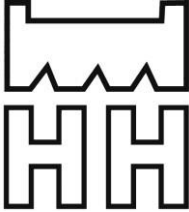


Heritage Haldimand Designated Property Alteration Request Form

Application Reference #
Property: Cottonwood Mansion
Date Received: April 30, 2024



Please complete the information and attach all necessary documentation to your alteration request application. The accuracy and completeness of this form is the responsibility of the applicant. Failure to complete the form may result in delays.

1. Owner Information

Last Name Cottonwood Mansion Preservation Foundation First Name _____

Address: 740 Haldimand 53

Town/City Selkirk Province: ON Postal Code N0A 1P0 :

Phone Number: (905)776-2538 Cellular Number: () - _____

E-Mail: cottonwoodmansion@gmail.com

2. Agent acting on behalf of Owner (if any)

Company Name: Shoalts Engineering Agent Name: Mark Shoalts

Address: _____ P.O. Box 218 _____

Town/City: _____ Fenwick Province: **ON** Postal Code: L0S 1C0

Phone Number: () 905-892-2110 Ext. # _____

Cellular Number: () - _____ E-Mail: mark@shoalts.ca

3. Property Information

Heritage Property: Cottonwood Mansion

Address: 740 Haldimand Road 53

Town/City: Selkirk Postal Code: N0A 1P0

4. Project Classification

Please indicate the type of action you wish to perform on your property check all that apply.

Interior Exterior

New Construction	<input checked="" type="checkbox"/>	Demolition/Removal	<input type="checkbox"/>	Alteration	<input type="checkbox"/>
Repairs/Maintenance	<input checked="" type="checkbox"/>	Landscaping/Excavating	<input type="checkbox"/>	Lighting	<input type="checkbox"/>
Refinishing /Repainting	<input checked="" type="checkbox"/>	Mechanical/Electrical	<input type="checkbox"/>	Other	<input type="checkbox"/>

5. Pre-Application Advice

Did you receive any advice from Heritage Haldimand prior to filling out this application?

Yes No

To process your application more efficiently please complete as much as possible below.

Heritage Haldimand Committee or member: The Chair, Heritage Haldimand, and Anne Unyi

Date Advised: October 2022
Day Month Year

Details of advice received The Chair, of Heritage Haldimand and Anne Unyi met with Museum Manager, Iona Whatford
in October, 2022. At that time Iona did mention she was working on a 10-year plan for Cottonwood that would address priority projects to be completed e.g. the pillars and balcony, etc.
No concrete advice was provided per se, it was more about the work that needed to be completed.

6. Project Details

Please indicate the affected features/elements and describe the proposed work to be performed on them.

Walls
Roof Repairs to porch roof sheathing, beams, and roof battens
Ceiling
Chimney
Doors
Windows
Floors Raise approximately 8'x6' of the porch floor by 6" at the front door. Taper approximately 10'x6' of porch floor up to the new level for barrier-free access.
Lighting
Landscaping
Other Replace the existing front porch columns with new matching columns. Finish an existing service closet to create a new entrance to an existing barrier-free washroom.

7. Project Reasoning

Please describe the reason for the alteration:

Repairs to the front porch are required because of deterioration from water ingress. Barrier-free access is desired to serve the public and patrons of Cottonwood better.

8. Consultants and Contractors

If the work is to be performed by a consultant or contractor, please provide their contact information below.

Architect:
Name: _____ Organization _____ Phone _____

Engineer
Name Mark Shoalts Organization Shoalts Engineering Phone _____

General Contractor
Name Art Dean Organization _____ Phone _____

Consultant
Name _____ Organization _____ Phone _____

Other
Name _____ Organization _____ Phone _____

9. Proposed Schedule

Estimate the project start and completion dates

Start date: 1 May 2024 Completion date: 15 June 2024
Day Month Year Day Month Year

10. Additional Material

Please select which documents will be included in this application. The more supporting documents are included, the more efficient the application process will be.

Photographs	<input checked="" type="checkbox"/>	Elevations	<input checked="" type="checkbox"/>	Site Plan(s)	<input type="checkbox"/>
Condition reports	<input type="checkbox"/>	Floor Plan(s)	<input checked="" type="checkbox"/>	Specifications	<input type="checkbox"/>

11. Application Checklist

Please ensure you have completed all parts of this form and included all required material before submitting your application.



Have you:

- Completed your full address and property information?
- Classified the type of work you wish to perform on your property?
- Proposed a timeline in which the project is estimated to be completed?
- Included additional materials as necessary?
- Indicated the nature and reasoning of the work to be performed on specific parts of the building?
- Provided contact information of any other parties involved in the project?

12. Declaration

I/We hereby apply for alteration approval as described in this form and the accompanying plans/drawings and additional information.

Heritage Haldimand expects that the owner is in full compliance with the easement agreement at the time of submission.

Signed - Owner(s):   _____

Date: 17 April 2024
Day Month Year

Name: Laura Stinson, Interim Chair, Cottonwood Mansion Preservation Foundation

Signed - Agent(s): _____
(if any)

Date: 11 April, 2024
Day Month Year

Name: Mark Shoalts, Shoalts Engineering

Please note - this application is used by Heritage Haldimand only. It does not cover matters of other applicable law. It is the applicant's responsibility to address any requirements under the Planning Act or Building Code Act, public as well as environmental safety and other bylaws or regulation.

Personal information on this form is collected under the authority of the Ontario Heritage Act, R.S.O. 1990, C.O.18, sect.7, and will be used to evaluate proposed projects for approval. The information will be held in our files and may be subject to a freedom of information request. For further information, please contact Heritage Haldimand c/o Haldimand County 53 Thorburn Street South, Cayuga, Ontario, N0A 1E0 or email: heritage@haldimandcounty.on.ca.

Please mail Requests for Alteration to the following address:
Clerk
Haldimand County
53 Thorburn Street South
Cayuga, ON N0A 1E0