

Please complete the online form and submit pdfs of required documentation by email to heritage@regina.ca. For more information, please refer to the [Heritage Incentive Policy at Regina.ca/heritage](http://Regina.ca/heritage).

CHECKLIST

Please submit the following as an attachment to your application:

- Checklist
- Part A (page 2 - 3 of this application)
- Part B (page 4 - 6 of this application) **or** a Conservation Plan
- Two detailed estimates of work proposed
- Architectural drawings showing each proposed work item (if applicable)
- Construction schedule with estimated start and completion dates.
- Recent digital images (minimum 300 dpi) which provide an overall view of the exterior

In cases where the value of the requested incentive is greater than \$200,000 applicants must provide the following additional information:

Financing details indicating why the tax exemption is needed in the form of a development pro forma that provides detailed costs, budget and cash flow. The pro forma should include:

- Financing details
- Leasing specifications
- Project hard/soft costs
- Operating Statement
- Explain how the incentive will affect the financial viability of the project

** In addition to these requirements, the City may require additional historic research, engineering, or other studies in support of the 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. APPLICANT 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. OWNER INFORMATION

Registered Owner:		
Mailing Address:		
Phone Number:	Email:	
Registered Owner:		
Mailing Address:		
Phone Number:	Email:	

** Use a separate page and attach it to the application for more than two property owners.

3. HERITAGE PROPERTY INFORMATION

Information can be found in Regina.ca/Property Tax, ISC, and Regina Open Data.

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

4. INCENTIVES INFORMATION

Project Start Date:	Project End Date:
Has the proposed work started before making this application? Yes No	Type of Incentive you are applying for:
Total Project Cost:	
Total Value of all Eligible Conservation Work:	
Total Incentives Requested:	
Other Sources of Funding:	
List all eligible conservation work to be covered under this application. (for example: window replacement, roof repair)	

PART B

On this page, please list separately **each component** of the proposed conservation work. Please **add additional page for each work item** listed in Part A.4 above. Only eligible heritage conservation work must be listed. For the list of eligible heritage conservation work, please refer to the *Heritage Incentive Policy* at Regina.ca/heritage.

1. Item to be conserved: (example: roof, window)
2. Location on the building:
3. Description of proposed conservation work.
Empty space for description
4. What are the threats posed to the property should conservation efforts not take place? Why is this work being undertaken? This rationale will help the Incentive Review Panel in their evaluation process.
Empty space for threats/rationale

5. 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.

6. Explanation of financial need including identification of any premium costs associated with conservation of the property. For example: A regular asphalt shingles costs \$ 90 per square foot but the wood shingles I'm required to use in keeping with the character of the property are \$300 per square foot.

7. Photos of areas to be rehabilitated or maintained:
