

Designated Heritage Property Grant 2008

Guideline



The Mississauga Heritage Property Grant Program is available to assist heritage designated property owners in the conservation and preservation of our built heritage resources. To be eligible a property must be designated under the terms of the *Ontario Heritage Act* as an individual property or within a heritage conservation district.

The Heritage Property Grant Program provides a grant of up to 50% of the estimated cost of eligible heritage conservation work, to a maximum municipal contribution of \$5,000, subject to available funding. The grant must be matched by the owner and is based on the owner's actual expenses as verified by original invoices. The property owner may receive one grant per calendar year.

Eligible Properties

To be eligible a property must be designated under the terms and conditions of the *Ontario Heritage Act*, either Part IV (individual property) or Part V (heritage conservation district). A property must have had its designation by-law adopted by Council and registered.

A priority will be given to projects which conserve and/or restore those elements of the property cited as the attributes of cultural heritage value or interest. Only projects which have been approved through the Designated Heritage Property Grant application process will be considered. Grants are not available for work which has been completed prior to application submission. It is the preference that the work not be completed until the grant is approved. However, if the work must proceed prior to the approval of the grant, a request must be provided to Planning and Heritage and acknowledgement will be provided by Planning and Heritage that the work may proceed.

The property must not be currently receiving other grants from the City of Mississauga. The property must be in compliance with the *Ontario Heritage Act* and any City of Mississauga by-laws and have no taxes or other monies owing to the City. A property within a heritage conservation district which does not contribute to the cultural heritage value of the district such as those categorized as "Other", will not be eligible.

Grant Amount

The grant amount is the maximum of one half of the eligible project costs, from a minimum of \$500 to a maximum of \$5,000. The grant must be matched by an equal contribution by the property owner, verified by actual invoices.

The amount of funding available is determined on an annual basis by Council and may vary from year to year.

Eligible Projects

Only projects as described below will be considered for approval.

- Conservation of existing architectural elements which are significant to the cultural heritage value of the property, such as doors, windows, bargeboard, siding, original roofing, and any other attributes as described in the designation by-law.
- Reconstruction of architectural elements which still exist but are beyond repair. The elements would have to be in the same shape, form and material.
- Restoration of architectural elements which have been lost, but for which there exists documentation to reproduce those elements as per the original, including materials. The evidence must be for the property in question, not similar properties.
- Work necessary to restore a building or structure to structural soundness will be eligible.
- A grant may be given to include one half the costs of architect's and engineer's fees, to a maximum of \$750 per project, directly related to proposed conservation project.

Exterior Work

- Conserve or replace original roofing materials and flashing (slate, wood, tile, metals such as copper, zinc, tin or terneplate, clay), except for asphalt shingles. Roofing may include the repair or replacement of the roof deck with matching materials to the original.
- Repair or replace original siding, including stucco where it is an original finish. Stucco must match the original in its composition, texture and colour.
- Repair and re-pointing of masonry to match original in texture, composition, colour and profile.
- Repair or replacement of wooden storm and screen windows where documentation verifies the use of storms and screens.
- Repair or replacement of wood windows to match the original size, shape, form, and materials. Aluminum storms, windows which are vinyl, aluminum, or PVC clad will not be eligible.
- Preparation and painting of wood surfaces, based on documentary evidence of original colours. The cost of a paint analysis may be an eligible cost. A property will receive one grant only for exterior painting within a ten year period.

- Repair or replace architectural features such as porches, verandas, or bargeboard, where these features can be documented and reproduced in original materials.
- Repair or replacement of gutters, eavestroughs and downspouts which are of now rarely-used materials such as copper or lead, or where gutters are built into the cornice of the structure.

Interior Work

- Conservation of interior architectural attributes which are specified in the heritage designation by-law.

Ineligible Work

- Projects which do not contribute to the heritage attributes of the property such as the introduction of new features such as additions.
- Projects which may be considered to be routine maintenance such as the repair of a broken window, repair of siding or roofing.
- The repair, replacement or installation of asphalt shingles will not be eligible.
- Synthetic stone will not be eligible
- Vinyl, Aluminum, or PVC clad windows or doors, including insulated doors will not be eligible.
- Sandblasting and cleaning of masonry surfaces will not be eligible unless it can be proven that the cleaning of the masonry is necessary for the conservation of the structure.
- Landscaping will not be eligible unless it is noted within the designation by-law or can be proven to be a restored element original to the property.

Application and Grant Process

- The property owner is encouraged to contact the City as early as possible when planning a project. The early staff consultation will assist the owner in determining eligible projects and clarify the grant process.
- The property owner submits an application to Planning and Heritage, Community Services, on provided application forms. Applications must be submitted no later than May 2nd, 2008, unless another specific date has been communicated to all heritage property owners. An application must be complete with all required information, including a minimum of two cost estimates (**with separate listing of labour and materials**), photos, plans, documentation or relevant studies. When appropriate, the City may request additional information before an application may be processed.
- Applications can be submitted by mail, in person, via e-mail, or fax. See below for contact information.

3. City staff will review the applications to determine eligibility and completeness. All accepted applications will then be forwarded to the Mississauga Heritage Advisory Committee's Heritage Property Grant Subcommittee. Further consultation may be required with the owner.

The Heritage Property Grant Subcommittee will review the applications to ensure that all proposed work is in keeping with the *Ontario Heritage Act* and accepted heritage conservation practices.

The Heritage Property Grant Subcommittee will make recommendations to the Heritage Advisory Committee which in turn will make a recommendation to the Director of Planning, Development & Business Services for conditional approval or rejection of grant proposals. All applicants will receive notice in writing.

As the grant funding is limited, not all applicants will be successful or the granted amount may be lower than what was requested.

4. Applications which have been conditionally approved to receive a grant will be communicated in writing to the property owner. The owner must inform the City if they will not continue with the project.

5. The property owner will permit City staff to enter the property to assess the work while it is in progress and when complete to determine if the work was carried out to conformity with the grant application. The owner is required to contact the City concerning any changes to the project which are proposed during the course of the work.

6. The property owner will submit all original final invoices once the work has been completed and inspected by the City. The Grantee will have until December 1, 2008 to submit all final original invoices for the project.

When the City confirms that the project has met all conditions of the grant, staff will direct that a cheque be issued to the Grantee up to one half of the approved actual eligible project costs, from a minimum of \$500 to a maximum of \$5,000.

Definitions

Property Owner

The current registered property owner according to land registry records.

Grantee

The applicant which may be the owner of the property or their agent acting on behalf of the property owner in writing.

Accepted Heritage Conservation Practices

Heritage conservation practices refer to the guidelines and standards as provided by the Ontario Ministry of Culture, or other sources as quoted by the municipality.

City

Refers to The Corporation of the City of Mississauga

For further information please contact:

Mark Warrack
Heritage Coordinator
Planning and Heritage
Community Services
905-615-3200, ext. 5070
mark.warrack@mississauga.ca

Paula Wubbenhorst
Heritage Assistant
Planning and Heritage
Community Services
905-615-3200, ext. 5385
paula.wubbenhorst@mississauga.ca

Fax: 905-615-3976
Community Services
300 City Centre Drive, 2nd Floor
Mississauga ON L5B 3C1

Designated Heritage Property Grant Application



The personal information on this form is collected under authority of Section 11 of the Municipal Act 2001, SO 2001, c. 25 and will be used to administer the City of Mississauga Designated Heritage Property Grant Program. Questions about this collection should be directed to the Heritage Coordinator, City of Mississauga, 300 City Centre Drive, Mississauga, Ontario L5B 3C1, Telephone 905-896-5382

The following material must accompany your application:

1. Completed application form.
2. Recent photographs or digital images which provide an overview of the building's exterior.
3. Recent photographs or digital images of the specific area for the proposed project.
4. A detailed description of the proposed project, with a minimum of two cost estimates. The estimates must clearly list labour and material costs.

For Office Use Only:

File No.:

Planning and Heritage, Community Services Department, 300 City Centre Drive, MISSISSAUGA ON L5B 3C1 Tel: 905.896.5382 Fax: 905.615-3976

Heritage Property Municipal Address (number, street, postal code)

Date (Year/Month/Day)

Applicant: Last Name

First Name

I am the property owner.
 Yes No (provide owner's name below)

Mailing Address (number, street, postal code)

Phone (evening)

Phone (day)

email

Property Owner: Last Name Same information as above

First Name

Mailing Address

Phone (evening)

Phone (day)

Architect/Contractor

Phone (day)

Address (number, street, postal code)

Describe the project below: (Please use additional sheets or other documents if required)

Declaration:

1. I, the undersigned, am the owner, or authorized agent, named above and hereby apply for a Mississauga Designated Heritage Property Grant
2. The information I have provided is true and accurate to the best of my knowledge.
3. I understand that the project may not proceed until I have received confirmation of acceptance for the grant request and permission to proceed from the Director of Planning, Development & Business Services.

Signature of Applicant

Signature of owner, if different from applicant