



APPLICATION TO DESIGNATE

APPLICATION TO DESIGNATE AS A MUNICIPAL HISTORIC RESOURCE

HISTORIC RESOURCE INFORMATION

Name of Resource			
Date of Construction		Type of Resource	
Address of Resource			
Legal Description			

If the resource sits in a larger legal holding, of which portions are not relevant, please provide a description of the boundaries

APPLICANT INFORMATION

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

APPLICANT SIGNATURE

I (We) _____, request designation of the said property as a Municipal Historic Resource in accordance with the City's bylaws, policies and regulations.

Owner's Signature(s): _____

Date: _____

REQUIRED DOCUMENTS & INFORMATION

Please attach the following information with your application:

- Current Certificate of Title (a photocopy of the full certificate is satisfactory)
- A current Real Property Report of the building and site to be designated
- Cost estimates/quotes for rehabilitation work from three qualified contractors
- Photos of areas where maintenance work is required
- A summary and schedule of work proposed with start and complete dates (architectural drawings may be required)

Please contact a Heritage Planner before submitting an application to designate



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ADDITIONAL REQUIRED INFORMATION

OTHER HISTORIC RECOGNITION

Has this building been designated by the Government of Alberta as a Provincial Historic Resource (PHR)? If yes, please indicate when it was designated.

PHR Date of Designation _____

HISTORIC RESOURCE PHOTOS

Please provide current colour photos of the property taken within one month of this application:

- A minimum of four exterior photos, including one of each side
- Detailed photos of unique/key character elements of the building
- Photos of the neighbourhood context (neighbouring houses, streetscape)

Ensure that all photos have name, date and location of the site indicated in the file name. Any historic photos of the site and structure will be extremely helpful if available. **Please note that photos submitted remain the property of the City of Edmonton.**

CONDITION OF HISTORIC RESOURCE & HISTORIC INFORMATION

Please submit the following as an attachment to your application:

- A **description of the current condition** of the historic resource's roof, exterior, doors and windows, foundation and structural integrity, interior, and other relevant information
- A **description of historic information** about the resource, including previous owners/tenants, significant events or associations with the resource, previous uses, etc.
- Copies of **historic documents if available**, such as historic land titles, fire insurance maps or blueprints, photos, or other relevant materials

SUBMISSION INFORMATION

Please forward your completed Application to Designate and supporting documents to:

heritageplanners@edmonton.ca

The personal information on this form is protected under the authority of Section 33(c) of the Alberta *Freedom of Information and Protection of Privacy Act*, SA 2000. The information will be used to process this application for the purpose of having a property considered for designation as a Municipal Historic Resource. This document is a public document and is available for public viewing if requested, and as a result your name and address may be included on reports that are available to the public. The City WILL NOT use your personal information for unrelated purposes, without your expressed consent. If you have any questions about the collection, contact the Heritage Planners at heritageplanners@edmonton.ca.