



Heritage NL

Designation Application

Owners of historically significant buildings and other structures may apply for provincial designation. Applicants must complete and submit this form with the support of the legal owner to be considered. Applications are accepted year-round and assessed at least twice per year in the Spring and Fall. Please attach additional pages if needed and include supporting documentation where applicable. Contact us for assistance completing this form.

1. Name of property: _____
2. Street address of property: _____
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 structures: _____

13. Describe the structure(s) and property in terms of its form, style, construction, and location:

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 property including past and present owners and uses:

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

17. Describe any changes or alterations to the property over time:

Contextual Information

18. Describe any associated structures or landscape features (e.g. outbuildings, cellars, fences):

19. Does the structure(s) occupy its original site? Yes No

If no, explain:

20. Describe the setting, natural or otherwise, of the structure(s) or property (e.g. its neighbourhood, significant nearby buildings or landscape/water features):

21. Describe how the property 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 property. These may be acquired from records, past residents, or interviews with community historians:

23. Describe your long-term plans (i.e. next 20+ years) for sustaining and managing the property (e.g. use, ownership type, organizational structure, financial capacity):

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

25. List any sources (e.g. books, articles, archival collections) used to compile this application:

Other Information

26. 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 depicting all sides of the structure (at least 2).
 - Exterior images showing the structure in its environment (at least 2).
 - Images of all associated outbuildings or landscape features.
 - Close-up photos of significant details.
 - Images of significant interior elements (if applicable).
 - Historic images.
- Copies of relevant primary (e.g. interviews) or secondary (e.g. published articles) research.
- A copy of the most recent deed for the property as registered with the Registry of Deeds.
- A copy of a survey for the property showing the structure's footprint.

Declaration

I/We the undersigned attest that the above is accurate to the best of my/our knowledge. I/We grant Heritage NL permission to archive and use in a non-profit capacity 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 complete application packages to: **michael@heritagenl.ca**

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

Personal information is being collected for the purpose of assessing applications under Heritage NL'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@heritagenl.ca or 1-888-739-1892