

## APPLICATION FORM FOR HERITAGE REGISTRATION

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**Introduction:** The following document is an application form for individuals wishing to register a building, streetscape, or area of land as a Municipal Heritage Property in Halifax Regional Municipality.

**Application Fees:** To encourage the preservation of the Halifax Regional Municipality's heritage resources, there are no fees charged to register a property.

**Documentation:** **An application submitted by the property owner (or with the property owner's support and signature) requires only this completed application form. Research (supporting documentation) is optional.**

By contrast, an application submitted by a third party without the property owner's support and signature must include supporting documentation provided by the third-party applicant, including the following:

1. A detailed summary of the history and heritage value of the property and the reasons why you believe it should be considered for heritage registration. (A description of the information this summary should include is available on page 3 of this application form.)
2. Photographs of the building and property (and historical photos if available).

**Process:** Heritage staff will review the application and determine if it is complete. If complete, staff will conduct a site visit to photograph the property and review the information provided by the applicant. Staff may commission additional research regarding the history of the property if it is found to be warranted. (Please note: HRM will only commission additional research for applications submitted by property owners. Applications submitted by third parties will be evaluated only on the information provided by the applicants.)

Should the application qualify for consideration, staff will prepare a report and forward the application to the Heritage Advisory Committee (HAC) for evaluation. The property's age, historical associations, compatibility with surroundings and architecture will be considered and rated. If the building, site, or streetscape attains the minimum score, it will qualify for a positive recommendation by the HAC to Halifax Regional Council.

If Council wishes to consider the HAC's recommendation, all registered property owners must be notified, and Council will provide an opportunity for owners to be heard at a Heritage Hearing. Council must decide within 120 days whether to register the property. During that time no substantial alteration in appearance or demolition of the property may be carried out without Council approval. If Council decides in favour of registration, the property will be included in the Halifax Regional Municipality's Registry of Heritage Properties. Once included in the Registry, any substantial alterations to the exterior appearance of the registered property requires approval of Regional Council.

**Inquiries:** For general inquiries and for assistance in completing this application, please contact:

HRM Heritage Property Program  
PO Box 1749, Halifax, NS B3J 3A5  
Office: 5251 Duke Street, Suite 300, Halifax, NS B3J 3S1  
Tel: 902.719.9604

### APPLICATION FORM FOR HERITAGE REGISTRATION

#### APPLICANT INFORMATION (REQUIRED)

Applicant: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Tel. # \_\_\_\_\_ Cell# \_\_\_\_\_ Fax# \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Relationship of Applicant to Registered Owner: \_\_\_\_\_

Registered Owner(s): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Tel.# \_\_\_\_\_ Cell# \_\_\_\_\_ Fax# \_\_\_\_\_  
 Email: \_\_\_\_\_

If you are not the Registered Owner, have you contacted the Registered Owner to make them aware of the application: ☐ Yes ☐ No

Is the Registered Owner supportive of the registration application: ☐ Yes ☐ No

#### PROPERTY IDENTIFICATION (REQUIRED)

Civic Address(es): \_\_\_\_\_  
 Property Identification Number(s) PID (if known): \_\_\_\_\_  
 General Location/Community/Name: \_\_\_\_\_  
 Current Use:

<input type="radio"/> Residential	<input type="radio"/> Commercial	<input type="radio"/> Resource	<input type="radio"/> Vacant
<input type="radio"/> Industrial	<input type="radio"/> Institutional	<input type="radio"/> Other ( <i>specify</i> ):	

To your knowledge, is the property for sale? ☐ Yes ☐ No

#### PROPERTY INFORMATION & EXISTING CONDITIONS (OPTIONAL)

Number & Types of Structure: \_\_\_\_\_  
 \_\_\_\_\_

Construction Type (timber frame, balloon frame, masonry, etc.): \_\_\_\_\_  
 \_\_\_\_\_

Roof Material (rolled, asphalt shingle, wood shingle, slate, etc.) & Condition: \_\_\_\_\_  
 \_\_\_\_\_

Exterior Cladding / Wall Materials (wood shingle, clapboard, vinyl, aluminum, etc.) & Condition: \_\_\_\_\_  
 \_\_\_\_\_

Window Style (casement, single-hung, double-hung, etc.), Material (wood, aluminum, vinyl, etc.) & Condition: \_\_\_\_\_  
 \_\_\_\_\_

Foundation Type (stone, brick, concrete block, poured concrete, etc.) & Condition: \_\_\_\_\_  
 \_\_\_\_\_

Distinctive Architectural Trim (brackets, pilasters, cornice, etc.) & Condition: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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**EXISTING LEVELS OF REGISTRATION (REQUIRED)**

Is this property a Provincially Registered Heritage Property?

☐ Yes☐ No

Is this property a Federally Registered Heritage Property?

☐ Yes☐ No**CULTURAL HERITAGE RESOURCES (REQUIRED)**

Does the site contain any of the following cultural/heritage resources? Check all that apply.

☐ archaeological sites☐ buildings, structures, or landscape features of historical significance or value☐ cemeteries or known burials**LANDSCAPE FEATURES (REQUIRED)**

Are there any historical landscape features or other structures which contribute to the heritage value of the property?

☐ Yes☐ No☐ UnsureIf yes, please describe: \_\_\_\_\_  
\_\_\_\_\_**SUPPORTING DOCUMENTATION (OPTIONAL, SEE "DOCUMENTATION" ON PAGE 1)**

**Summary of Property's History and Heritage Value:** To assist heritage staff in determining the historical merits of this application, a summary providing rationale for why the subject property should be considered for registration is required. Please include available historical photographs, any written/oral history and sources for the information provided.

While we recognize that some of this information may be difficult to establish, please include as much detail as possible on the following topics:

**1. Age of Property**

Please identify, if known, the construction date of the property and dates of major additions/renovations.

**2. Historical Associations****a) Occupants, Institutions, and Occasions**

Please identify any historically important personages, institutions and/or occasions associated with this property. Please identify architect or builder, if known.

**b) Historical Period**

Where it is not possible to identify a personage, institution and/or occasion associated with this property, consideration will be given to associations of the property with an historical period. Please describe the relationship of the property to the historical period to which it was constructed.

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### 3. Relationship to the Surrounding Area

a) *Architectural Style*

Please describe the architectural style of the building.

b) *Architectural Details*

Please list the architectural details of the building and provide photos for reference.

**Photographs:** All applications must be accompanied by current photographs showing the front, back and sides of the property and any other significant features proposed for consideration. Historic photographs of the property are beneficial to the application. If necessary, copies of original documents can be made in the office and originals returned to the applicant.

### OWNER'S / APPLICANT'S AGREEMENT: (REQUIRED)

I have examined the contents of the application, and certify the information submitted is correct and concur with the submission of the application.

*Signature of Registered Owner(s) (if supportive of the application):*

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Name (print)	Signature	Date
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Name (print)	Signature	Date
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*Signature of applicant (if different from the owner):*

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Name (print)	Signature	Date
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*In accordance with Section 485 of the Municipal Government Act (MGA), the personal information collected on this form will only be used by municipal staff and, if necessary, individuals under service contract with the Halifax Regional Municipality for purposes relating to the processing of your heritage property application. If you have any questions about the collection and use of this personal information, please contact the Access and Privacy Office at 902-490-7460 or [accessandprivacy@halifax.ca](mailto:accessandprivacy@halifax.ca)*