

## HERITAGE BUILDING REHABILITATION PROGRAM

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The City of Regina provides financial assistance to conserve properties that have been formally designated pursuant to the *Heritage Property Act*. More information about the Heritage Building Rehabilitation Program is available at [Regina.ca](http://Regina.ca) or at the Development Services Department on the 9<sup>th</sup> Floor of City Hall between 8 a.m. and 4:45 p.m.

- Completed application form, property title and approved building permit must be submitted by the annual application deadline of March 31. **Exemptions begin on January 1 of each year following the approval of your application.**
- If your property is not designated, you must submit a written application to the City and receive approval of designation before your application for assistance will proceed.
- A tax exemption may be granted to a maximum value equivalent to 50% of eligible work costs **or** the total property taxes payable over ten years; **whichever is the least.**
- Subject to the availability of funds, a municipal grant is available for designated properties that are exempt from paying property taxes on an ongoing basis (e.g. churches, etc.). The grant may cover up to 50% of eligible work costs and is limited to a maximum value of \$50,000.

### Eligibility Requirements

**In general, eligible work costs must be based on the assessment of a qualified architect or engineer. The following types of work may be eligible for assistance:**

- Conservation of exterior character-defining elements or significant landscape elements.
- Façade-only conservation in the Victoria Park Heritage Conservation District.
- Structural stabilization.
- Improvements required to meet National Building Code (NBC) or City of Regina bylaw requirements, including the repair or upgrading of mechanical and electrical systems.
- Improvements to the energy efficiency of Heritage buildings (e.g. insulation, windows, furnace).
- Conservation of significant or rare character-defining interiors or interior elements.
- Qualified architectural or professional engineering services not related to the preparation of this application.

### Not Eligible

- × Cosmetic improvements, painting, repairs, regular maintenance, tenant improvements and new additions to existing heritage buildings.
- × Any work completed prior to application for assistance. The work must be approved for assistance by the City prior to being undertaken in order for it to qualify.
- × Any property that has not been designated as Municipal Heritage Property, as part of the Victoria Park Heritage Conservation District or as Provincial Heritage Property.

**PROPERTY THE EXEMPTION IS REQUESTED FOR:**

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

**HOW SHOULD WE CONTACT YOU?**

Full Name(s) of Applicant: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

**Which of the following applies to you?**

- I am a developer or representative of the property owner working on a project for the private market. Please specify: \_\_\_\_\_
- I am a registered owner.

**Present Owner (if different from Applicant):**

Full Name(s) of Owner: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

***Please note the following:***

- If you are a representative of the owner, the owner must sign and date this application form, indicating authorization for you to apply on their behalf.
- A specific application must be made for each project.
- Qualifying residential projects in designated Heritage buildings may receive a tax exemption under both the Heritage Building Rehabilitation Program and the Housing Incentives Program. In these cases, the Heritage exemption will be provided first. Where the building meets the eligibility requirements of the Housing Incentives Program, an additional term of up to five years of tax exemption may be provided.

## PROJECT INFORMATION

### 1. Please provide property details:

Address: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Lot(s): \_\_\_\_\_ Block: \_\_\_\_\_ Plan No: \_\_\_\_\_ Zone: \_\_\_\_\_

### 2. Please briefly describe the heritage value of the building(s) and property:

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### 3. What kind of development is this?

Commercial     Residential     Institutional     Mixed residential-commercial

Other (please describe) \_\_\_\_\_

### 4. Please describe in detail the present use(s) of the building(s) and property:

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### 5. Please describe the proposed use of the building(s) and property (if different from above):

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### 6. Please provide a detailed description of the proposed work. Please specify each separate work item:

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### 7. Why is this work being undertaken?

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**8. In cases where the value of the exemption is more than \$200,000 applications must include:**

- (a) Financial evidence 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, two estimates for materials and labour, leasing specifications, project soft costs and hard costs, operating statement and an explanation of how the exemption will affect the financial viability of the project.
- (b) Architect's drawings showing each proposed work item (if applicable).
- (c) Construction schedule with estimated start and completion dates.
- (d) A Conservation Plan and Heritage Alteration Permit application.

**9. In cases where the value of the exemption is less than \$200,000 but more than \$20,000 applications must include:**

- (a) Two detailed estimates for each work proposed.
- (b) Architect's drawings showing each proposed work item (if applicable).
- (c) Construction schedule with estimated start and completion dates.
- (d) A Conservation Plan and Heritage Alteration Permit application.

**Please note that eligibility for the exemption includes the following:**

- All municipal fees, charges and property taxes of a development must be paid up to date. A fee is required for projects seeking an exemption worth more than \$200,000.
- Accuracy of information provided on the application form is critical to a legal and binding decision.
- A meeting with the City Administration to determine the eligible work items.
- A property inspection by the City Administration may be required.
- Work identified in this application can not commence until discussions with the City Administration and necessary inspections have been completed.

If this application is being submitted on behalf of property owners, the signature of each property owner must be provided below, indicating their consent. Provide a copy of this page to each property owner as required. Each page must be signed by the applicant and the owner, unless they are one and the same.

**I, the undersigned, understand the conditions of eligibility and hereby apply for a conditional tax exemption under the Heritage Property Incentive Program.**

Applicant Name: \_\_\_\_\_

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

Owner Name: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Complete this form and return it to:

**City of Regina, Development Services Department**  
**9th Floor, City Hall - 2476 Victoria Avenue**  
**PO Box 1790 | REGINA SK S4P 3C8**  
**Phone: 306-777-7000 | Fax: 306-777-6823**

All personal information collected on this form is handled and maintained in accordance with the City of Regina's Customer Privacy Policy, which is available on our website at [Regina.ca](http://Regina.ca).

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