

Please complete the online form and submit PDFs of required documentation by email to heritage@regina.ca.

CHECKLIST

When you have completed preparing your application, compile all materials in the order specified below:

- ☐ Completed and Signed Application to Designate Form
- ☐ Written Statement of Significance (if available)
(Statement of Significance is your main argument for designation, so it is important to substantiate any claims you make with supporting documentation and research. Please refer to the link below for guidance on writing a Statement of Significance:
<https://www.historicplaces.ca/media/5422/sosguideen.pdf>.)
- ☐ Recent color photos of the property, labelled with date and location, as follows:
 - ☐ A minimum of four exterior photos, including one of each side
 - ☐ Detailed photos of unique/key character defining elements of the building
- ☐ Any historic photos of the property will be extremely helpful if available.
- ☐ Copies of historic documents if available, such as historic land titles, fire insurance maps or blueprints, or other relevant materials

SIGNATURE

<input type="checkbox"/>	I certify that, to the best of my knowledge, the information provided in this application is accurate and complete and I acknowledge that I have the right to submit or have obtained the appropriate permission to submit all information contained in this application.	
<input type="checkbox"/>	I acknowledge that all photographs and images submitted as part of this application will become the property of the City of Regina and understand that permission is granted for use of the photographs and images by the City without any expectation of compensation.	
<input type="checkbox"/>	By signing this application, I/we, the property owner(s) acknowledge and agree to designate the property as required under the Heritage Property Act and formally consent to the designation of the property as outlined in the application, provided the designation is supported by City Administration and approved by City Council.	
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 of Property Owner (Required)		Date:

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

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

3. ALTERATION HISTORY

List date and write a brief description of any major alterations or additions. This section may also be completed on a separate document. (For example: 1920 – addition to the back of the building.)

Dates	Brief Description

4. HERITAGE PROPERTY INFORMATION

Assistance with your research can be provided by the following agencies:

- Prairie History Room, Regina Public Library (RPL); City of Regina Archives; Provincial Archives; Saskatchewan Architectural Heritage Society; Publications: Henderson's Directory; Regina: the first 100 years published by Leader Post Foundation 565-821; and Historic Architecture of Saskatchewan ISBN-919781-13-6.

Municipal Address:		
Legal Description:		
Property Type:		
Original Use:		
Current Use:		
Proposed Use:		
The Property is currently:	Occupied	Vacant
Built Year:		
Architect/Designer:		
Builder:		
Architectural Style:		
Building Material:		
Is the building on its Original Site? If no, please provide details:		
Are there any historical events associated with the property? If yes, please provide details and source:		

Did anyone connected to the property make any particular or significant contribution to the neighbourhood, municipality, province or nation?

If yes, please provide details and source:

What are the significant features of the building? List below. (for example: Original wood windows, Tyndall Stone panel on the entrance, wood shingles, decorative stone trim around doorway, etc.)

WHAT ARE MUNICIPALLY DESIGNATED HERITAGE PROPERTIES?

Heritage Designation is a formal recognition of the historical significance of a property. Designation helps protect and preserve properties with heritage value, ensuring their historical importance is maintained for future generations. Heritage designation plays a vital role in preserving Regina's rich history and cultural identity.

Municipally designated heritage properties are recognized for their historical, cultural, or architectural significance. Their heritage value and character-defining elements are documented in a Statements of Significance, which outlines the historic, physical, contextual, or community heritage values that make them special.

Municipally Designated Properties are formally protected and subject to preservation requirements under the *Heritage Property Act*.

HOW DO I DESIGNATE MY PROPERTY?

The City of Regina primarily relies on voluntary designations initiated by property owners. Once an application is submitted, City staff assess whether the property holds heritage value – this is based on the Statement of Significance and other documentation provided by the applicant. Following evaluation, the City's Heritage Sector Reference Group is invited to provide their feedback. If designation is supported, City staff bring forward a recommendation to the Regina Planning Commission and City Council. City Council has the authority to designate properties under the *Heritage Property Act*.

If the application for designation is approved, City Council must pass a bylaw officially designating the property. The bylaw for the property outlines the heritage value and character defining elements. This is the official recognition and documentation of the historic value of your property and is registered on the title.

The applicant and owner of the property are notified of all public meetings where their application for designation will be considered should they wish to speak to the Regina Planning Commission or City Council.

WHAT SHOULD I CONSIDER WHEN DECIDING TO DESIGNATE MY PROPERTY?

If you are considering designating your property, it is important to understand what impact designation may have on your property and what benefits might be available. The following are frequently asked questions regarding heritage designation.

Does designating my property restrict my ability to sell it later?

- No. Designation does not restrict the sale of the property. The Heritage Property Act only requires an owner to give Council 30 days notice of their intention to sell. The legal protection and interest registered on title stay with the property after it is sold.

What changes can or cannot be made to my property if it is designated?

- While heritage designation does not restrict a property owner from performing routine maintenance, rehabilitation work, making upgrades to the property (e.g., mechanical and electrical) or introducing modern conveniences (e.g., central air conditioning, satellite dishes, etc.), it does protect the property against demolition and changes that significantly alter the exterior of the building.

- The designation bylaw for the property will identify the specific elements of the building considered as character-defining and in need of preservation. Except in rare cases, most designations only apply to the exterior of the building, not the interior, allowing owners to make necessary alterations to the interior of the building, provided it satisfies building code requirements.
- A Heritage Alteration Permit is required before you undertake changes to the exterior of the property or to the character-defining elements. Alterations (e.g., window replacements, roofing, siding, additions) must respect the property's character defining elements, be complementary to the property, and align with the [*Standards and Guidelines for the Conservation of Historic Places in Canada*](#).
- We encourage owners to consult a heritage professional to create a Conservation Plan specific to the property to enhance longevity, maintenance and preservation.
- It is important to note that just like non-designated properties, all necessary permits, such as building permits and development permits, must be obtained before commencing work.

What are the maintenance requirements for designated properties under the Municipal Heritage Property Maintenance Bylaw?

- The purpose of the *Municipal Heritage Property Maintenance Bylaw* is to ensure heritage properties are properly maintained and that the character defining elements are preserved over time.
- Repairs and maintenance to designated properties must be carried out in accordance with the designation bylaw and relevant heritage conservation principles including the *Standards and Guidelines for the Conservation of Historic Places in Canada*. Just like non-designated properties, owners are responsible for ensuring they have all necessary permits in place before commencing work (e.g., building permit, Heritage Alteration Permit).
- The City conducts semi-annual inspections of designated heritage properties to ensure they do not lose their heritage value. If a heritage property is in disrepair or the character defining elements are in jeopardy of being lost, under the *Heritage Properties Act* the inspector has the authority to intervene through the *Municipal Heritage Property Maintenance Bylaw 2023-37*.
- The City works with property owners to achieve voluntary compliance. However, if the necessary repairs are not completed and the property's heritage value or integrity is at risk, Council may pass an Order to Repair to require the necessary work to be completed. Additionally, property owners who neglect to maintain their heritage property may become ineligible for incentive programs provided by the City.

Does the City provide financial support to owners of designated properties?

- Yes, the City of Regina provides grants and tax exemptions to encourage maintenance and conservation of heritage properties. Property owners can apply under the [*Heritage Incentives Policy*](#) to support eligible repair and rehabilitation work.
- Heritage Designated properties are eligible for incentives under the Heritage Incentive Policy. This policy provides financial incentives in the form of grants and tax exemptions to support eligible repair and rehabilitation work.
- Alterations to the property must adhere to the *Standards and Guidelines for the Conservation of Historic Places in Canada*. The City encourages owners to consult a heritage professional to create a Conservation Plan specific to the property to enhance longevity, maintenance and preservation.

If a section of my designated property is damaged, do I need to reinstate it or replicate it?

- If the building is completely or substantially destroyed, it is most likely that the heritage value associated with the property would have been lost. For designated properties that have been completely or substantially destroyed, they would be deemed to have been lost and would not be required to be rebuilt or replicated.
- In the event of the loss of a building within a Heritage Conservation District, the owner would not be required to rebuild or replicate the original building, however the new building would be required to comply with the policies for new development within the Heritage Conservation District Bylaw.
- In the event of partial loss of the building or if a new addition or alteration is required, the owner will be required to obtain a Heritage Alteration Permit before commencing any work.
- Each permit application is evaluated on a case-by-case basis, and certain factors, such as the extent of the damage, would be taken into consideration when deciding on an appropriate conservation approach – restoration or rehabilitation.

Are there any insurance requirements for designated properties under the Heritage Property Act?

- There isn't a requirement under *The Heritage Property Act* of Saskatchewan for owners of designated properties to obtain special insurance. However the City does recommend all property owners to hold regular insurance on their properties.

Will designating my property impact my insurance premiums?

- Each insurance company develops their own policy requirements regarding properties they insure, including requirements for older properties. The information provided in this document clarifying what heritage designation means respecting maintenance and expectations for designated buildings that are partially or substantially damaged is meant to assist owners in discussions with their insurer.

Can I remove the designation status from my property?

- De-designation of properties is rare. If an owner wants to have the designation removed from their property, they need to submit a written request to the City outlining the reason they wish the designation to be removed along with a heritage professional's assessment. The City will review the request and gather input from the Heritage Sector Reference Group on whether the heritage value of the property has changed before bringing the item to City Council for a decision.

What if I want to demolish my designated property?

- Municipally designated heritage properties are legally protected from demolition, and any request for demolition is subject to a rigorous review process. If an owner seeks to demolish a designated property under exceptional circumstances, they must submit a formal application to the City Administration. The City will then conduct a comprehensive assessment, including an evaluation of the property's heritage value and any additional required reviews. Only after this process will the matter be presented to City Council for a decision within 30 days.

More information available at: www.regina.ca/heritage

Contact: heritage@regina.ca