



FPT ID number

HERITAGE FOUNDATION OF NEWFOUNDLAND AND LABRADOR

PO Box 5171 ST. JOHN'S NEWFOUNDLAND A1C 5V5

**Please print or type. Incomplete applications will be returned.
Faxed applications not accepted. Designation deadlines March 1 & August 15**

REGISTERED HERITAGE STRUCTURE DESIGNATION APPLICATION

APPLICANT (OWNER):

CONTACT:

MAILING ADDRESS:

POSTAL CODE:

EMAIL:

HOME #:

CELL #

BUSINESS #:

FAX #:

NAME OF STRUCTURE: _____

CIVIC ADDRESS OF STRUCTURE: _____
Number Street City/Town/Community

LATITUDE/LONGITUDE OF STRUCTURE (if available): _____

AREA OR DIMENSIONS OF STRUCTURE/PROPERTY: _____

ARCHITECT/BUILDER: _____

DATE OF CONSTRUCTION: _____

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

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

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

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

5. Please describe the *physical condition* of your building:

Features	Current structural condition - good, fair, poor - describe
Doors	
Windows	
Roofing Frame, Rafters, <i>etc.</i>	
Roofing (Shingles, <i>etc.</i>)	
Additions	
Foundation/Sills	
Siding	
Exterior Trim and Moulding	
Other	

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

7. Describe any associated structures or features of the site (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? Please explain.

11. Who can we contact for more information about the history of this building?

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 photographs with negatives or labelled digital images.
- All photographs and negatives submitted become the property of the Heritage Foundation of Newfoundland and Labrador and will not be returned.
- Polaroid photos or colour / black and white photocopies will not be accepted.
- If you are sending digital photos they must be in electronic format on a CD at the highest resolution possible. *Do not email photographs* as part of an application.
- **Deadline for designation applications is March 1 and August 15 of each year.**
- Late submissions will not be accepted.

DESIGNATION CHECKLIST

The following **required** items must be included with the application in order for your structure to be considered for designation and granting.

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

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

Labelled images:

- All images must be labelled, describing exactly what they show. Please do not mark on the front of photos.
- Two (2) exterior photos of the *complete structure* and surroundings from different angles.
- One (1) exterior photo of *each side* of the structure, four (4) in total
- Photos of interior details. Ex: window, door and cornice moulding, mantelpiece(s), and staircases.
- Close up photos of exterior detail: window and door trim, eave and corner brackets, roofline, foundation and all outbuildings.
- Photos of any interesting or unusual features or details.
- Photos of any areas that need immediate repair due to loss, rot or damage.
- Images on CD, *or* negatives if using print film.
- Historic images in any format, whenever possible.

Legal Documents:

- A document showing legal ownership of the structure is required.
Examples: a copy of a deed, a letter of conveyance or a duly signed affidavit noted by a solicitor.
- A survey of the property showing property boundaries and stating degrees - usually forms a part of the document showing legal ownership. .

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

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 or 739-1892, toll free 1-888-739-1892.