

## HERITAGE ALTERATION PERMIT APPLICATION

### 1. OWNERSHIP/APPLICANT INFORMATION

**Note:** All correspondence from the City (written and verbal) will be provided to the key contact. It is the responsibility of the key contact to inform the other projects members. The key contact will also be the contact should the public require further information.

Key Contact: \_\_\_\_\_

**Applicant's Name** \_\_\_\_\_

Address \_\_\_\_\_

Phone: Home \_\_\_\_\_ Office \_\_\_\_\_ Email: \_\_\_\_\_

**Owner's Name (if different from applicant)** \_\_\_\_\_

Address \_\_\_\_\_

Phone: Home \_\_\_\_\_ Office \_\_\_\_\_ Email: \_\_\_\_\_

**Architect's / Engineer's Name** \_\_\_\_\_

Address \_\_\_\_\_

Phone: Home \_\_\_\_\_ Office \_\_\_\_\_ Email: \_\_\_\_\_

### 2. LOCATION OF SUBJECT PROPERTY:

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

ii) Civic Address: \_\_\_\_\_

### 3. DEVELOPMENT INFORMATION:

Zoning: \_\_\_\_\_ Neighbourhood Plan Area: \_\_\_\_\_

Existing occupancy/use of building: \_\_\_\_\_

Proposed occupancy/use of building: \_\_\_\_\_

List of variances requested: \_\_\_\_\_

Total value of all work, including sub-trades: \_\_\_\_\_

**4. CONSERVATION PLAN SUBMISSION REQUIREMENTS**

**Part A) Existing Condition Documentation**

Please summarize the ‘existing condition’ by providing a copy of the ‘original’ drawings (where available); a copy of drawings which outlines the extent of previous changes to the heritage property (where available) and/or a copy of the ‘existing’ dimensioned survey of the property and building or the recent ‘as-found/existing condition’ drawings. The purpose of the Existing Condition Documentation is to establish the baseline conditions to which the Proposed Alterations may be assessed.

**Part B) Proposed Alterations Documentation**

Please summarize the proposed alterations and provide all supporting documentation that shows clearly the ‘proposed’ alteration(s) through annotated plans, elevations, sections and details in their relevant context and to the appropriate scale. Photographs, specifications or other material that will assist in describing the full extent of the proposed alteration should accompany this Alteration Application. The purpose of the Proposed Alterations Documentation is to establish the full scope and nature of any proposed change to assist in assessing the effects of the proposed change/alteration on the heritage values of the place. **If your project includes masonry work, window repair or window replacement refer to the document attached as Appendix A to this application.**

Proposed Commencement Date: \_\_\_\_\_

Proposed Completion Date: \_\_\_\_\_

**General requirements for the Site Plan (and the Landscape Plan) and Building Plans**

All applications will require the submission of a Site Plan. The information used to generate the Site Plan can also be used as the base for the Landscape Plan. Note that all applications do not require a Landscape Plan.

**5. PROJECT INFORMATION**

Depending on the nature of your submission, a Project Information Table may not be required.

<b>Project Information</b>	
Zoning	
Site area (m2)	
Total floor area (m2)	
Floor Space Ratio	
Site Coverage %	
Open site space %	
Height of building (m)	
Number of storeys	
Parking stalls (number) on site	
<b>Building Setback (m)</b>	
Front yard	
Rear yard	
Side yard (indicate which side)	
Side yard (indicate which side)	

**6. SITE PHOTOGRAPHS**

All applications must include exterior photographs, as detailed below:

- All street facades (straight on views).
- All accessible corners (showing two sides in each photograph).
- Details of any areas where repairs or replacements are necessary.
- General view of overall property, showing the structure in relation to the surrounding properties.

**7. SUBMIT THIS FORM TOGETHER WITH ALL ATTACHMENTS TO:**

**Current Planning Branch  
9th Floor, 2476 Victoria Avenue  
Regina, SK S4P 3C8**

**8. DECLARATION OF COMPLETE APPLICATION**

Please confirm that your application is complete by signing the declaration. **Incomplete applications will not be accepted.**

a. Title and Ownership Information

- If there is more than one registered owner a letter of authorization should be provided from all owners or a copy of a valid Offer to Purchase.
- Current Certificate of Title (not dated more than 30 days), available from the Land Title Office
- Copy of any title restrictions, e.g., restrictive covenants, easements, a statutory right of way. Specify: \_\_\_\_\_

b. Declaration

- I hereby submit this Heritage Alteration Permit Application with the supporting documents as required.
- I hereby acknowledge that all the information provided is considered public information and available for public viewing and distribution.
- I hereby declare that all the above statements and the information contained in the supporting documents are to the best of my belief true and correct in all respects.

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

\_\_\_\_\_  
Signature of Registered Owner  
(If different from Applicant)

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

For Office Use Only - Date of Complete Application: \_\_\_\_\_

## APPENDIX A

### Heritage Conservation Plan and Heritage Alteration Permit Additional Requirements

#### Additional information that may be required to assess the project against the Parks Canada *Guidelines for the Conservation of Historic Places in Canada*

1. **If the project includes Masonry Work:**
  - Methods (pre-wetting; temperatures; dwell times, etc.)
  - Materials (mortar mix; mortar strength; replacement brick porosity; size and colour; chemical for wash-down; bedding planes or replacement stones, etc.)
  - Surface preparation and finishes (joint width, profile and colour; coatings etc.)
  - Related work (flashings; drainage, etc.).
  
2. **If the project includes Window Repair:**
  - Methods and materials (e.g scarf in new wood, replace with matching profile, etc.)
  - Surface preparation and finishes;
  - Methods of thermal upgrading (weather-stripping; storm sash; caulking, etc.)
  
3. **If the project includes Window Replacement:**
  - Information about the basis for the design of the replacement window (e.g. **Elevation Drawing** – scale 1:25 or 1/2"=1'-0" min. and **Section** – scale 1:5 or ¼ FS min.) through head, meeting rails, sills, muntins, mullions, and jambs of surviving **prototype window(s) or historic photo** of an earlier window configuration)
  - **Section and Details** – scale 1:5 or ¼ FS min. – through head, meeting rails, sills, muntins, mullions and jamb of **each type of replacement window** if different than above; materials that will be used to fabricate the replacement window as well as surface preparation and paint colours. Note: Manufacturer's catalogue cut-sheet may be acceptable if the required information is indicated.