



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 | |
| <p>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.</p> | | | | |

| 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 (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" | | | |