



# HERITAGE CONSERVATION PROGRAM

## Application Form to Evaluate Heritage Status

Refer to the Heritage Conservation Program Brochure for description of heritage status and details of the financial incentives that are available. More information about the Program, along with a Research Guide, can be found on the City of Saskatoon website at: [www.saskatoon.ca](http://www.saskatoon.ca). Consultation with the Heritage Coordinator is recommended before completing this form. Please call 975-2993.

### Applicant Information

Date of Application: \_\_\_\_\_

Current Registered Property Owner (Applicant): \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### Location of Subject Property

Name of Property (if any): \_\_\_\_\_

Legal Description: Lot (s) \_\_\_\_\_, Block \_\_\_\_\_, Plan No. \_\_\_\_\_

Civic Address: \_\_\_\_\_

#### Has your Building ever been designated as a:

Provincial Heritage Property?  No  Yes If Yes, when? \_\_\_\_\_

National Historic Resource?  No  Yes If Yes, when? \_\_\_\_\_

### Present Condition of the Building

Roof: \_\_\_\_\_

Exterior Finish: \_\_\_\_\_

Windows and Frames: \_\_\_\_\_

Foundation: \_\_\_\_\_

Other: \_\_\_\_\_

### Proposed Rehabilitation Project

Please provide answers to the following questions on a separate sheet.

1. What is the current use of the building?
2. Will the rehabilitation project change the use of the building?
3. Provide working drawings and a detailed description of the rehabilitation project.
4. Commercial Buildings: How do you propose to address signage and lighting in the rehabilitation?
5. Provide a project budget with a detailed breakdown for each item (e.g. paint, windows, re-pointing of brick, etc.)  
If you are performing the work in stages, please provide a schedule of what work will be completed and the approximate timeline as well as the costs.
6. Provide the name, address and phone number of the Registered Architect/Engineer for the project.
7. Requested amount of property tax abatement \$ \_\_\_\_\_
8. Do you wish the City to install a bronze recognition plaque on the completion of the project?  Yes  No

## Photographs of Proposed Property

### Please provide recent photographs of the property:

- A Minimum of four exterior photographs including one of each façade;
- Ensure that all photographs are labeled (on back) with name, date and location of the site;
- Historic photographs of the site and structure should be submitted if available.

## Historic Research

**Please provide answers to the following questions on a separate sheet. All research must be footnoted (given the source for the information). If you are unable to answer all the questions or if you require assistance, please contact the Heritage Coordinator. The results of the evaluation of your property will depend, in part, on the information supplied in this section.**

If you are unfamiliar with how to research a historic resource, the Community Services Department has a handout titled "Discovering Our Heritage: A Guide to Researching Saskatoon Buildings". This guide may be picked up at the Community Services Department, 3rd Floor, City Hall, 222 3rd Avenue North, for no charge. It will provide you with valuable information about where to locate information about Saskatoon's heritage resources. Also, check with the Community Services Department or the Local History Room of the Frances Morrison Library, because research files on your property may already exist. Another option is to hire a professional heritage researcher who can do the research for you. Please supply as much information as you can. It may not be possible to complete the first three questions.

### Architecture

Who was the Architect/ Builder for the building?  
 What architectural style does the building represent?  
 Are the building materials and construction techniques of special interest?  
 How old is the structure?

### Integrity

Has the structure been moved? If yes, is it near its original location or at a new and distant location?  
 What exterior alterations have been done to the structure?  
 What interior alterations have been done to the structure? (answer only if you are applying for the interior to be designated)

### Historical Value

Are there any events, persons, or themes related to the structure that may add to its historical value?

## Heritage Elements

**Please provide answers to the following questions on a separate sheet.**

Please specify the elements of the site (e.g. entire building, exterior only, interior) you wish to be considered for heritage status.

## Declaration of Applicant

I/we, \_\_\_\_\_, request the City of Saskatoon determine the heritage status of the said property for the purpose of determining eligibility for the Heritage Conservation Program in accordance with the City's bylaws, policies and regulations.

Signature of Applicant : \_\_\_\_\_

Date: \_\_\_\_\_

**ALL ITEMS SUBMITTED WITH THIS APPLICATION WILL REMAIN THE PROPERTY OF THE CITY OF SASKATOON**

For Office Use Only:

Site ID: \_\_\_\_\_

Zoning: \_\_\_\_\_

**Please check for these items to be included with this application:**

- |                                      |                          |  |                          |
|--------------------------------------|--------------------------|--|--------------------------|
| 1. Details of rehabilitation project | <input type="checkbox"/> | 3. Exterior Photographs                | <input type="checkbox"/> |
| 2. Conceptual sketch                 | <input type="checkbox"/> | 4. Historic Photographs (if available) | <input type="checkbox"/> |