



## **TOWN OF AURORA**

### **ARCHITECTURAL SALVAGE PROGRAM APPLICATION FORM**

#### **PLANNING AND BUILDING SERVICES**

**Development Planning Division**

**Heritage Planning Section**

Phone: 905-727-3123 ext. 4226

Fax: 905-726-4736

Email: [planning@aurora.ca](mailto:planning@aurora.ca)

**Town of Aurora**

100 John West Way,  
Box 1000, Aurora, ON L4G 6J1  
[www.aurora.ca](http://www.aurora.ca)

August, 2016



**ARCHITECTURAL SALVAGE PROGRAM**  
**APPLICATION FORM**

**1.0 APPLICATION FORM TO DONATE MATERIALS**

FOR OFFICE USE ONLY	
Date Received:	Heritage Status:
Received by:	Application Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>
Approval Authority:	Date of Approval:
Application Form to Donate No.:	
Verification of Space Availability by Heritage Planning: (Signature)	
Verification of Space Availability by Manager, Facilities/Properties: (Signature)	

Address of Material Extraction	
House Name (if known) (i.e. "The McGreggor House")	
Owner Information (*if donated material is owned by multiple parties, all parties with title/ownership to such material(s) should be listed and sign this Application/Agreement)	
Name	
Address	
E-Mail	Phone No.
Material Information (Please note quantity, and condition of materials being donated)	
Owner(s) Signature	Date

Please attached photos of the materials described above. In situ photos of materials being donated are encouraged, if available.



**ARCHITECTURAL SALVAGE PROGRAM**  
**APPLICATION FORM**

I/We, the undersigned have read and understand the information outlined in this Application/Agreement and in the Guide to the Aurora Architectural Salvage Program. I/We would like to donate the materials described in this Application/Agreement (the "Materials") to The Corporation of the Town of Aurora (the "Town") to be used as part of the Architectural Salvage Program.

I/We represent and warrant that the Materials are under my/our sole ownership that I/We have free and clear right and title over the Materials and authority to transfer the Materials to the Town.

Upon the execution of this Application/Agreement, I/We agree to permanently and irrevocably transfer all ownership and possessory rights of all items forming part of the Materials and that I/We will not have the right to reclaim any such items.

I/We acknowledge and agree that I/We shall not receive any compensation from the Town in return for the transfer of the Materials, aside from any consideration noted in this Application/Agreement.

(Note: All Listed Owners Must Sign)

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Date



**ARCHITECTURAL SALVAGE PROGRAM  
 APPLICATION FORM**

**2.0 APPLICATION FORM TO RECEIVE MATERIALS**

FOR OFFICE USE ONLY	
Date Received	Heritage Status of Property for Material Use
Received by	Application Approved Yes <input type="checkbox"/> No <input type="checkbox"/>
Approval Authority	Date of Approval
Application Form to Receive No.	

Applicant Information		
Name		
Address		
E-Mail	Phone Number	
Material Information (Material(s) required for proposed project – i.e. one door, one window, etc.)		
Description of Re-use Project (Please attach an Addendum, if necessary)		
Catalogue and Lot Number(s) of Material Requested (Determined in consultation with Heritage Planning)		
1.	Catalogue No.	Lot No.
2.	Catalogue No.	Lot No.
3.	Catalogue No.	Lot No.
Recommended Application Attachments		
<ul style="list-style-type: none"> <li>• Photographs of building/property where the project is located/photographs of project;</li> <li>• Drawings/Sketches of project; and</li> <li>• Elevations/Site Plans of project.</li> </ul>		
I have previously donated materials to the Architectural Salvage Program YES <input type="checkbox"/> NO <input type="checkbox"/>		
I have previously been approved to receive materials from the Architectural Salvage Program YES <input type="checkbox"/> NO <input type="checkbox"/>		
Applicant Signature		Date



---

**ARCHITECTURAL SALVAGE PROGRAM**  
**APPLICATION FORM**

I understand that this information is collected by The Corporation of the Town of Aurora (the "Town") in order to facilitate the Architectural Salvage Program and that the information contained in this Application will be forwarded to the Heritage Advisory Committee and Council for their consideration and that this information is made available to the general public.

I, the undersigned, have read and understand the information outlined in the Guide to the Architectural Salvage Program and hereby swear that the information contained in this Application is correct. Should this Application be approved, I understand that I will be required to sign the Agreement to receive materials from the Town.

(Note: All Listed Owners Must Sign)

---

Signature of Owner(s)

---

Date

---

Signature of Owner(s)

---

Date



**ARCHITECTURAL SALVAGE PROGRAM  
APPLICATION FORM**

**3.0 ARCHITECTURAL SALVAGE PROGRAM AGREEMENT**

**Agreement to Receive Materials  
from the Architectural Salvage Program**

I, \_\_\_\_\_ (Please Print Name), the approved recipient of materials from \_\_\_\_\_ on \_\_\_\_\_ (please print date) for the price of \$\_\_\_\_\_, regarding Application Number \_\_\_\_\_ and Catalogue Material(s) Number(s) \_\_\_\_\_ of the Architectural Salvage Program (the "Program"), understand my responsibilities as outlined in this Agreement. In consideration for the receipt of the heritage materials (the "Materials") from The Corporation of the Town of Aurora (the "Town"), I agree to pay the aforementioned price and to adhere to the following terms:

1. I am responsible for the careful and responsible transportation of the Materials from a Town facility to the approved project location and I am responsible for all the costs associated with the project for which the Materials are to be used;
2. I shall use the Materials in the manner approved by the Town and take reasonable steps to maintain and preserve the Materials once installed;
3. I agree to receive the Materials from the Town "as is" and acknowledge that the Town does not make any warranty or representation, express or implied, with regards to the state, condition, fitness or suitability for any purpose of any of the Materials;
4. I HEREBY RELEASE, WAIVE AND FOREVER DISCHARGE the Town and its employees, council members, officials and officers (the "Releasees") from all claims, demands, costs, expenses, actions and causes of action in respect of death, injury, loss or damage to my person or property however caused, arising or that may to arise by reason of my participation in the Program or the use of any Materials provided by the Town as part of the Program; and



**ARCHITECTURAL SALVAGE PROGRAM**  
**APPLICATION FORM**

5. I FURTHER AGREE TO INDEMNIFY AND SAVE HARMLESS the Releasees for injury, death, property damage or any other loss sustained by a third party as a result of my participation in the Program or use of the Materials provided by the Town as part of the Program.

I have read and understand this Agreement. I also understand that this document contains a promise not to sue the Town and a release/waiver/discharge of claims.

(Note: All Listed Owners Must Sign)

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Date

---

**ARCHITECTURAL SALVAGE PROGRAM**  
**APPLICATION FORM**

**PROGRAM OVERVIEW**

**What is the Architectural Salvage Program?**

The Program enables the salvaging and re-use of architectural materials of significant cultural heritage value. The Program facilitates the appropriate re-use and conservation of materials at the discretion of the Heritage Advisory Committee in a manner that is sustainable, operational, accessible to the general public, and consistent.

**Please refer to the Architectural Salvage Program Guide for details regarding Program Guidelines, Policies and Criteria.**

**Purpose**

The purpose of the Program is to encourage the adaptive re-use of architectural materials of significant cultural heritage value. These materials and architectural elements are managed by the Heritage Advisory Committee in order to facilitate the adaptive re-use and conservation of heritage materials instead of being deposited as landfill material.

As circumstances arise where it is not possible to conserve a heritage resource, the Program outlines clear and objective guidelines for mitigating these situations.

The purpose of salvaging heritage building materials is to preserve portions or features of buildings or structures which have significant historical, architectural, or cultural value and divert them from becoming landfill material. Please note that the Program is a last resort *only* after the following options have been considered by the Town and the property owner:

- a) Retention of the entire or part of the heritage resource on the original site; and
- b) Relocation of the entire or part of the heritage resource to a different site.



---

**ARCHITECTURAL SALVAGE PROGRAM**  
**APPLICATION FORM**

**Objectives**

The underlying objectives of the Program are:

- a) To develop a process for acquiring salvaged heritage materials from properties proposed for demolition;
- b) To consider options for encouraging property owners to donate salvageable materials to the Town when feasible and to discourage them from disposing of significant materials in local landfills;
- c) To develop guidelines and criteria in managing the receiving and distribution of materials; and
- d) To ensure the salvaged materials are received and distributed in a manner which is operational, sustainable, available to the general public, and consistent in consultation with the Heritage Advisory Committee.