

APPLICATION IS HEREBY MADE on the _____ day of the month of _____ in 20____ by:

Full Name of Applicant(s)	Phone Number(s)	Email	Mailing Address

for designation of the property, PID# if known _____, located at civic address:

as a Municipally Registered Heritage Property under the provisions of the provincial *Heritage Property Act*. I herewith supply the following accurate information and agree to provide additional details to assist the municipal staff, Heritage Advisory Committee, and members of the Council in their consideration of this matter.

Are you, the named applicant(s) above, the current owner(s) of the above property:

Yes

No

If you are not the Registered Owner, have you contacted all Registered Owner(s) to make them aware of the application (required for application to be considered):

Yes

No

If you are not the Registered Owner, is the Registered Owner(s) supportive of the registration application?

Yes

No

If yes, consider attaching a letter of support signed by the registered property owner(s).

If there are additional owners for this property that are not listed as applicants above, please fill in as much information as possible for all current owner(s) of the property:

Full Name of Property Owners	Phone Number(s)	Email	Mailing Address

1. List as much information about the building(s) as possible. If you don't have any information, leave it blank. If you are unsure of the details, mention that you think X and why you think that in the source section. If you have a lot of information, fill in a brief summary here for the committee to review and attach additional information on a separate sheet. If your property has no building on it, move on to section two.

Helpful information for the committee	Applicant Response (to the best of your knowledge)	Source for this information (if any) or why you think that
A. Date of Construction		
B. Architectural Style		
C. Architect's Name		
D. Builder's Name		
E. Construction Method/Materials		
F. Architectural features		
G. Alterations to property, ex: changes to architectural features, new upgrades, pieces removed, etc.		

2. List as much information about the property as possible. If you don't have any information, leave it blank. If you are unsure of the details, mention that you think X and why you think that in the source section. If you have lots of information, fill in a brief summary here for the committee to review and attach additional information on a separate sheet.

Information requested	Applicant Response (to the best of your knowledge)	Source for this information (if any) or why you think that
A. Previous property owner(s) names		
B. Earliest date of use of the property, ex: if it was farmland distributed in X		
C. Previous use of the property		
D. Historically significant land or location features on the property, excluding the building(s), ex: apple trees, nearby river, farmland, etc.		

3. Does your property or building have an association with the life or activities of a person, group, or event that has made a significant contribution to the community?

4. Is the property or building associated with the community's economic, social, cultural, political, or other type of history? If yes, please describe:

5. Is the property or building a landmark symbol for the community?
If yes, please describe:

6. Are there any other details regarding the property that you would like the Heritage Advisory Committee to be aware of before they decide to recommend your property be registered as a municipal heritage property? If yes, please describe here or attach additional sheet(s):

In signing below, I agree that:

- I have read and understood the information provided by municipal staff regarding municipal heritage property registration.
- I am aware of the potential implications of registering my property, including possible impacts on insurance coverage.
- The information I have provided in this application is true and accurate to the best of my knowledge.
- I am voluntarily submitting this application to register my property as a Municipal Heritage Property, fully aware of the associated restrictions, responsibilities, and potential risks, as outlined in the Provincial Heritage Property Act and the applicable municipal Heritage Property By-Law.

Signature of Applicant(s):

Submit this completed application form and property photographs by email to:

Lyne.Allain@invernesscounty.ca

Along with this completed form, please attach:

- any additional information regarding the property,
- a copy of a deed / title or proof of ownership or a letter from the property owner(s) acknowledging and supporting this application for municipal registered heritage property designation,
- up to 15 photographs of your property to your submission of this application form and describe the photographs in the table below.

See information regarding next steps on the last page.

#	Image Name (ex. IMG_123 or Front Door)	Description of Important Features Visible in Photograph
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

Heritage Property Registration: Next Steps

Once we receive an application for a property, all property owner(s) are notified that:

- an application to register their property was received, and
- they are invited to the next Heritage Advisory Committee meeting.

The Heritage Advisory Committee members read and score the application materials.

At the Heritage Advisory Committee meeting, which is open to the public:

- the application is discussed,
- the Committee either:
 1. Arranges a second meeting to continue the discussion, or
 2. Makes a recommendation to Council to approve or reject the application.
 - If approval is recommended, a discussion is held about the property's character-defining elements with input from the owner, staff, Committee, and consultants.

If the Heritage Advisory Committee submits a report to Council that recommends approval the application, the municipality sends notice of the recommendation to each registered property owner at least 30 days prior to the possible registration of the property at a Council meeting of the whole. A copy of the notice is deposited in the registry of deeds for the district.

The notice of recommendation shall contain:

- (a) a statement that the property described in the notice has been recommended for registration in the municipal registry of heritage property;
- (b) a brief statement of the reasons for the recommendation;
- (c) a summary of the consequences of registration;
- (d) a statement that no person shall substantially alter the exterior appearance of or demolish the property for one hundred and twenty days after the notice is served unless the municipality sooner refuses to register the property; and
- (e) notification of the right of the owner to be heard and of the time and place for the hearing, which shall be given not earlier than three weeks after service of the notice.

At a Council Meeting of the Whole, no more than 120 days after the notice of recommendation, Council reviews the Committee's recommendation report and votes to approve or reject it. Property owner(s) and members of the public are welcome to attend and provide more information before Council votes. Municipal staff inform the property owner(s) of Council's decision with a notice of registration and a copy is deposited in the registry of deeds for the district.