

**Environment and Land Tribunals
Ontario**

Conservation Review Board

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Toronto ON M5G 1E5

Telephone: (416) 212-6349
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**Tribunaux de l'environnement et de
l'aménagement du territoire Ontario**

Commission des biens culturels

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Toronto ON M5G 1E5

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Checklist of materials to be submitted by the municipality to the Conservation Review Board (CRB)

**Proceedings under section 33(6) of *Ontario Heritage Act*
Application for a hearing – refusal or conditions of an owner’s application to alter a
designated property**

The municipality must provide the following documents/information to the CRB before the hearing process can begin. Please provide only one copy of each document, numbered and labelled in the order outlined below.

1. Application for Hearing

- A copy of the Application for Hearing.

2. Application for alteration

- A copy of the application to council to alter the property, including any documents submitted as part of the application (e.g. plans, sketches, etc.)

3. Affidavit

- Affidavit by the municipality confirming:
 1. the legal ownership on title of the property (with the Parcel Register report);
 2. the Notice of Decision was served on the legal owner(s) of the property and on the Ontario Heritage Trust, the date & method of service, with a copy of the document(s) served; and,
 3. the Application for Hearing was filed by the owner(s) within 30 days after receiving the Notice of Decision.

4. By-law

- A copy of the by-law that designated the property under section 29 of the *Ontario Heritage Act*, including the statement of cultural heritage value or interest and a description of the heritage attributes of the property.

5. Reports

- Any staff reports used to draft the statement of cultural heritage value or interest of the property.
- Any staff reports prepared in relation to the owner’s application to alter the property.

6. Minutes

- An excerpt of the Council/Committee meeting minutes related to the owner’s application to alter the designated property.

7. Legal description

- The legal description of the subject property.

8. List

- A list of all parties and their legal representatives, including their mailing address, telephone number and e-mail address.
- A list of any other persons that have requested to be notified of this matter, including their mailing address (and telephone number and email address, if available).

9. Other information

- Any other documents or information relevant to this matter.

An electronic (in PDF format) and paper copy of these materials should be filed with the CRB. The PDF should be emailed to conservation.review.board@ontario.ca. The paper copy should be delivered to the Conservation Review Board at 655 Bay Street, Suite 1500, Toronto, ON, M5G 1E5.