

# Heritage Registration Process



### When is an application complete?

When the Municipality receives:

- Deed or Plan of Survey
- Site Plan showing structure(s) and area of land proposed for designation
- Exterior Photos
- Age of proposed heritage property and supporting documents
- Historic Documents
- Reason for Request

### Staff Review

The criteria used to evaluate each application include:

- History & Culture
- Architecture
- Context & Environment
- Prepared staff report

### Heritage Advisory Committee (HAC) Recommendation

HAC makes a recommendation to Council regarding the designation; if HAC recommends in favour of designation, a notice of the recommendation is sent to the owner.

### Owner Comments

The owner is offered the opportunity to be heard by Council, during a public meeting.

### What is the Council Decision?

Council makes the decision of whether or not to place the property on the registry of municipal heritage properties.

### Registration

The heritage registration is placed on the property in the Registry of Deeds and is part of the public property record. This designation can only be removed by the Municipality.

### How is the property recognized after registration?

The Municipality presents a bronze plaque to the owner to be placed on the property.



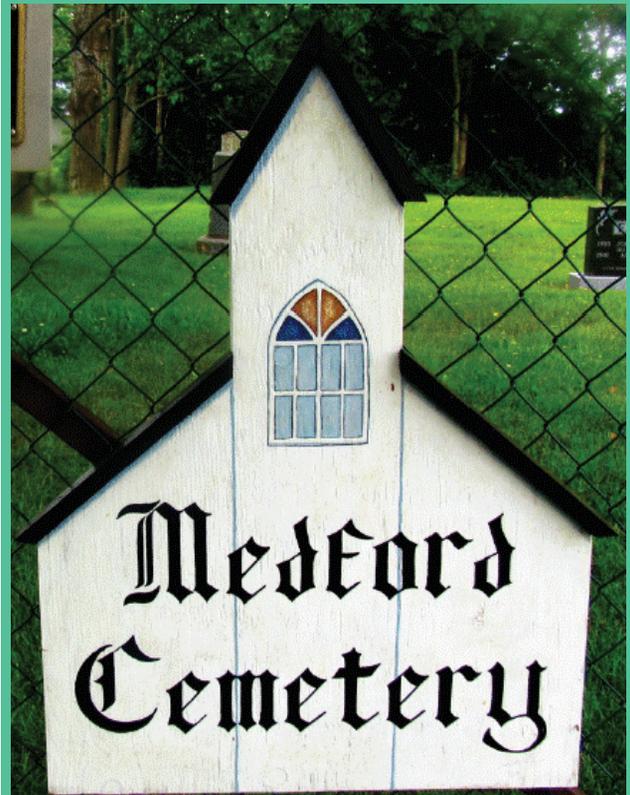
MUNICIPALITY *of the*  
COUNTY *of* KINGS

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# Municipal Heritage Property Registration



## Application & Information



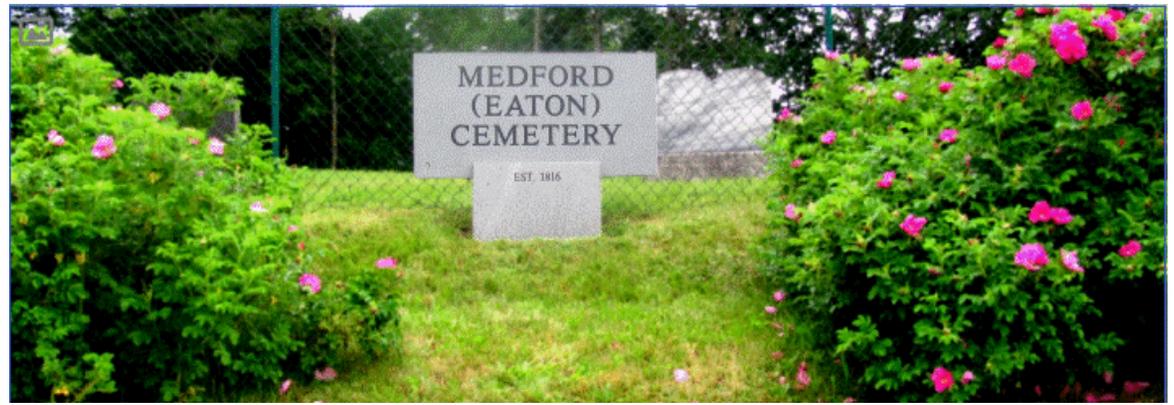
# What is a Heritage Property?

A heritage property may be a building, a streetscape, cultural landscape, or area. What one person may consider “heritage” may not be what someone else considers heritage.

The Municipality of the County of Kings uses evaluation criteria to assess proposed heritage properties. The criteria are based not only on the age of the property, but also on any historical associations with famous people or events. For evaluating a proposed heritage structure, a number of features may add to the property’s heritage value. Does it have a unique, rare, or significant architectural feature? Is the structure largely unchanged or has it been altered significantly since it was built? Is it a community landmark?

## What is HAC?

The Heritage Advisory Committee (HAC) is a Committee of Council appointed to provide advice on heritage-related matters and undertake or support activities authorized by Council that contribute to the promotion, appreciation, understanding, and advancement of heritage conservation. Currently, Council has appointed Planning Advisory Committee to also be the Heritage Advisory Committee.



## Benefits of Designation

- Designating your property helps you and your community retain a connection the past. It reflects the sense of pride in your property and your community
- A plaque with the Municipal Crest will be presented to you to be displayed on the site. Heritage designations help preserve “special places” within the County of Kings for all Municipal residents
- A heritage designation may increase the value of your property
- There are Provincial rebate programs offered for restoration projects on the exterior of registered heritage structure(s). The Provincial portion of the HST may be refunded as well as a portion of fees paid for conservation advice.

## What Restrictions come with Designation?

- The owner of a registered heritage building must apply to the Municipality if considering changes to the exterior. The application goes to the Planning Advisory Committee for a recommendation and then to Council. Council may grant the application with or without conditions or refuse the application.
- Once registered, the designation remains with the property, even if it is sold.

## Can a Property be Deregistered?

Yes. The property owner submits a written request to the Municipality to be deregistered. The request is reviewed with the Committee of the Whole and Council. The process involves a Public Hearing which provides the owner and the public an opportunity to be heard.

## Fees

There is no application fee to designate a municipal heritage property.

The fee for an application to deregister a municipal heritage property is \$500.00

## Other Important Information

The registration process takes four to six months from the time a completed application is submitted. The Planner will inform you if your application is incomplete.

Council has the authority to approve or deny any application for a proposed heritage property.