

## Application for Heritage Registration

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### GUIDELINES

- 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:** Applications must include:
- A "letter of support" which should provide a summary of the history of the property and the reason why you believe it should be considered for heritage registration. Please include a chronological list of owners of the property from the earliest to present.
  - A deed description of the property and a site plan showing the area proposed for heritage registration. Please indicate the property boundaries, buildings, and any historically significant landscape features on the site. *Please note: Municipally registered heritage properties under the Heritage Property Act includes the land and other structures appurtenant thereto.*
  - Current photos of the site and building(s) are required. Please include close up shots of historical architectural features and a contextual photo showing the building or site in relation to its surroundings. Historic photographs should also be included, if available.
- Approval Process:** Heritage staff will review the application and determine if it is complete. Staff will then arrange a site visit to discuss and review the subject property with the applicant.
- Depending on the depth of information provided by the applicant, staff may commission additional research regarding the history of the property.
- Should the application qualify for consideration, staff will prepare a report and forward the application to the Heritage Advisory Committee (HAC) for evaluation using an established point system. Age, historical associations, compatibility with surroundings and architecture will be considered and rated. If the building, site or streetscape attains the minimum basic score it will qualify for 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 or not 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 registered properties require 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:* 7071 Bayers Road, Suite 2005, Halifax  
*Tel:* (902) 490-4393  
*Fax:* (902) 490-4406



## Application for Heritage Registration

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### Landscape Features:

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

Yes  No

If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

### Is this property registered by other levels of Government?

Is the property a Provincially Registered Heritage Property:  Yes  No

Is the property a Federally Designated Heritage Site:  Yes  No

Does this property abut a registered Heritage Property?  Yes  No

If yes, please describe the abutting heritage property: \_\_\_\_\_  
\_\_\_\_\_

### Are you aware if the site contains any of the following cultural/heritage resources?

- archaeological sites
- buildings, structures, or landscape features of historical significance or value
- cemeteries or known burials

If yes, please provide details of any cultural or heritage resources on the site (add pages, if necessary): \_\_\_\_\_  
\_\_\_\_\_

## SUPPORTING DOCUMENTATION

**Letter of Support:** To assist heritage staff in determining the historical merits of this application, a letter from the applicant providing rationale for why the subject property should be considered for registration is required. Please include available historical photographs, and a record of written/oral history.

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

### **Age of Property**

Please identify, if known, the construction date of the property and dates of each major addition/renovation.

### **Historical Associations**

- a) **Occupants, Institutions, and Occasions**  
Please identify any historically important personages, institutions and/or occasions associated with this property. Please identify of 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.

### **Relationship to the Surrounding Area**

- a) **Architectural Style**  
Please describe the architectural style of the building. Allen Penny's Houses of Nova Scotia provides an excellent resource in creating a building description.
- b) **Original Facade**  
Please indicate whether the buildings facades are original or not.

## Application for Heritage Registration

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c) **Architectural Details**

Photographs of the property assist the HAC in evaluating the request for registration. Please ensure the application includes current photographs showing the front, sides, rear and closeups of relevant details of the building. Using these photographs please the architectural details of the building.

**Site Plan:** All applications for Heritage Registration must include a site plan or location certificate, and deed description. The site plan must indicate all significant features on the site. Please ensure plans are legible.

**Photographs:** All applications must be accompanied by at least 4 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 owner.

### PROPERTY OWNER'S AGREEMENT

As of the date of this application, I am the registered owner of the lands described in the application. 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 owner(s): \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

*The information on this form is used for internal purposes of evaluating the application. If you have any questions regarding this application and process, they can be directed to the Heritage Planner with Community Development at the address on the front page of this application.*