

Office Use Only

Application Number: _____ Ward Number: _____ File Lead: _____

Application Received: (dd/mm/yyyy): _____ Fee Received: \$

Client Service Centre Staff: _____



Demolition Control

Application Form

Notice of Public Record

All information and materials required in support of your application shall be made available to the public, as indicated by Section 1.0.1 of *The Planning Act*, R.S.O. 1990, C.P.13.

Municipal Freedom of Information and Protection Act

Questions about this collection may be directed by mail to Manager, Business Support Services, Planning Infrastructure and Economic Development Department, 110 Laurier Avenue West, Ottawa, K1P 1J1, or by phone at (613) 580-2424, ext. 24075

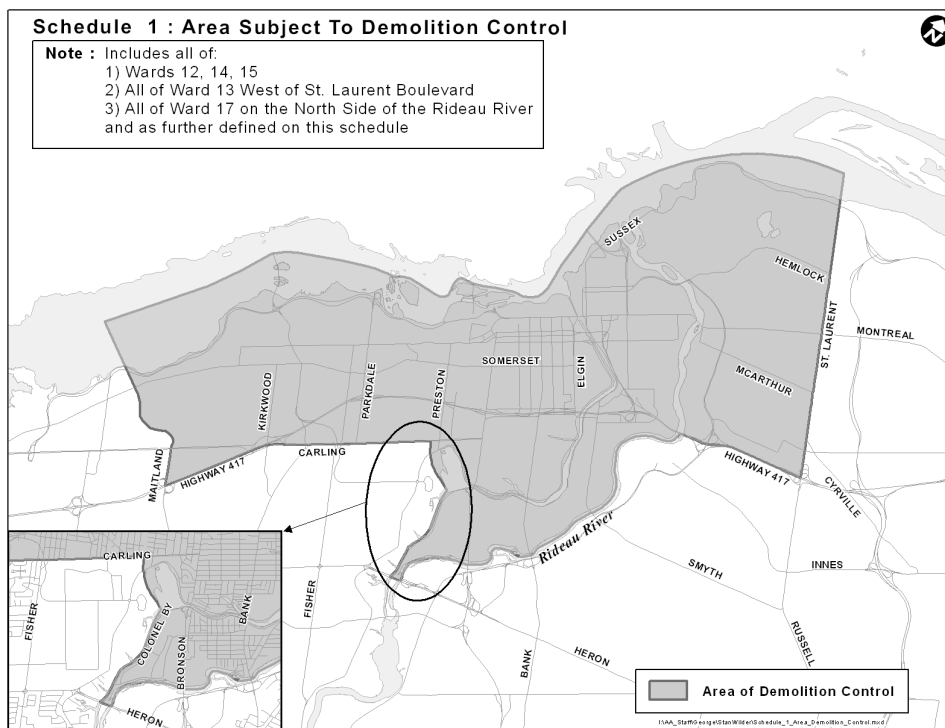
Does your demolition require a demolition control application? Please read this before proceeding:

Not all demolitions require a Demolition Control application. Demolition Control applies only in cases where ALL of the following are true:

- a) No building permit for a new building on the site has been issued; **and**
- b) The proposed demolition will result in the loss of one or more residential dwelling units, **and**
- c) The building to be demolished is located within the Area of Demolition Control as defined by [Schedule 1 of the Demolition Control By-law 2012-377](#), shown below.

If one or more of the above conditions does not apply, a Demolition Control Permit may be issued directly by City of Ottawa Building Code Services.

Please note: Regardless of whether an application for Demolition Control is required, if the building to be demolished is designated under [Part IV](#) or [Part V](#) of the *Ontario Heritage Act*, a separate application under that Act must be made to City of Ottawa Heritage and Urban Design.



Section 1: Background Information

**Mandatory Field*

***Site Address or Location:**

Have you discussed this proposal with City Staff?

Yes No

If **Yes**, please indicate the date (yyyy-mm-dd):

(*Note Applicants are encouraged to contact the [Planning, Infrastructure and Economic Development Department](#) to discuss proposal details before submitting a development application.)

For any and all previously approved, and concurrent development application(s), please list application numbers:

Application numbers:

Applicant/Agent Information:

Name:

Mailing Address:

Telephone:

Email Address:

Registered Property Owner Information:

Same as above

Name:

Mailing Address:

Telephone:

Email Address:

Site Details

Legal Description:

What is the land currently used for?

Does the site contain potential contaminants?

Proposal Details

Briefly describe the buildings that are proposed to be demolished and their current use(s).

Are any residential uses being lost as a result of this proposal? Yes No Unknown

If **Yes**, explain how many units and the number of bedrooms there are in each unit.

Demolition Information

What is the [gross floor area](#) of all buildings to be demolished? m²

Are any existing building(s) on site being retained? Yes No

If **Yes**, please explain.

Are any buildings being demolished designated under [Part IV of the Ontario Heritage Act](#)? Yes No Unknown

Do the buildings to be demolished lie within an area designated under [Part V of the Ontario Heritage Act](#)? Yes No Unknown

Explain the purpose of the proposed demolition.

Explain why the existing building(s) are not being renovated and returned to service?

Community Notification

Have you contacted the Ward Councillor to explain this proposal? Yes No

Have you contacted the Registered Community Organization's representative(s) to explain this proposal? Yes No

If Yes, indicate the name of the Registered Community Organization(s):

Section 2: Application Type and Fees

Please visit the City's website for additional information on [Demolition Control](#).
Fees must be paid in full at the time of application submission.

Planning Fee

Are multiple Applications being submitted?

Each planning fee will be reduced by 10% if two or more planning applications are submitted at the same time and for the same lands. Committee of Adjustment, Conservation Authority, and Engineering Design Review and Inspection fees are not subject to this reduction. If "Yes" is checked, the fee will be adjusted accordingly.

Yes No

Section 3: Submission Requirements

Standard Plans (mandatory submission requirements)

Plan of Survey (2 copies)

Potential Studies and Plans (may be required at time of submission or prior to final approval)

- Concept Plan Showing Proposed Land Uses and Landscaping (2 copies)
- Building Conditions Report (2 copies)
- Designated Substance Survey (2 copies)

Technical Requirements

- All plans and drawings must be folded to 21.6 cm x 35.6 cm (8½" x 14").
- Electronic copies of all required studies and the Concept Plan Showing Proposed Land Uses must be supplied on a Compact Disk (CD is preferred to DVD) in Adobe .pdf format. Electronic document names should match the study/plan names contained in Section 3 of this form. Ensure that the CD(s) accompanies your application submission. These documents will be made publicly available through the City's [Development Application Search Tool](#).

Legal Requirements

- All signatures requested through this document must be hand-written.
- Demolition Control applications are subject to the City's public notification process.

Financial Requirements

- As part of the City's public notification process, large black and white signs describing the proposal will be posted on the subject property. The fee for this service is included as part of the application cost (\$565). Additional signage, if required will be invoiced to the applicant at a cost of \$282.50 per sign.
- Prior to demolition, the applicant must apply for a from City of Ottawa [demolition permit](#) Building Code Services.

Section 4: Declarations

Affidavit or Sworn Declaration that the Information is Accurate

I, , of the City of solemnly declare that all of the above statements all of the above statements contained in the 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*.

Sworn (or declared) before me

At

This day of , .

Commissioner of Oaths

Signature of Applicant

(Please print Name)

(Please print Name)