qualifiers. The agreement ensures the continued maintenance of the property during the period of reduced taxes. Further, the agreement ensures an all-risk insurance policy, equal to the replacement cost (new construction) of the building is active for the property.

7. Issuance of Tax Relief

Upon review of all submitted application documentation, and for those applications deemed successful, staff may contact property owners to schedule a site inspection. If successful, property owners will be allowed to enter into a Maintenance and Conservation Agreement with the Town, and the Town will reduce the taxes owed for the following year.

Heritage Property Tax Relief Application Requirement Checklist

1. Completed Application Form ☐

One (1) complete copy of the completed Heritage Property Tax Relief Application Form, signed by the property owner. All fields must be completed.

2. Hard or Digital Copies of All Photographs ☐

Photographs of the property, including photographs of each elevation (face of building) of the heritage property and the listed heritage attributes.

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For Office Use Only		
HPA No.	Date Received	Time Received
Application reviewed by	Application Submitted in Person ☐ Application Submitted Electronically ☐	

1. Registered Owner (as shown on the deed and title of the property)

Name	Company Name	Municipality	
Mailing Address		Unit #	Postal Code
Province	Email	Telephone	

(Please note contact information will be saved for future correspondence of a similar nature)

2. Property Information

Municipal Address			
Tax Roll Number			
Legal Description (lot concession, registered plan, etc.) (if applicable)			
Please describe the existing uses on the property (property class) ☐ Residential ☐ Commercial			
Designation By-law number	Date of Designation By-law passing		
Is the property designated under Part IV of the Ontario Heritage Act?		☐ Yes	☐ No
Are the property taxes in good standing for this property?		☐ Yes	☐ No
Are there any outstanding work orders for this property?		☐ Yes	☐ No
Is the property maintained regularly, including the property's heritage attributes, to the standards within the Town's Property Standards By-law 15-17?		☐ Yes	☐ No

Is the property insured against normal perils that are coverable on an all-risk policy basis, including fire, for an equal amount to the replacement cost of the building (new construction)? Successful applicants will be contacted to provide proof of insurance.

☐ Yes ☐ No

Have you received heritage tax relief in the last two (2) years? ☐ Yes ☐ No

Have you applied for or will obtain any other sources of government funding? (including federal, provincial, regional etc.)

☐ Yes ☐ No

If yes, please list other sources and amounts of government funding below.

Acknowledgement of Agreement of Registered Owner

I / WE HEREBY APPLY for tax relief under the Heritage Property Tax Relief Program.

I / WE HEREBY AGREE to abide by the terms and conditions of the Tax Relief Program.

I / WE HEREBY CERTIFY that the information contained in this application is true, correct and complete in every respect and may be verified by the Town of Grimsby by such inquiry as it deems appropriate, including inspection of the property for which the application is being made.

I / WE HEREBY AGREE that if any statements or information in this application or submitted in support of this application are untrue, misleading or there is a material omission, the application may be rejected or not approved, or the relief may be delayed, reduced or cancelled.

I / WE HEREBY GRANT permission to the Town, or its agents, to inspect my / our property that is the subject of this application, subject to a minimum of 48 hours notice.

I / WE HEREBY AGREE the program for which application has been made herein is subject to cancellation and / or change at any time by the Town in its sole discretion, subject to the terms and conditions specified in the Program. Participants in the program whose application has been approved and who has entered into a Maintenance and Conservation Agreement with the Town of Grimsby will be eligible for property tax relief.

I / WE HEREBY AGREE all relief amounts will be calculated and awarded in the sole discretion of the Town of Grimsby, on a first come first serves basis, pending on the submission of a complete application. Notwithstanding any representation by or on behalf of the Town of Grimsby, or any statement contained in the program, no right to any relief arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the program and entering into the Maintenance and Conservation agreement. The Town of Grimsby is not responsible for any costs incurred by the Owner / Applicant in any way relating to the program, including, without limitation, costs incurred in anticipation of tax relief.

_____ _____

Owner's Signature (required) Date