



FPT ID number

# Heritage Foundation of Newfoundland and Labrador

P.O. Box 5171, St. John's, NL, A1C 5V5

**Type or print clearly. Incomplete applications will be returned.  
Applications received by fax or email will not be accepted.  
Deadlines March 1 and August 15.**

## Registered Heritage Structure DESIGNATION APPLICATION

Applicant (Legal Owner): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Number Street Community Province Postal Code

Home # \_\_\_\_\_ Business # \_\_\_\_\_ Cell # \_\_\_\_\_

Email address: \_\_\_\_\_

Name of Structure: \_\_\_\_\_

Address of Structure: \_\_\_\_\_  
Number Street Community Postal Code

Date of Construction: \_\_\_\_\_

Is the Building Style Modern Architecture: \_\_\_\_\_

Architect and Builder: \_\_\_\_\_

Area and Dimensions of Structure/ Property: \_\_\_\_\_

Latitude and Longitude of Structure (if available): \_\_\_\_\_

1. What are the most interesting details and architectural features of the structure?

2. Please give a short history of the structure, including past use and owners.

3. What specific people, organizations or events are associated with the structure?

4. Why is this structure important beyond its community? To be designated provincially a structure must be of importance to the region or province as a whole.

5. Describe the *physical condition* of the structure:

<b>Features</b>	<b>current structural condition – good, fair, poor - describe</b>
Foundation and Sills	
Cladding and Trim	
Doors	
Windows	
Storm Windows	
Exterior Paint	
Roof	
Flashing	
Eaves	
Chimney	
Additions	
Other	

6. What physical changes or alterations have been made to the structure over time?

7. Describe any associated structures or features (outbuildings, root cellars, fences, gates, etc.).
8. Does the structure occupy its original site? (circle one)      YES                  NO  
If not, please explain:
9. Describe the structure's setting and all noteworthy natural features.
10. Is the structure considered a landmark? Explain.
11. Who can we contact for more information about the history of this structure?

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Name	Address	Telephone
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Name	Address	Telephone
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**IMPORTANT**

- Partial packages will be returned to the applicant.
- Applications must include labelled digital colour images at the highest resolution possible.  
**(Only digital images on a CD or thumb drive will be accepted. Printed images or photocopies will NOT be accepted. Applications will not be processed if digital images are not included.)**
- All images submitted become the property of the Heritage Foundation of Newfoundland and Labrador and will not be returned.
- Deadline for designation applications is March 1 and August 15 of each year.
- Late submissions will be considered at the next deadline.

# DESIGNATION CHECKLIST

The following **required** items must be included with the application in order for your structure to be considered for designation. **Incomplete applications will NOT be accepted.**

**Indicate on this form that you have read and understood all items by checking each item.**

- All sections of the application have to be completed. Must be typed or printed clearly. Please ensure it is legible.
- If any attachments are included, please note them on the application. Attachments must be accompanied by a fully completed form.
- This form must be signed by the registered legal owner of the property.

## Labelled Images

- All images must be labelled, describing exactly what they show.
- Two (2) exterior images of the *complete structure* and surroundings from different angles.
- One (1) exterior image of *each side* of the structure, four (4) in total.
- Images of interior detail: window, door and cornice moulding, mantelpiece(s), and staircases.
- Close up images of exterior detail: window and door trim, eave and corner brackets, roof line, foundation and all outbuildings.
- Images of any interesting or unusual features or details.
- Images of any areas that need immediate repair due to loss, rot or damage.
- Historic images.

## Legal Documents

- A copy of a deed registered with the provincial Registry of Deeds is required.
- If the deed does not contain a property survey, a separate survey must also be submitted.

**NOTE: PROPERTIES MUST BE REGISTERED AT THE REGISTRY OF DEEDS TO APPLY FOR DESIGNATION.**

I/We the undersigned grant permission to have the structure placed on the Heritage Foundation of Newfoundland and Labrador's online register of properties, and if designated to be placed on the Canadian Register of Historic Places ([www.historicplaces.ca](http://www.historicplaces.ca)).

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Signature of legally registered structure owner

Date

**Personal information is being collected for the purpose of assessing applications under the Registered Heritage Structure Program. All personal records are considered confidential and will be handled in accordance with the Access to Information and Protection of Privacy (ATIPP) Act. Any questions or comments can be directed to [info@heritagefoundation.ca](mailto:info@heritagefoundation.ca) or 709-739-1892, toll free 1-888-739-1892.**