

For Registered Heritage Properties **outside** of Heritage Conservation Districts only. If your property is located within a Heritage Conservation District (whether it is a registered heritage property or not), please instead complete a Certificate of Appropriateness application form, available at: halifax.ca/home-property/heritage-properties/heritage-conservation-districts

1 Property Information

PID	Civic Address
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Building Name (if any)

2 Contact Information

Registered Owner(s):

Name(s):

Mailing Address

E-mail Address

Phone

Mobile

Fax

Consultant / Applicant (if different from owner):

Name:

Mailing Address

E-mail Address

Phone

Mobile

Fax

3 Project Information

Description of the proposed work (attach additional pages if necessary). See Supporting Documentation Requirements on following page.

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SUPPORTING DOCUMENTATION REQUIREMENTS:

Where an application is for **substantial alterations** to an existing building or structure, it shall include the following:

- A letter of rationale for the proposed alterations;
- Recent photos of all sides of the building or structure and “before” photos of the areas to be affected;
- Elevations showing the proposed alterations, drawn to scale and prepared by an architect or qualified heritage restoration professional; and
- A list of proposed materials to be used in the alteration.

Where an application is for **demolition** of a registered heritage property, the application shall include the following:

- A letter of rationale explaining the reasons for the proposed demolition and identifying the alternatives to demolition that may be available (relocation, remaining as-is) and their feasibility;
- Recent photos of all sides of the building or structure;
- Payment of a \$10,000 demolition fee and a \$1,500 advertising deposit (made payable to Halifax Regional Municipality); and
- An agreement from the owner to place a sign on the property notifying the public of the demolition application.

IMPORTANT: Heritage staff may, on a case-by-case basis, request additional supporting information. Please contact heritage staff at cushine@halifax.ca or 902-478-2586 prior to submitting your application to determine the exact supporting information required for your application.

REFUSALS:

In accordance with the Heritage Property Act an application for Substantial Alterations or Demolition which is rejected by Council may be appealed to the NSUARB (if within a Heritage Conservation District) or the property owner may make the alteration or carry out the demolition at any time after three years from the date of the application but not more than four years after the date of the application.

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OWNER'S SIGNATURE:

I certify that I am the registered owner of the subject property, that I have reviewed this application, including all the supporting information, and that I consent to its submission.

Owner Signature

Date

Owner Signature (if multiple owners)

Date

APPLICANT'S SIGNATURE (IF DIFFERENT FROM OWNER):

I certify that I am submitting the above referenced application, including all the required supporting information, with the consent of the owner(s) of the subject property(s). The owner(s) has/have authorized me to act as the applicant for this application, and my identification as the applicant means that I am the primary contact with HRM in all matters pertaining to this application.

Applicant Signature (if different from owner)

Date

PLEASE SUBMIT YOUR APPLICATION TO THE FOLLOWING OFFICE:

email: Elizabeth Cushing
Senior Heritage Planner
cushine@halifax.ca

mail: HRM Heritage Property Program
PO Box 1749
Halifax, NS B3J 3A5

*in-person
or courier:* HRM Heritage Property Program
5251 Duke Street, 3rd Floor
Halifax, NS B3J 3S1

FOR INTERNAL USE ONLY:

Date Completed Application Received _____