HERITAGE PROPERTY TAX REFUND APPLICATION

Community Services Department • Planning & Heritage Division
(Last Revised: January 12, 2018)

Office use only	
Date received:	Received by:

IMPORTANT NOTES:

- The Heritage Property Tax Refund is up to 20% of the taxes for City and school purposes levied on the property; the minimum Refund is $250 in any taxation year.
- To be eligible, a property must be designated under Part IV of the *Ontario Heritage Act* and it must be subject to a Heritage Conservation & Maintenance Agreement or Easement Agreement - these must be in place by December 31 of the first taxation year for which a refund is sought.
- Application for a Refund must be made every year, between January 1 and the last day of May; payouts will be made within 120 days of the application deadline.

PROPERTY INFORMATION:

Address:	
Legal Description:	
Tax Roll Number:	Postal Code:
Designated under Part IV of the *Ontario Heritage Act* – By-law #:	Date:
Heritage Conservation & Maintenance Agreement By-law #:	Date:

REGISTERED OWNER(S):

Name:	
Address:	Postal Code:
Home Phone #:	Work Phone #:
Email Address:	Fax #:

SUBMISSION REQUIREMENTS:

- Tax year for which a refund is being requested: _____
- Is this your first application for a refund? ❑ Yes ❑ No
  ➔ If 'Yes', application fee of **$100** required *(❑ paid)*
- Is the property occupied, and in good and habitable condition? ❑ Yes ❑ No
  ➔ If 'No', please explain.
- Attach a Certificate of Insurance. *(❑ attached)*
- Attach recent photographs of all elevations of the heritage building (e.g., north, south, east and west). Label and date all photographs (e.g., "Property Name", "View east from 5th Avenue East", "November 2015", etc.) *(❑ attached)*

HERITAGE MAINTENANCE REPORT:

- If this is this the second or subsequent year of application, complete the heritage maintenance report below, outlining the previous year's conservation and maintenance activities (based on your Heritage Maintenance & Conservation Agreement Plan) and costs. Attach additional information, if required.

Date *(work completed)*	**Building Face** *(e.g., north, south, east or west)*	**Historic Features** *(e.g., reasons for designation)*	**Activities** *(plus reason why - e.g., repair cracked foundation)*	**Total Cost** *(attach receipts)*

UPCOMING HERITAGE MAINTENANCE ACTIVITIES:

- List any anticipated conservation and maintenance activities (based on your Heritage Maintenance & Conservation Agreement Plan) and costs for the coming year. Attach additional information, if required.

Date *(proposed)*	**Building Face** *(e.g., north, south, east or west)*	**Historic Features** *(e.g., reasons for designation)*	**Activities** *(plus reason why - e.g., repair cracked foundation)*	**Estimated Cost**

DECLARATION BY OWNER:

Please obtain any required authorization and check one of the following statements:

- ❑ I, the applicant, am the sole owner of the property for which this application is made.
- ❑ I, the applicant, am one of the owners of the property for which this application is made, and have received express authorization from all other property owners to make this application and receive the Heritage Property Tax Refund on their behalf.

I certify that to the best of my knowledge the information provided in this application is accurate and complete. I agree to the terms and conditions of the Heritage Property Tax Relief Program as established by the City of Owen Sound under By-law 2009-148, as amended.

_____ _____

Owner Signature *Date*