



APPENDIX E

Date

Property Owner Name
Property Owner Address

RE: Notice of Receipt
Heritage Permit Application
Insert Address

Dear Property Owner

Please be advised that the Town of Oakville has received your application to alter your designated heritage property under s. 33(1) of the *Ontario Heritage Act*. Having received all required information under s. 33(2) and 33(3), Heritage Planning staff have deemed your application complete under s. 33(4) as of [insert date].

The Heritage Permit application [Insert Heritage Permit Number] for the above address to undertake the following works:

1. [Insert Work]

will be considered by the Heritage Oakville Advisory Committee at its [virtual] meeting of [insert date] at 9:30am. To register as a delegate, please contact the Town Clerk at townclerk@oakville.ca or 905-815-6015 by noon of the day before the meeting. [A link to the virtual meeting will be sent out to registered delegates.]

Should you have any questions in this regard, please do not hesitate to contact me at 905-845-6601, ext.____, or email at [heritage planner email]

Sincerely,

Heritage Planner

CC:



Date

Property Owner Name
Property Owner Address

RE: Notice of Receipt
Heritage Permit Application
Insert Address

Dear Property Owner

Please be advised that the Town of Oakville has received your application to alter your designated heritage property under s. 42(2.1) of the *Ontario Heritage Act*. Having received all required information under s. 42(2.2), Heritage Planning staff have deemed your application complete under s. 42(3) as of [insert date].

The Heritage Permit application [Insert Heritage Permit Number] for the above address to undertake the following works:

1. [Insert Work]

will be considered by the Heritage Oakville Advisory Committee at its [virtual] meeting of [insert date] at 9:30am. To register as a delegate, please contact the Town Clerk at townclerk@oakville.ca or 905-815-6015 by noon of the day before the meeting. [A link to the virtual meeting will be sent out to registered delegates.]

Should you have any questions in this regard, please do not hesitate to contact me at 905-845-6601, ext.____, or email at [heritage planner email]

Sincerely,

Heritage Planner

CC:



Date

Property Owner Name
Property Owner Address

RE: Notice of Receipt
Demolition or Removal of Listed Property
Insert Address

Dear Property Owner

Please be advised that the Town of Oakville has received your application to demolish or remove your listed heritage property under s. 27(9) of the *Ontario Heritage Act*. Having received all required information under s. 27(11), Heritage Planning staff have deemed your application complete as of [insert date].

Your application to demolish or remove your listed heritage property will be considered by the Heritage Oakville Advisory Committee at its [virtual] meeting of [insert date] at 9:30am. To register as a delegate, please contact the Town Clerk at townclerk@oakville.ca or 905-815-6015 by noon of the day before the meeting. [A link to the virtual meeting will be sent out to registered delegates.]

Should you have any questions in this regard, please do not hesitate to contact me at 905-845-6601, ext.____, or email at [heritage planner email]

Sincerely,

Heritage Planner

CC:



Date

Property Owner Name
Property Owner Address

RE: Notice of Receipt
Demolition or Removal of Heritage Attribute/Building/Structure
Insert Address

Dear Property Owner

Please be advised that the Town of Oakville has received your application to demolish or remove a building, structure or any of the property's heritage attributes under s. 34(1) of the *Ontario Heritage Act*. Having received all required information under s. 34(2) and (3), Heritage Planning staff have deemed your application complete under s. 34(4) as of [insert date].

Your application will be considered by the Heritage Oakville Advisory Committee at its [virtual] meeting of [insert date] at 9:30am. To register as a delegate, please contact the Town Clerk at townclerk@oakville.ca or 905-815-6015 by noon of the day before the meeting. [A link to the virtual meeting will be sent out to registered delegates.]

Should you have any questions in this regard, please do not hesitate to contact me at 905-845-6601, ext.____, or email at [heritage planner email]

Sincerely,

Heritage Planner

CC: