



PORT COLBORNE
DEVELOPMENT AND GOVERNMENT
RELATIONS DEPARTMENT

**HERITAGE PERMIT
APPLICATION**
THE CITY OF PORT COLBORNE

For Office Use Only

Date Received: June 4, 2025

Date of Completion: _____

Application Complete: ☐ Yes ☐ No

SUBMISSION OF APPLICATION

Completed applications can be sent to:

City of Port Colborne
City Hall
c/o Diana Vasu, Planner
66 Charlotte Street
Port Colborne, Ontario L3K 3C8

Telephone: 905-228-8120
Fax: 905-835-2939
Email: diana.vasu@portcolborne.ca

PROCESS FOR SUBMISSION

Heritage Permit Applications Part IV and Part V Designated Heritage Properties

Applicants **must** consult with City of Port Colborne Planning staff prior to submitting a Heritage Permit Application.

The process for submission of a complete Heritage Permit Application is below:

1. Meet with Planning staff prior to submitting a Heritage Permit Application. The purpose of this meeting is for the applicant to provide an overview of the application and for Planning staff to identify any required plans and information for a complete application.
2. Submit a complete Heritage Permit Application, signed by the property owner(s) in both digital and hard copy format, including all required supporting information as identified in the meeting with Planning staff, to the satisfaction of Planning staff.

Heritage Permit Applications are to be filed with the City of Port Colborne, to the attention of Planning staff.

Applications will not be processed until they are complete.

For further information and to arrange for a meeting with Planning staff, please contact City of Port Colborne Planning staff.

SECTION 1: CONTACT INFORMATION

1.1 Registered Owner (s):	
Name: 642253 Ontario Inc.	
Mailing Address: 100 Oxford BLVD	
City: Port Colborne	Province: Ontario
Postal Code: L3K 5Y3	Email: ralph.rotella@gmail.com
Phone Number 905 328 6657	Alternate Phone Number:

1.2 Owner's Authorized AGENT (if applicable)	
Name: Marco Armenti	
Mailing Address: 3288 Montrose Rd	
City: Welland	Province: Ontario
Postal Code: L3B 5N7	Email: marmenti@hotmail.com
Phone Number: 905 328 1446	Alternate Phone Number:

1.3 Date of submission (yyyy/mm/dd):
2025/06/04

SECTION 2: LOCATION OF SUBJECT LAND

Municipal Address 293 King Street	Assessment Roll Number 2711 010 022 15900
Legal Description LOT 3 PT Lot 2 NP 863	

SECTION 3: PROPOSED ALTERATIONS

3.1 Specify all proposed alterations to the property and structures on the property. Attach additional pages as necessary:
Replacement of windows & doors on front of building. Replacement of Garage door on front of building. New soffits, fascia & eaves trough. New electrical lighting under canopy Replace roofing tiles on canopy Painting the facade on sides.

3.2 Explain the reasons for the proposed alteration:

To restore the Building to a presentable state

3.3 Explain the potential impacts to the heritage attributes of the property:

Restore attributes of original while maintaining building integrity

3.4 Are any alterations proposed to trees or landscaping? If so, please explain.

No

SECTION 4: HERITAGE ATTRIBUTES TO BE IMPACTED

Heritage Attribute	Existing Material	Proposed Materials and Colours
Exterior Treatment	Stucco / Masonry	Same.
Roof	Metal tile	Metal tile, Blue
Trim	Wood fascia	Aluminum / Metal White
Doors	Commercial steel	Aluminum Commercial
Windows	"	"
Porch/Verandah	N/A	
Fencing	N/A	
Interior Features	N/A	
Other		

SECTION 5: OTHER REQUIRED PERMITS/APPLICATIONS

Indicate which, if any, additional applications are required:

☐ Building Permit(s):

☐ Planning Application(s):

☐ Other (specify):

Has the application been submitted?

☐ Yes ☐ No

Has the application been submitted?

☐ Yes ☐ No

Has the application been submitted?

☐ Yes ☐ No

If yes to any of the above, provide the applicable file number(s):

SECTION 6: ADDITIONAL REQUIRED INFORMATION

Additional information required for a complete Heritage Permit Application

The following information is required with a Heritage Permit Application. Additional submission requirements will be identified by staff. Please indicate whether the required information has been submitted by checking off the applicable information below:

- ☒ Site plan or sketch that illustrates the location of the proposed alteration
- ☒ Photographs, taken within 60 days of the date this application is submitted, that depict the existing buildings, structures and heritage attributes that are affected by the application and their condition and context
- ☒ Drawings and written specifications of the proposed alteration, such as proposed materials, paint colours, and specifications for materials
- ☐ Cultural Heritage Evaluation Report / Heritage Impact Assessment
- ☐ Conservation Plan / Temporary Protection Plan
- ☐ Arborist Report / Tree Inventory
- ☐ Landscape Plans
- ☐ Other (specify):

SECTION 7: OWNER DECLARATION AND AUTHORIZATION

I have reviewed the submission requirements and understand that incomplete applications may not be accepted.

I acknowledge that any change to the approved drawings, however small, may require an amendment to the permit and may require resubmission for approval.

Failure to reveal these changes to Planning staff may result in work stoppage and charges and/or fines under the *Ontario Heritage Act*.

I/We the Owner(s) of the subject property, and the applicant(s) of this subject application, by signing this application agree to allow City of Port Colborne Planning Staff, Members of the Port Colborne Heritage Committee, and Port Colborne City Council Members the right to enter onto my property, as necessary, to view & photograph the property for the proposal. Failure to allow access onto the property may result in the application being considered incomplete.

The applicant acknowledges that the City of Port Colborne considers the application forms and all supporting materials including studies, drawings and photos, filed with any application to be public information and to form part of the public record. With the filing of an application, the applicant consents and hereby confirms that the consent of the authors of all supporting reports have been obtained, to permit the City of Port Colborne and Region of Niagara to release the application and any supporting materials either for its own use in processing the application, or at the request of a third party, without further notification to, or permission from, the applicant.

I understand that, pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*, personal information collected in this application will become part of a public record, and that any questions regarding this collection should be directed to the City Clerk at 66 Charlotte Street, Port Colborne, Ontario L3K 3C8.

I, Marco Armenti,
of the Town of Fort Erie of _____, in the
Region of Niagara of _____

solemnly declare that all the information required under section 6 (1) of Ontario Regulation 385/21 that I have provided is accurate. I make this sworn 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*.

X

Signature of Applicant

X

Date

Sworn (or declared) before me at:

The City of Port Colborne, in the
Region of Niagara, this
4th day of June, 2025.

Commissioner of Oaths, etc. Signature: _____

Commissioner of Oaths, etc. Stamp:

Diana Vasu, a Commissioner, etc.,
Province of Ontario, for the Corporation
of the City of Port Colborne.
Expires July 3, 2026.

The applicant is the:



Owner of the Property



Authorized Agent

If the applicant is not the owner of the land that is subject to this application, the authorization set out below must be completed by the owner(s). All registered owners must complete the authorization form for it to be valid.

Please Note: If the registered owner is a corporation, in addition to the signatures of the authorized signing officers, the corporate seal must be affixed. Where the Owner is without a spouse, common-law or legally married, the Owner is required to sign only once. Where the spouse of the Owner is not an owner, the spouse is required to sign. Spouse shall include a common-law spouse as defined within the *Family Law Reform Act*.

By signing below, the Property Owner(s) confirm their ownership of the land subject to this Heritage Permit Application and duly authorize the Authorized Agent(s) to act as their agent for the purposes of submitting this Heritage Permit Application.

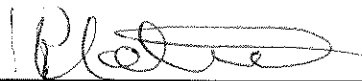
Property Owner(s) Name(s):

Ralph Rotella

Authorized Agent(s) Name(s):

Marco Arment

X



Signature of Owner

X

June 09-25

Date

X

Signature of Owner

X

Date