



**Heritage Foundation**  
Newfoundland & Labrador

## Application for Designation

Owners of historically significant buildings or other constructed features may apply for provincial designation. Each structure/feature will be evaluated and may be designated a Landmark Heritage Structure, a Registered Heritage Structure, or a Recognized Heritage Structure/Feature depending on its significance.

Applicants must complete and submit this form, signed by the legal owner, to apply for designation. Applications are accepted year-round and are assessed on an as-needed basis. Please attach additional pages if needed. Incomplete applications will be returned. Contact us for assistance completing this form.

1. Name of structure/feature: \_\_\_\_\_
2. Street address of structure/ feature: \_\_\_\_\_
3. Community: \_\_\_\_\_

### Ownership Information

4. Legal owner(s): \_\_\_\_\_
5. Project coordinator (if different from above): \_\_\_\_\_
6. Mailing address: \_\_\_\_\_  
\_\_\_\_\_
7. Primary phone: \_\_\_\_\_ Secondary phone (optional): \_\_\_\_\_
8. Email address: \_\_\_\_\_
9. Why do you or your organization wish to see this building designated and preserved?

**Property Description**

10. Date(s) of construction (*if known*): \_\_\_\_\_

11. Architects or builders (*if known*): \_\_\_\_\_

12. Approximate size/dimensions of structure/feature: \_\_\_\_\_

13. Describe the structure/feature in terms of its form, style, construction, and location on site:

14. Describe any interior features (*if applicable*) that contribute to the structure/feature’s architectural significance or that tell of the historical use of the structure (eg. trim and details, visible construction, layout) that you feel merit recognition:

15. Describe the history of the structure/feature including past and present owners and uses:

16. Are there features of the structure/feature that make it a significant, unique, or excellent example of its style or type?

17. Describe any changes or alterations to the structure/feature over time:

**Contextual Information**

18. Describe any associated structures or features (eg. outbuildings, cellars, fences):

19. Does the structure/feature occupy its original site?  Yes  No

If no, explain:

20. Describe the setting, natural or otherwise, of the structure/feature (eg. its neighbourhood, significant nearby buildings or landscape/water features):

21. Describe how the structure/feature has significance in the context of its community, region, or province due to the role it has played, events or people it has hosted, its connection to provincial themes, or its value as an example of a style or type:

22. Provide any stories, accounts, or legends related to the structure/feature. These may be acquired from records, past residents, or interviews with community historians:

23. What makes this structure/feature special compared to similar examples in the province?

24. Describe your long-term plans (next 20 years) for maintaining and managing your heritage building (eg. use, ownership type, organizational structure, financial capacity):

25. List the names and contact information of individuals who provided information for this application or who may have additional information:

26. List any sources (ex. books, articles, archival collections) used to compile this application:

## Other Information

27. Describe any ways the structure or feature is significant that were not covered by the above:

## Application Checklist

This application form **must be accompanied by**:

- Labelled digital images submitted online or on a CD or USB drive including:
  - Exterior images of all sides of the structure/feature (at least 2).
  - Exterior images showing the structure/feature in its environment (at least 2).
  - Images of all associated outbuildings or landscape features.
  - Close-up photos of all significant details.
  - Images of significant interior elements (*if applicable*).
  - Historic images (*if available*).
- Copies of relevant primary (ex. interviews) or secondary (ex. published articles) research.
- A copy of the deed for the property as registered with the Registry of Deeds.
- A copy of a survey for the property (*if not included with the deed*).

## Declaration

I/We the undersigned attest that the above is accurate to the best of my/our knowledge. I/We grant permission to HFNL to archive and use any submitted materials in perpetuity for the purposes of fulfilling its mandate as described in the *Historic Resources Act*.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit completed application packages to:

**Heritage Foundation of Newfoundland and Labrador**  
**P.O. Box 5171**  
**St. John's NL A1C 5V5**

**e: michael@heritagefoundation.ca**  
**f: 709-739-5413**

*Personal information is being collected for the purpose of assessing applications under HFNL's designation program. All records are considered confidential and will be handled in accordance with the Access to Information and Protection of Privacy (ATIPP) Act. Questions or comments may be directed to: [info@heritagefoundation.ca](mailto:info@heritagefoundation.ca) or 1-888-739-1892*