

What do I have to do to have my home registered as a municipal heritage property?

There are several steps involved in the municipal heritage designation application process, and are as follows:

- Applicant completes and submits the Heritage Property application form to the [Heritage Advisory Committee \(HAC\)](#);
- HAC reviews application, to be followed up by a site inspection and evaluation of the structure;
- HAC makes recommendation to the Council of the Region of Queens Municipality;
- If council approves, a date for a public hearing is set. Property owner is sent a Notice of Recommendation to Register as a Region of Queens Municipality Heritage Property;
- Public Hearing held;
- Plaque unveiling ceremony.

The process for provincial heritage designation is similar to that of municipal designation, but application is made to the Provincial [Department of Communities, Culture and Heritage](#), and approval or rejection of registration resides with the Minister of that department.

What are the criteria used to determine if a property qualifies for municipal heritage designation?

Upon receipt of an application for registration as a municipal heritage property, the Region's Heritage Advisory Committee sets out to conduct historical research and to carry out a detailed evaluation on the property. The HAC uses a list of established criteria when evaluating a property. The list of evaluating criteria can basically be broken down into 3 categories:

1. History and Culture

Age of a property in itself is not a determining factor for heritage designation, but rather the emphasis is on evaluating the degree of heritage significance of a properties association with persons, events, or architecture of importance in history.

2. Architecture

- Style
- Type of construction used
- Architect or builder

3. Context or Landmark and Integrity

- The degree to which the property stands out as a landmark for visual or related reasons that go beyond its particular architectural significance or historical association.
- The degree to which the property contributes to the historical or architectural continuity or character of its surroundings.
- Integrity of property.

Criteria are ranked using a scoring system to determine level of importance as a heritage property.

What are the implications of registering my property as a heritage property?

Upon registration as a provincial or municipal heritage property, no substantial alterations can be made to the exterior of the building, or demolition of a building, without the approval of the provincial Governor in Council or the municipal council (depending on the type of designation).

Alterations which are considered substantial include:

1. Any addition which is visible from an adjoining or adjacent road or street;
2. Any change in the exterior surface material;
3. Any alteration of a feature identified at the time of registration as especially interesting, very rare, or unique;
4. Any change in the immediate surroundings that would obscure the property or be inconsistent with its historical character;
5. Any alteration changing the properties conformity to its identified stylistic period.

Who can I contact?

To obtain more please contact [Mike MacLeod](#) by e-mail or by phone at (902) 354-3455. You can also read the Heritage Bylaw by visiting the Bylaws section of www.regionofqueens.com.

APPLICATION TO REGISTER A MUNICIPAL HERITAGE PROPERTY

A. Property Information –

Name of Property: _____

Location of Property: _____

Civic Address: _____

Present Owner(s): _____

Owner(s) Mailing Address: _____

Is the Property a Provincial Heritage Property ? _____

(Please attach photographs showing exterior elevations of the property.)

B. Evaluation Information –

When was the property erected ? Estimated or based upon what reference ? _____

What is the physical condition of the property ? _____

Is the property associated with individuals of local historical note ? _____

Is the property associated with events or themes of local historical note ? _____

Do you believe the architectural style or construction technique of this property to be rare or unique within your community ? Please describe it. _____

Please note any sources of historical information regarding this property (eg. Books, articles, or local individuals). _____

Is there any other information which you believe should be considered when evaluating the heritage significance of this property ? (Provide attachments if necessary.) _____

C. Submissions –

Application submitted by: _____
(If an organization, please also note a contact person.)

Mailing Address: _____

Telephone Number (daytime): _____

Fax: _____ E-mail: _____

Signature of Owner: _____ Date: _____

Or, has owner been advised of application: _____

Please return application to : Region of Queens Municipality, 249 White Point Road, Liverpool, Nova Scotia, B0T 1K0 – C/O Planning Department. Phone: 354-3455 Fax: 354-7473
