

Please complete the online form and submit pdfs of required documentation by email to: heritage@regina.ca.
 For more information, please refer to Regina.ca/heritage.

CHECKLIST

All Heritage Permit Applications submitted to the Social and Cultural Branch must include:

Checklist

Part A (page 2 – 3 of this application)

Part B (page 4 – 6 of this application) **or** a Conservation Plan

Architectural drawings relevant to the submission to clearly illustrate the proposal, showing all proposed changes to all structures, including:

Site Plan (if applicable)

Elevations (if applicable)

Floor Plans (if applicable)

Sections and details in their relevant context and to the appropriate scale (if applicable)

3 dimensional drawings (if applicable)

Specifications or other material that will assist in describing the full extent of the proposed alteration should accompany this Alteration Application

SIGNATURE

I certify that, to the best of my knowledge, the information provided in this application is accurate and complete. If submitted on behalf of a building owner, I certify that this application is endorsed by the building owner I represent.

Signature of Applicant:

Date:

If applicant is different than owner, then please fill out the information below:

I (We) _____, authorize
 to make this application on our behalf.

Signature if Property Owner (Required):

Date:

PART A

1. APPLICANTS INFORMATION

Name:		
Company:		
Mailing Address:		
Phone Number:		Email:
Are you the property owner? If not, please fill out the Owner's information below.	Yes	No

2. OWNERS INFORMATION

Registered Owner:		
Mailing Address:		
Phone Number:		Email:

3. BUILDER/CONTRACTOR INFORMATION

Name:		
Company:		
Mailing Address:		
Phone Number:		Email:

4. HERITAGE PROPERTY INFORMATION

Common Name:		
Municipal Address:		
Legal Description:		
Property Type:		
Designation Bylaw:		
Current Use:		
Proposed Use:		
The Property is currently:	Occupied	Vacant

5. SCOPE OF WORK

Select which types(s) of work apply for the project:
Expected Start Date:
Expected Completion Date:
Estimated Project Cost:
List all work items covered under this Heritage Alteration Permit Application:

PART B

On this page, please list separately **each component** of the proposed work. **Please add additional page for each work item listed in Part A.5 above.**

1. Proposed work: (example: roof maintenance, window repair)
2. Location on the building:
3. Existing condition (example: Window inoperable, peeling paint, etc.)
4. Methods (example: Mortar: pre-wetting; temperatures; dwell times, etc.)
5. Materials (example: Mortar: mix; mortar strength; replacement brick porosity; size and colour; chemical for wash-down; bedding planes or replacement stones; window - replace with matching profile, etc.)
6. Related work (example: flashings; drainage, etc.).

7. Assessment of how the proposed work aligns with the *Standards and Guidelines for the Conservation of Historic Places in Canada* and rationale for any areas where proposed work may not align with the Standards & Guidelines.

8. Current Photo of the work area:

9. Drawings related to the proposed work: (provide reference pages if a separate set of drawings were provided in the package)