

APPLICATION FOR A HERITAGE PERMIT

# *Certificate of Appropriateness*

## THE PROCESS

- 1 Review our helpful Practical Conservation Guidelines.
- 2 Contact Heritage Staff at (506) 658-2835 and arrange to look at your project on site.
- 3 Complete the application form. Include all relevant information, such as plans or drawings, Conservation Plan and Building Permit application. Ask Heritage staff about available grants.
- 4 Heritage Staff will review your application to determine if the proposed work is compatible with the architecture of the building and its surrounding area. Once agreement has been reached on the nature and scope of your project and if the proposed work meets established Board guidelines, your Heritage Permit can be issued. Otherwise, Heritage Staff will prepare a report for review by the Heritage Development Board.
- 5 The Heritage Development Board meets regularly in the boardroom on the 10th floor of City Hall to review applications. If all the required information has been provided the Board will either approve or deny the Heritage Permit. HDB meetings are open to the public. Residents and property owners are encouraged to attend and will be given an opportunity to express their opinion. Dates of meetings are posted on the City of Saint John website. Also do not forget to inquire if you are eligible for our Heritage Grant Program
- 6 If your application is approved, your Heritage Permit and Building Permit (if required) will be delivered by the Building Inspector.
- 7 After a 15 day appeal period, you can begin your project as outlined on your Heritage Permit. Make sure to keep your receipts to submit for your grant.



SAINT JOHN





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### DESCRIPTION OF PROPOSED WORK

Review our helpful Practical Conservation Guidelines. Before starting any work on a building in one of the City’s designated Heritage Conservation Areas, it is necessary to obtain a Heritage Permit, or Certificate of Appropriateness. Check the Heritage Conservation Areas By-Law and our series of Practical Conservation Guidelines to make sure that the work you propose will be in keeping with the original architectural design of your building.

### CONSERVATION OF CHARACTER-DEFINING ELEMENTS

What are the architectural elements of your building that help define its character? Are they still the same as when the building was built?

Will the work you propose to do use traditional materials and detailing to look the same as when the building was originally built?

YES     NO

How will the work you propose change the exterior of your building? Is the work appropriate to the architectural style and character of your building? Will any original historic building material be altered or removed?

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Have you been able to find any old photographs of this property? These are often helpful in providing information on how the building looked originally.

Historical Photograph Attached

Current Photograph Attached

### PROPOSED WORK

What building elements will be affected by the work you propose to do on this property?

Window       Door       Paint       Brick/Stone

Wood siding       Woodwork       Storefront       Sign

Awning       Stairs       Porch       Other

### DETAILED SCOPE OF WORK

Drawings showing the facades and specifications that clearly define the proposed work in detail will allow you to have a number of contractors competitively bid for the job. These drawings can also form the basis for a contract with the contractor you hire. In addition, they will make it easier to review your application and approve your project.



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Please describe in detail the work you propose on this property and attach scale drawings with specifications, notes and dimensions.

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### LEVEL OF AUTHENTICITY

Which of the following levels of intervention best describes the nature of the work you would like to do on this property?

- Stabilization** - protection of existing materials
- Restoration** - return of building to an earlier appearance
- Rehabilitation** - return of building to a usable state
- Replication** - authentic reproduction of missing components
- Reconstruction** - reproduction of missing components
- Renovation** - changes or additions to suit new needs
- Modernization** - modifications using new materials
- Demolition** - destruction or removal of building
- Other**

Note: Contemporary materials (vinyl, fibreglass, etc.) are seldom appropriate and their use is not encouraged.

### SPECIAL CONSERVATION METHODS

Describe any special conservation methods you plan to use:

- Chemical to remove paint
- Breathable sealer on brick or stone
- Product to clean brick
- Epoxy to rebuild wood
- Other



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### PAINT COLOURS

If you are thinking about painting your building, please list the colours, referencing a paint company's heritage colour series. Painting brick or stone causes damage and is in violation of the Heritage Conservation Areas By-Law. Ask Heritage Staff for help in deciding what colours to use and where to apply them on your building.

#### Original Colours

Light (body) \_\_\_\_\_  
Medium (trim) \_\_\_\_\_  
Dark (accent) \_\_\_\_\_

#### Proposed Colours

Light (body) \_\_\_\_\_  
Medium (trim) \_\_\_\_\_  
Dark (accent) \_\_\_\_\_

### WORK SCHEDULE

When do you expect to start and finish your project?

Start of Work: \_\_\_\_\_

Completion of Work: \_\_\_\_\_

### GRANTS FOR HERITAGE CONSERVATION

Grants are available to encourage you to carry out sensitive conservation work once your Certificate of Appropriateness has been issued. Please review the Heritage Grant Program Policy and acquire a Heritage Grant Application Form from Heritage Services Office, 10th Floor City Hall.

### BUILDING PERMIT

Many projects require a Building Permit, in addition to a Heritage Permit, before work can begin. A Heritage Permit is not a Building Permit. If a Building Permit is required your project cannot proceed until it is obtained.

Do you need a Building Permit for your project?

- Yes, and I have already applied for it.
- Yes, but I have yet to apply for it.
- No, a building permit is not required.

If you do not know whether or not you need a Building Permit, please check with the Buildings & Inspection Services, City Hall at (506) 658-2911.



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## SUBMISSION

Before submitting this form, take one last look at your application to ensure that you have answered all of the questions.

Name \_\_\_\_\_

Email address \_\_\_\_\_

Phone (Daytime) \_\_\_\_\_

Phone (Other) \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_

Property ID Number \_\_\_\_\_

Address of property to be worked on: \_\_\_\_\_

## SIGNATURE

I hereby request that this application be considered under by the Heritage Development Board.

By signing below I certify that all information included on this application is truthful and accurate.

\_\_\_\_\_  
Applicant's printed name:

\_\_\_\_\_  
Owner's printed name:

\_\_\_\_\_  
Applicant's signature:

\_\_\_\_\_  
Owner's signature:

\_\_\_\_/\_\_\_\_/\_\_\_\_

DD/MM/YY

\_\_\_\_/\_\_\_\_/\_\_\_\_

DD/MM/YY

### General Collection Statement

This information is being collected in order for the City of Saint John to deliver an existing program / service; the collection is limited to that which is necessary to deliver the program / service. Unless required to do so by law, the City of Saint John will not share your personal information with any third party without your express consent.

The legal authority for collecting this information is to be found in the Municipalities Act and the Right to Information and Protection of Privacy Act. For further i

Information or questions regarding the collection of personal information, please contact the Access & Privacy Officer:

City Hall Building 8th Floor - 15 Market Square Saint John, NB E2L 1E8  
commonclerk@saintjohn.ca (506) 658-2862

## FOR MORE INFORMATION

The Practical Conservation Guidelines, application forms for Grants and Certificates of Appropriateness and other useful information for fixing up your older building is available from:

Heritage Staff | Planning & Development

10th Floor, City Hall

P.O. Box 1971

Saint John, New Brunswick | E2L 4L1

Phone: (506) 658 2835

Fax: (506) 658 2837

Email: [Heritage@saintjohn.ca](mailto:Heritage@saintjohn.ca)

Online: [www.saintjohn.ca/heritage](http://www.saintjohn.ca/heritage)

**Property Owners!** Contact Heritage Staff before you begin to make any plan purchase supplies or hire contractors. Advice on ways to save you time, money and energy will be offered free of charge.