

Conservation Review Board

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Commission des biens culturels

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Conservation Review Board Checklist of Materials Required for a S.29 Referral from a Municipality

Statutory Requirements and Board Rules/Procedures

The Clerk of the Municipality must provide the following to the CRB Case Coordinator before a hearing process can be scheduled:

- Certified copy of the Notice of Intention to Designate, as issued by Municipal Council or approval authority
- Affidavit that the Notice of Intention to Designate was served on the legal owner(s) of the property and on the Ontario Heritage Trust
- Affidavit by the municipality confirming the legal ownership of the property
- Affidavit that the Notice of Intention to Designate was given public notice according to the provisions of the Act, accompanied by a copy of the newspaper and/or website Notice, whichever is permitted under the Act, clearly displaying the notice date(s)
- Confirmation that the Notice of Objection was filed within 30 days after the date of publication of the Notice of Intention to Designate in a newspaper and/or website, whichever is permitted under the Act
- Names and addresses of all official parties to the hearing, including the legal owner(s) of the property
- Name and address of the local newspaper, having general circulation in the municipality, that will be used to give any future public notice, and noting whether this is a daily or weekly publication
- The background report used to draft the statement of cultural heritage value or interest of the property, as it appears in the Notice of Intention to Designate