



## APPENDIX F

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 reviewed the submitted information, Heritage Planning staff have determined that the application has not supplied all required information under subsections (2) and (3). Therefore, Heritage Planning staff have deemed your application incomplete under s. 33(5) as of [insert date].

The following information is required to be submitted for your application to be considered complete:

- [insert list of items required]

Your application will not be considered by the Heritage Oakville Advisory Committee and Town Council until the required information is provided. 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 reviewed the submitted information, Heritage Planning staff have determined that the application has not supplied all required information under subsection (2.2) Therefore, Heritage Planning staff have deemed your application incomplete under s. 42(3) as of [insert date].

The following information is required to be submitted for your application to be considered complete:

- [insert list of items required]

Your application will not be considered by the Heritage Oakville Advisory Committee and Town Council until the required information is provided. 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 a building, structure or any of the property's heritage attributes under s.34(1) of the *Ontario Heritage Act*. Having reviewed the submitted information, Heritage Planning staff have determined that the application has not supplied all required information under subsections (2) and (3). Therefore, Heritage Planning staff have deemed your application incomplete under s. 34(4) as of [insert date].

The following information is required to be submitted for your application to be considered complete:

- [insert list of items required]

Your application will not be considered by the Heritage Oakville Advisory Committee and Town Council until the required information is provided. 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: