



The  
Diocese of Huron

## LAND & PROPERTY

### APPLICATION for Capital Expenditure

#### CONSTRUCTION STREAM (please select one)

Project less than \$20,000 (requiring permits)

Alteration of Church Buildings (projects greater than \$20,000)

Building Project for Diocesan Controlled Property

New construction/Major Renovation (project greater than \$100,000)

Urgent Repairs

#### PARISH INFORMATION

Name of Congregation

Deanery

Churchwarden

sign

print

Churchwarden

sign

print

Incumbent

sign

print

We certify that all documents in this application are accurate to the best of our knowledge.

We understand that upon completion of the project, a "Notification of Project Completion" report will be sent to the Land & Property Committee.

#### FINANCIAL INFORMATION

Total projected project cost

\$

(must include HST & 15% contingency)

#### Funding sources for proposed project:

#### Other Considerations:

| PROJECT INFORMATION   |       |  |       |  |
|---|-------|--|-------|--|
| Project Contact   | Name: |  |       |  |
|   | phone |  | email |  |
| Purpose of Project  |       |  |       |  |
| Date of Vestry Meeting  |       |  |       |  |
| Vestry Motion   |       |  |       |  |
|   |       |  |       |  |
| Additional Project Information (attach additional pages, as needed) |       |  |       |  |
|   |       |  |       |  |
| Does this property have an historical designation?      Yes      No |       |  |       |  |
| Date of Last Structural Engineering assessment:                     |       |  |       |  |

**NOTE:** All requests are first considered by the Land & Property Advisory Sub-Committee. Their approved recommendation is presented to the Administration and Finance Committee and then to Diocesan Council. Diocesan Council is the decision-making body in this instance. Permission to proceed with the project can only be given through Diocesan Council.

## CHECKLIST:

The following are included with this application form:

- Letter of Support from the Territorial Archdeacon
- Minutes of the Vestry Meeting authorizing this request
- Minimum of 3 (or more) contract bids

***Please note for larger projects a series of additional steps may be required:***

- Archaeological surveys where burials or historically sensitive sights are present.
- Environment surveys for areas of potential contamination or environmentally sensitive areas, including watersheds and flood plains.
- Planning assistance for major expansion or new buildings to determine what impact planning restrictions may have on the feasibility of the project.
- Storm Water management requirements and their impact on property/building size.
- Engineering restrictions regarding traffic flow to/from and on the site.
- Historical designation restrictions either site specific or in heritage districts.

| OFFICE USE ONLY   |                      |             |   |
|---|----------------------|-------------|---|
| Task  | Date<br>(mm/dd/yyyy) | Decision(s) |   |
| Completed Application received (see checklist for criteria)               |                      |             |   |
| Synod office Information Gathering:                                       |                      |             |   |
| o Territorial Archdeacon Concurrence received                             |                      |             |   |
| Consideration by Land & Property Advisory Sub-committee                   |                      |             | Return to parish, decline                                     |
|   |                      |             | Return to parish, with recommendations and invite to resubmit |
|   |                      |             | Forward to Administration & Finance with advice to accept     |
| Consideration by Administration & Finance Committee                       |                      |             | Return to parish, decline                                     |
|   |                      |             | Return to parish, with recommendations and invite to resubmit |
|   |                      |             | Forward to Diocesan Council with advice to accept             |
| Consideration by Diocesan Council/ Sub-council                            |                      |             | Return to parish, decline                                     |
|   |                      |             | Return to parish, with recommendations and invite to resubmit |
|   |                      |             | Accept  |
| Post Acceptance:  |                      |             |   |
| Signature/Permission of Secretary-Treasurer for obtaining Building Permit |                      |             |   |
| Received Copy of Building Permit  |                      |             |   |
| Received "Notification of Project Completion"                             |                      |             |   |