

MUNICIPAL HERITAGE SITE NOMINATION APPLICATION

Civic Address of Site Being Nominated: _____

Legal Description of Site Being Nominated:

_____**APPLICANT INFORMATION:**

Name of Applicant: _____

Do you represent an Organization? ☐ Yes ☐ No

If Yes, Name of Organization: _____

Applicant's Address: _____

Postal Code: _____ Email: _____

Primary Phone: _____ Secondary Phone: _____

As the applicant, I confirm and verify to the City that

☐ I am the registered owner of the site being nominated.☐ I have written authorization from the registered owner(s) of the site being nominated to make this application (see page 2).

As the applicant, I confirm and verify to the City that the information provided on this application form is true and complete.

Signature of Applicant_____
Date**FOR PLANNING, PROPERTY & BUILDINGS DEPARTMENT USE ONLY:**

Community Planner: _____ Planning File No.: _____ CityView No.: _____

Date Application Received: _____ Payment Date: _____ Receipt No.: _____ Amount: \$ _____

SITE OWNER'S INFORMATION (if owner not the applicant):

Name(s) of Owner(s): _____

Owner's Address: _____

Postal Code: _____ Email: _____

Primary Phone: _____ Secondary Phone: _____

OWNER'S AUTHORIZATION FOR NOMINATION AND REGISTER OF PROPERTY:

☐ As the owner(s) of this site, I/we authorize the applicant to nominate my/our site to be designated as a heritage site.

If this site were designated as a heritage site, as the owner(s) of this site, I/we consent to having my/our site listed on the [Canadian Register of Historic Places](#) and wish the City of Brandon and the Manitoba Historic Resources Branch to prepare and forward the required documentation to the Canadian Registrar of Historic Places. (By law, we already must list Municipal Heritage Sites in Brandon in the [City of Brandon register](#).)

☐ I/we consent.

☐ I/we do not consent.

Signature of Site Owner

Date

Signature of Site Owner

Date

A. DESCRIPTION

CURRENT OCCUPANCY OF BUILDING:

Is the building, structure or site currently occupied? ☐ Yes ☐ No

If yes, state the type of use: _____

CONSTRUCTION INFORMATION:

Date of Construction: _____/_____/_____ Source of Construction Date: _____
Day Month Year

Previous Name(s) of Building, Structure or Site: _____

Original Owner(s): _____

Original Architect/Firm: _____

Original Contractor/Builder: _____

CONSTRUCTION MATERIALS (check all that apply)

Foundation: ☐ Brick ☐ Stone ☐ Other, Specify: _____

Roof: ☐ Shingles ☐ Shakes ☐ Other, Specify: _____

Exterior Materials: ☐ Log ☐ Plaster/Stucco ☐ Shingle ☐ Stone ☐ Wood Frame

☐ Siding, Material: _____ ☐ Other, Specify: _____

CONDITION AND INTEGRITY OF BUILDING, STRUCTURE OR SITE:

General condition of building, structure or site: ☐ Excellent ☐ Good ☐ Fair ☐ Poor

Are there any threats to the building, structure or site? ☐ Yes ☐ No

If yes, check all that apply below. Please explain and give possible date(s):

☐ Alterations to building, structure or site ☐ Demolition ☐ Deterioration

☐ Encroachment by new development ☐ Removal from original site ☐ Vandalism

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

If additions, alterations or renovations were made to the building or structure, describe briefly and give dates:

B. SUPPORTING MATERIAL AND SOURCES

PHOTOGRAPHS:

Please provide at least one (1) current photograph each of the interior and exterior, either in hard copy or electronically (e.g. PDF, JPEG, TIFF). Provide dates of photographs taken, explanations of views, and descriptions of the photographs.

If you are aware of any archival photographs, please indicate where they may be obtained. DO NOT send them in the mail. Scanned copies can be submitted either in hard copy or by e-mail (e.g. PDF, JPEG, TIFF).

Name: _____

Address: _____

Postal Code: _____ Email: _____

Primary Phone: _____ Secondary Phone: _____

PLANS:

If you are aware of any original plans, please indicate where they may be obtained. DO NOT send them in the mail. Scanned copies can be submitted either in hard copy or by e-mail (e.g. PDF, JPEG, TIFF).

Name: _____

Address: _____

Postal Code: _____ Email: _____

Primary Phone: _____ Secondary Phone: _____

REFERENCE MATERIAL:

If you are aware of any reference material (e.g. local histories, deeds, early maps) which may be of assistance in researching this structure, please list on a separate sheet of paper and attach.

OTHER:

Other knowledgeable person(s) who may be of assistance in researching this structure. (If necessary, please attach a separate sheet of paper to include list of additional persons.)

Name: _____

Address: _____

Postal Code: _____ Email: _____

Primary Phone: _____ Secondary Phone: _____

Name: _____

Address: _____

Postal Code: _____ Email: _____

Primary Phone: _____ Secondary Phone: _____

Municipal Heritage Site Nomination

A Municipal Heritage Site is a legally recognized and protected site that has significance to the community's history and heritage. Significance can include an association with an important person, event or theme in the community's history, notable architecture or materials, recognition as a community landmark, or a connection to everyday experiences or spiritual lives of residents. A site must be nominated to be considered for designation as a Municipal Heritage Site.

Documentation and Fee Requirements

- Application Fee: See fee schedule
- Status of Title: Available at Brandon Land Titles Office, 705 Princess Ave.
- Letter of Intent: As per attached checklist
- Maintenance Plan: As per attached checklist
- Other plans and documentation may be required, depending on the nature of the request

Timelines

The process generally can take four (4) months at best; complicated applications may take a longer period of time. The first two (2) months typically involve a review by the Brandon Municipal Heritage Advisory Committee, while the remainder of the timeline involves the adoption of a site designation by-law by City Council.

Decision Making Authority

Municipal Heritage Site nominations are first reviewed by the Brandon Municipal Heritage Advisory Committee. The Committee will schedule a site visit, evaluate the heritage value of the site, and submit its recommendation to City Council. If City Council agrees with the Committee's recommendation to designate the site as a municipal heritage site, a site designation by-law will be drafted for City Council to approve.

Public Hearing

Though attendance is not mandatory, the applicant is welcome to attend a public hearing before City Council scheduled by the Planning, Property & Buildings Department. The public hearing allows the general public to comment on the application prior to City Council's decision on the site designation by-law.

Objections to Site Designation

Should City Council receive an objection at the designation by-law's public hearing, City Council may either resolve to not proceed any further with the by-law, amend the by-law and adopt the amended by-law, or request the Manitoba Municipal Board hold a public hearing and provide recommendations to City Council on how to proceed.

Letter of Intent Requirements—Municipal Heritage Site Nomination

All letters of intent must have the following information:

For Planning Office Use Only

	Provided	N/A
1. Business/Formal letter format (addressed to “Brandon Municipal Heritage Advisory Committee”, signed and dated)	<input type="checkbox"/>	<input type="checkbox"/>
2. Name(s) of applicant(s)	<input type="checkbox"/>	<input type="checkbox"/>
3. Location of nominated site (civic and legal)	<input type="checkbox"/>	<input type="checkbox"/>
4. Explanation as to why designation as a Municipal Heritage Site is appropriate, including		
a) Historical merit		
<i>Themes such as the following may provide a useful guide for answering the following questions:</i>		
<i>The Arts</i>	<i>Commerce</i>	<i>Communication</i>
<i>Education</i>	<i>Exploration</i>	<i>Farming</i>
<i>Industry</i>	<i>Military</i>	<i>Political</i>
<i>Religion</i>	<i>Science/Invention</i>	<i>Social/Humanitarian</i>
		<i>Community Development</i>
		<i>First Nations/Métis</i>
		<i>Recreation</i>
		<i>Transportation</i>
i. Is the building, structure or site associated with any historical figure, institution or event of relevance to people throughout the City? If so, explain.	<input type="checkbox"/>	<input type="checkbox"/>
ii. Is the building, structure or site so closely associated with the community, either visually or historically, that it has become part of the City’s identity? In what way?	<input type="checkbox"/>	<input type="checkbox"/>
b) Architectural merit		
i. If the building or structure is rare in terms of a particular building style, construction technique, material, or building type, in what way do you consider it rare?	<input type="checkbox"/>	<input type="checkbox"/>
ii. If the building or 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?	<input type="checkbox"/>	<input type="checkbox"/>

Maintenance Plan Requirements—Municipal Heritage Site Nomination

All maintenance plans must have the following information:

For Planning Office Use Only

	<i>Provided</i>	<i>N/A</i>
1. Business/Formal letter format (addressed to “Brandon Municipal Heritage Advisory Committee”, signed and dated)	<input type="checkbox"/>	<input type="checkbox"/>
2. Name(s) of applicant(s)	<input type="checkbox"/>	<input type="checkbox"/>
3. Location of nominated site (civic and legal)	<input type="checkbox"/>	<input type="checkbox"/>
4. Explanation of how the building, structure or site will be preserved and maintained effectively	<input type="checkbox"/>	<input type="checkbox"/>
5. Pre-existing issues with the building, structure or site, and solutions to remedy them (e.g. structural problems, restoring original façades from unsympathetic interventions)	<input type="checkbox"/>	<input type="checkbox"/>
6. Preliminary costing of maintenance of the building, structure or site	<input type="checkbox"/>	<input type="checkbox"/>
7. Confirmation of property owner’s willingness to abide by this maintenance plan	<input type="checkbox"/>	<input type="checkbox"/>