

Municipal Heritage Site Nomination Form:
Buildings and Structures

Manitoba
Culture, Heritage and
Citizenship
Historic Resources



Municipality

Name _____

Address _____

Postal Code _____

Place 3.5" x 5"
Photo Here

OFFICE

Date Received _____

USE

H.R.B. Code _____

ONLY

Photo Date _____

IDENTIFICATION

Applicant Information

Name _____

Address _____

_____ Postal Code _____

Phone res. _____ bus. _____

Do you represent an organization? _____

Name of Organization _____

Address _____

Postal Code _____ Phone _____

Your Title _____

Structure Information

Name of structure _____

Address (if rural, give 1/4 section, township, range)

Who owns the structure?

Name(s) _____

Address _____

_____ Postal Code _____

Phone res. _____ bus. _____

Is the owner aware that you are requesting that
the building be considered for municipal heritage site
designation? yes no

It is normally preferable to discuss designation
with the property owner in advance of nomination,
submitting the nomination with the owner's support.

Occupant Information

The structure is: occupied unoccupied

Name(s) _____

Phone res. _____ bus. _____

HISTORICAL MERIT

Themes such as the following may provide a useful guide for answering the following question

Education
Recreation
Farming
Native/Indian

The Arts
Science/Invention
Exploration
Social/Humanitarian

Communication
Military
Transportation
Community Development

Political
Religion
Commerce
Industry

Is the structure associated with any historical figure, institution, and/or event of relevance to people throughout the municipality? If so, explain.

Is the structure so closely associated with the community, either visually or historically, that it has become part of the Municipality's identity? In what way?

ARCHITECTURAL MERIT

A structure can be of municipal heritage significance because it is either rare or a significant representative example in terms of a particular building style, construction technique, material or building type. It would be rare if it is one of few ever built or standing. It would be a significant representative example of a common building type, if:

- * It is a particularly fine treatment of a building style, construction technique, material, or building type;
- * It has survived largely unaltered;
- * It is in exceptionally good condition.

If you think the structure that you are proposing is rare, complete the following question. If you think the structure is a significant representative structure, complete the second question.

If the structure is rare in terms of a particular building style, construction technique, material, or building type, in what way do you consider it rare?

If the structure is a significant representative example of a common building style, construction technique, material or building type, why do you think that this specific structure should be considered for designation as a municipal heritage site?

DESCRIPTION

Construction Information

Date of Construction _____ Unknown Estimated Exact

Source of Construction Date _____

Previous Name(s) of Structure _____

Original Owner _____

Original Architect / Firm _____

Original Contractor / Builder _____

Construction Materials

Foundation:

Brick

Stone

Other

Roof:

Shingles

Shakes

Other

Exterior Materials:

Log

Stone

Shingle

Wood Frame

Plaster/Stucco

Other

Condition / Integrity of Structure

What is the general condition of the structure?

Excellent

Good

Fair

Poor

Is there any threat to this structure? Yes

No

If yes, check the appropriate box, explain and give possible date below.

Demolition

Vandalism

Removal from Original Site

Deterioration

Alters to Structure

Encroachment by New Development

If the structure has been moved from its original site, where was it originally and when was it moved?

Has the structure been added to or renovated? If so, please briefly describe and give dates.

_____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____

SUPPORTING MATERIAL / SOURCES

Please include at least one current exterior and one current interior photograph of the structure.

Photographs

If you are aware of any archival photographs, please indicate where they may be obtained. Do Not send them in the mail.

Name _____

Address _____

Postal Code _____ Phone res. _____ bus. _____

Plans

If you are aware of any original plans, please indicate where they may be obtained. Do Not send them in the mail

Name _____

Address _____

Postal Code _____ Phone res. _____ bus. _____

Reference Material

If you are aware of any referenc material (such as local histories, deeds, early maps etc.) which may be of assistance in researching this structure, please list.

Other

Other Knowledgeable persons who may be of assistance in researching this structure.

Name _____

Address _____

Postal Code _____ Phone res. _____ bus. _____

Name _____

Address _____

Postal Code _____ Phone res. _____ bus. _____

ADDITIONAL PHOTOGRAPHIC RECORD

Photograph #1

Photo Date _____

View _____

Place 3.5" x 5"
Photo Here

Description _____

Photograph #2

Photo Date _____

View _____

Place 3.5" x 5"
Photo Here

Description _____

ADDITIONAL PHOTOGRAPHIC RECORD

Photograph #3

Photo Date _____

View _____

Place 3.5" x 5"
Photo Here

Description _____

Photograph #4

Photo Date _____

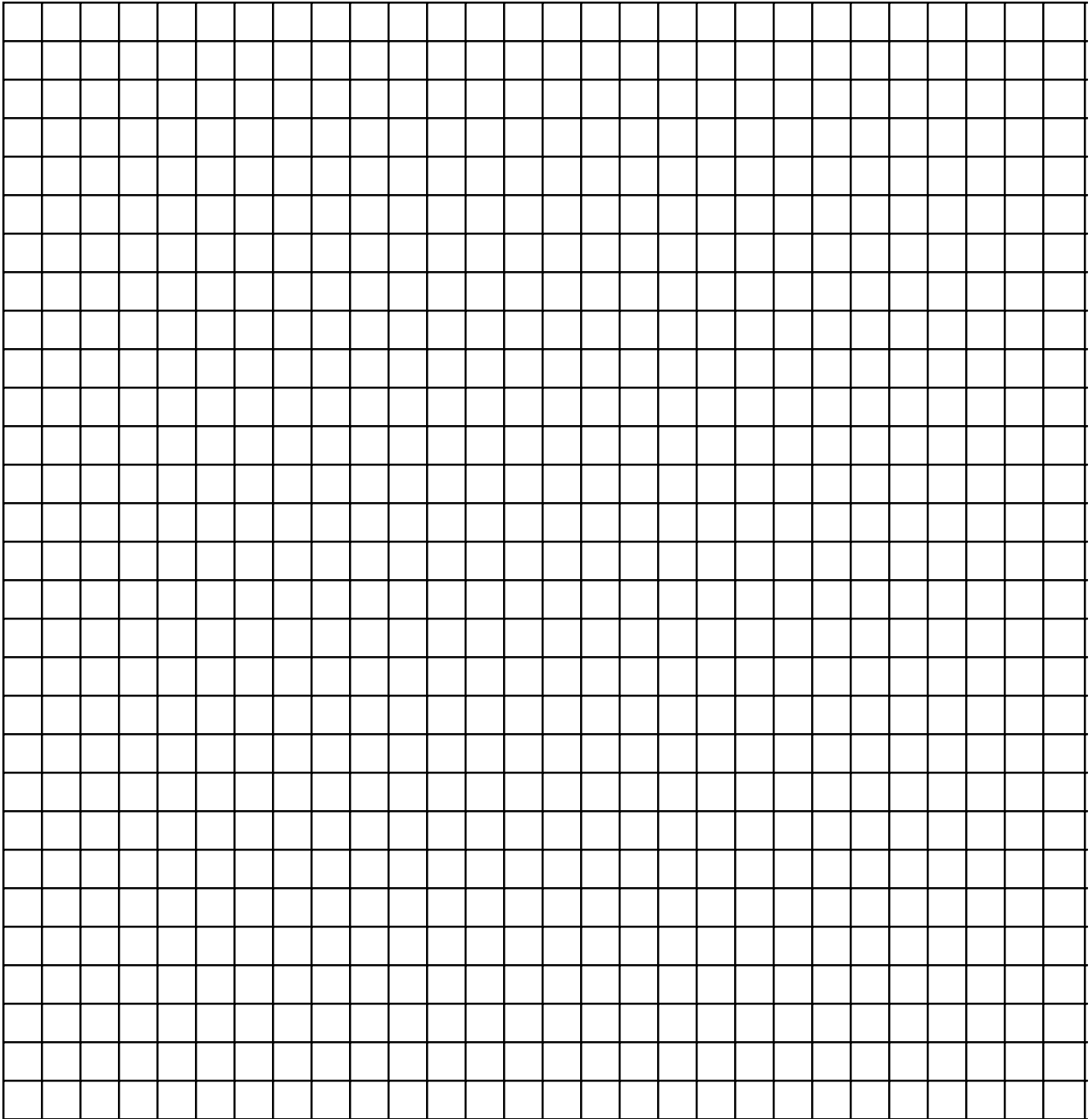
View _____

Place 3.5" x 5"
Photo Here

Description _____

Map

If the structure is in a rural setting, please describe or sketch the location of the structure to the nearest roads or other structures.

A large grid consisting of 20 columns and 20 rows of small squares, intended for sketching or describing the location of a structure in a rural setting.

Signature _____

Date _____

Thank-you for your interest in preserving Manitoba's heritage.

APPLICATION FOR DEMOLITION OF POTENTIAL HERITAGE PROPERTY

1. **APPLICANT:** Name _____
 Address _____
 _____ Postal Code _____
 Telephone: Home _____ Office _____ FAX _____

2. **LOCATION OF SUBJECT PROPERTY:**
 (a) Legal Description: Lot(s) _____
 Block _____
 Plan No. _____
 Subdivision/Neighbourhood _____
 (b) Civic Address: _____

3. **APPLICANT'S INTEREST IN THE PROPERTY:** Registered Owner
 Representative of Owner } include letter from owner indicating
 Option to Buy } authorization to apply.

4. **PRESENT OWNER:** (if different from Applicant)
 Name _____
 Address _____
 Telephone: Home _____ Office _____ FAX _____

5. **PRESENT USE OF BUILDING(S) AND PROPERTY:** (be specific)

6. **PROVIDE HISTORY OF THE SITE, AND INCLUDE AVAILABLE HISTORIC PHOTOS, GRAPHIC MATERIAL AND PLANS:** (if available)
 Date of Construction: _____
 Date of Photograph(s): _____

Site History: _____

7. REASON FOR DEMOLITION:

Redevelopment

Structural Deficiency

Other

Please give detail.

8. DESCRIBE THE REUSE AND/OR REDEVELOPMENT PLANS FOR THE PROPERTY SHOULD DEMOLITION BE APPROVED:
(Provide plans and drawings as appropriate.)

9. SUBMIT COMPLETED FORM TO:

Signature of Applicant

Signature of Owner (if different from applicant)

Date

Date

*Note: Accuracy of information provided on this form is critical to a legal and binding decision. Be as accurate as possible.



UNDER THE HERITAGE RESOURCES ACT

MUNICIPAL NOTICE OF INTENT - THE CITY OF BRANDON

To:

TAKE NOTICE THAT:

Under the provisions of The Heritage Resources Act, the Council of The City of Brandon on (DATE) did give first reading to By-law No. _____ to designate as a municipal heritage site the property commonly known as (ADDRESS) in the City of Brandon, Manitoba. The land is described in Certificate of Title No. _____ as follows:

"(LEGAL DESCRIPTION)"

A copy of the proposed heritage site designation by-law is attached hereto.

A public hearing will be held at (TIME) on (DATE) in the Council Chamber, Civic Administration Building, 410 - 9th Street, Brandon, Manitoba, R7A 6A2. At that time any person served a copy of this Notice of Intent, any other person affected or likely to be affected by the proposed designation by-law, and any person, group, society, organization or agency interested in the proposed by-law may either alone or with counsel, submit objections, or other representation with respect to the proposed by-law;

AND FURTHER TAKE NOTICE that if no objections are raised with respect to the proposed heritage designation by-law at the above public hearing, City Council may, pursuant to subsection 27(1) of The Heritage Resources Act, after the said hearing:

- (a) resolve not to proceed with the proposed by-law; or
- (b) give the proposed by-law second and third readings and adopt it.

DATED at the City of Brandon this _____ day of _____ A.D.

City Clerk
The City of Brandon



SCHEDULE "D"

Notice of Objection

FORM 2

INDIVIDUAL OR ORGANIZATION OBJECTING

- 1. Name _____
- 2. Address _____
- 3. Postal Code _____ 4. Telephone _____
- 5. Status: Legal Owner _____ Lessee _____
 Affected Individual _____ Affected Organization _____
 Interested Individual _____ Interested Organization _____
 Other _____

SITE LOCATION

- 6. Street and Number _____
 Town _____
 or River Lot No. _____ Parish of _____
 or _____ 1/4 Section _____ Township _____ Range _____
- 7. Legal Description of Site (as noted in the Notice of Intent or at Land Titles Office) _____

NOTICE AND DESIGNATION DATES

- 8. Notice of Intent Served or Published on _____ day of _____ 19 __.
- 9. Intended Designation Date _____ day of _____ 19 __.

REASONS FOR OBJECTION

- 10. I/We hereby object to the proposed designation of the above described site as a heritage site to be protected under the authority of *The Heritage Resources Act*, for the following reasons: _____

- 11. _____ 12. _____
 (Signature) (Date)
- 13. If the objection is by an organization or a corporation, please complete the following declaration:
 I, _____, holding the
 position of _____, hereby declare that I have the authority to sign this NOTICE
 OF OBJECTION on behalf of _____,
 by reason of _____

- 14. _____ 15. _____
 (Signature) (Date)
- 16. Name(s) and Address(es) of Co-Objectors (if applicable) _____



UNDER THE HERITAGE RESOURCES ACT

MUNICIPAL HERITAGE NOTICE - THE CITY OF BRANDON

TO:

TAKE NOTICE THAT:

The site described as follows:

The lands and premises commonly known as (ADDRESS), in the City of Brandon, Province of Manitoba and legally described in Certificate of Title No. _____ as follows:

"(LEGAL DESCRIPTION)."

of which the records of the Brandon Land Titles Office show as owner:

"(OWNERS)."

and all the lands and buildings thereon, have been designated as a municipal heritage site to be protected under the authority of The Heritage Resources Act by City of Brandon By-law No. _____, adopted on the (DATE).

AND FURTHER TAKE NOTICE THAT:

A copy of this municipal heritage notice shall be filed in the appropriate land titles office or registry office, in accordance with the provisions of The Heritage Resources Act of Manitoba.

DATED at the City of Brandon this _____ day of _____.

City Clerk



SCHEDULE "F"

Municipal Notice of Appeal

FORM 13

APPELLANT INFORMATION

- 1. Name _____
- 2. Address _____
- 3. Postal Code _____
- 4. Telephone _____
- 5. Status:

Legal Owner _____	Lessee _____
Affected Individual _____	Affected Organization _____
Interested Individual _____	Interested Organization _____
Other _____	

SITE LOCATION

- 6. Street and Number _____
- Town _____

or River Lot No. _____ Parish of _____

or _____ 1/4 Section _____ Township _____ Range _____

Legal Description of Site (as noted in the Municipal Notice of Intent or at Land Titles Office) _____

REASONS FOR APPEAL

- 8. I/We Hereby Appeal By-Law No. _____, dated _____, of the Municipality of _____, in accordance with Sub-section 30(1) of *The Heritage Resources Act*, for the following reasons:

- 9. _____ (Signature)
- 10. _____ (Date)

- 11. If the appeal is by an organization or a corporation, please complete the following declaration:
I, _____, holding the position of _____, hereby declare that I have the authority to sign this MUNICIPAL NOTICE OF APPEAL on behalf of _____, by reason of _____

- 12. _____ (Signature)
 - 13. _____ (Date)
- Name(s) and Address(es) of Co-Appellants (if applicable) _____
- _____
- _____
- _____

Application for a Heritage Permit Pursuant to Subsections 20(1), (2) & (3)

FOR INTERNAL USE ONLY

Date Received Permit No. File No.

APPLICANT

- 1. Name
2. Address
3. Postal Code
4. Telephone
5. Status

LOCATION

- 6. Site Name
7. Address
8. Legal Description

General Location

- 10. Property Owner
11. Owner's Address
12. Postal Code
13. Telephone

NATURE OF WORK, ACTIVITY OR PROJECT

- 14. General Description

15. Reasons for Undertaking This Work _____

16. Estimated Cost of Project _____

17. Sources and Amount of Funding (Optional) _____

18. Proposed Start Date _____ 19. Proposed Completion Date _____

20. Is any other work, activity or project anticipated in the future (i.e., to complete a larger project)?
Yes _____ No _____

21. If yes, please describe future work and proposed scheduling (*Please note, a separate permit may be required before this work is undertaken*) _____

22. Architect/Engineer for Proposed Work _____

23. Address _____ 24. Telephone _____

25. General Contractor for Proposed Work _____

26. Address _____ 27. Telephone _____

28. Building Permit: Required _____ Not Required _____
Copy Attached _____ Applied For _____

29. I, _____, hereby certify that the information contained in this application is true, complete and accurate to the best of my knowledge and that I will comply with and abide by the provisions of *The Heritage Resources Act*.

30. _____ 31. _____
(Signature) (Date)

32. If the application is with respect to a heritage site or a site subject to a subsisting notice of intent (Subsection 12(1)) and the applicant is not the property owner, please have the property owner sign and date the following:

_____ 33. _____
(Signature or Property Owner) (Date)

34. If the applicant is a corporation or organization, please complete the following:

I, _____, holding the position of _____, declare that I have authority to sign this application on behalf of _____ by reason of _____

35. _____ 36. _____
(Signature) (Date)

BRANDON HERITAGE CONSERVATION BY-LAW
BY-LAW NO.

SCHEDULE "H"

CERTIFICATE ORDINARY MAINTENANCE

The Site Preservation Review Committee of the Brandon Heritage Conservation Board has reviewed and certified that the following described work does not involve a change in any element of design which affects the appearance of the building referred to or its historical or architectural interest.

Accordingly no Municipal Heritage Permit is required for the following work:

APPLICATION NO.

DATE:

LOCATION:

WORK:

Historical Buildings Officer
The City of Brandon

PLEASE NOTE: This Certificate does not take the place of any other approvals or permits required. Where applicable permits and licenses must be obtained under the provisions of the Building By-law and any other relevant by-laws of the City of Brandon.

(6) Special Conditions:

Dated at the City of _____ in Manitoba , this _____ day of _____ .

Heritage Permit No.

FORM 11

PURSUANT to Section/Subsection _____ of

Name:

Address:

(hereinafter referred to as "the Permittee"),

is hereby granted permission to:

during the period:

This permit is issued subject to the following conditions:

- (1) That the information provided in the application for this permit dated the _____ day of _____, is true in substance and in fact;
 - (2) That the Permittee shall comply with all the provisions of _____ and any regulations or orders
 - (3) That the Permittee shall provide to the _____ a written report or reports with respect to the Permittee's activities pursuant to this permit, the form and content of which shall be satisfactory to the _____ and which shall be provided on the following dates:
 - (4) That this permit is not transferable;
- This permit may be revoked by the _____ where, in the opinion of the _____, there has been a breach of any of the terms or conditions herein or of any provision of *The Heritage Resources Act* or any regulations thereunder;