

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(s)	Civic Address(es)
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Building Name(s) (if any)

2 Contact Information

Registered Owner(s):

Name(s)	
Company	
Mailing Address	
E-mail Address	
Phone	Mobile (if different from phone)
Applicant is the same as the owner: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Consultant / Applicant (if different from owner):

Name	
Company	
Mailing Address	
E-mail Address	
Phone	Mobile (if different from phone)

3 Project Information

Brief description of the proposed work. Further details must be attached. 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.

Heritage staff may, on a case-by-case basis, request additional supporting information, including but not limited to a Heritage Impact Statement. An application for Substantial Alterations associated with a Heritage Development Agreement will generally require a Heritage Impact Statement. A Heritage Impact Statement shall:

- ☐ Identify the heritage value and character defining elements of the property based on:
 - i. Information available in the Municipal Registry of Heritage Property; and
 - ii. Information supplemented by additional research, site analysis, or evaluation;
- ☐ Describe the proposed development or site alteration by detailing:
 - i. The rationale and purpose for the development or alterations;
 - ii. The proposed works and graphical layout; and
 - iii. How the development or alterations fit with the objectives of the Municipality as expressed in planning documents;
- ☐ Identify the direct and indirect physical and aesthetic impacts of the proposal
- ☐ Explain how the proposal complies with each of the Standards found in the [*Standards and Guidelines for the Conservation of Historic Places in Canada \(2nd Edition\)*](#)
- ☐ Recommend mitigative or avoidance measures, or alternative development or site alteration approaches;
- ☐ Contain a schedule and reporting structure for implementing the recommended conservation, mitigative, and/or avoidance measures, and monitoring as the development or alterations progress; and
- ☐ Contain a summary statement and conservation recommendations respecting:
 - i. The heritage value and character defining elements of the municipal heritage property;
 - ii. The identification of any impact the proposed development or alterations will have on the municipal heritage property;
 - iii. The conservation or mitigative measures, or alternative development or alteration approaches; and
 - iv. Reasons why some conservation or mitigative measures or alternative approaches are not appropriate.

IMPORTANT: 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 VIA YOUR CUSTOMER PORTAL ACCOUNT (PREFERRED) OR TO THE FOLLOWING OFFICE:

email: Elizabeth Cushing
Planner II - Heritage
cushine@halifax.ca

mail: HRM Heritage Property Program
c/o Elizabeth Cushing
PO Box 1749
Halifax, NS B3J 3A5

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

In accordance with Section 485 of the Municipal Government Act (MGA), any personal information collected on this application form will only be used by municipal staff and, if necessary, individuals and/or organizations under service contract with the Halifax Regional Municipality for purposes relating to administration of the Heritage Property Act.

If you have any questions about the collection and use of this personal information, please contact the Access and Privacy Office at 902.943.2148 or privacy@halifax.ca.

FOR INTERNAL USE ONLY:

Date Completed Application Received