



SAANICH HERITAGE FOUNDATION

APPLICATION FOR HERITAGE DESIGNATION

INSTRUCTIONS

This application, along with **photographs** of the exterior of the building and an **introductory letter**, including the information outlined below, must be submitted to the Secretary of the Saanich Heritage Foundation, Office of the Municipal Clerk, Municipal Hall, 770 Vernon Avenue, V8X 2W7, ten (10) days prior to the meeting at which the application will be considered.

The introductory letter should include as much of the following information as possible:

- the applicant's reasons for requesting Heritage Designation of the property
- the applicant's connection to the property,
- a summary of the background information discovered pertaining directly to the property:
 - original & past owners
 - year of construction
 - style of architecture and significant features
 - Architect/Builder
 - associated historical events
 - cultural and neighbourhood significance (historical setting)
- explanation of what aspects that the applicant would like included in the designation (e.g. do you wish to designate the main dwelling only; do you wish to include the landscaping; or would you like to include any other structure that may be on the property for consideration?)
- acknowledgement of any intentions the applicant may have to seek financial or other support from the Saanich Heritage Foundation for building conservation.

Historical information can be obtained from the Municipal Archives at 475-1775. Prior to the Saanich Heritage Foundation making a recommendation to Council, a thorough inspection of the property is required. You will be contacted to arrange this.

APPLICANT

NAME OF APPLICANT(S) _____

Note: Applicant(s) must be the legal owner(s) of the property to be designated.

ADDRESS _____

_____ POSTAL CODE _____

HOME PHONE NO. _____ WORK PHONE NO. _____

PROPERTY DESCRIPTION

ADDRESS OF PROPERTY
TO BE DESIGNATED _____

LEGAL DESCRIPTION: LOT _____ BLOCK _____ SECTION _____

DISTRICT _____ PLAN _____

PRESENT USE _____

DO YOU WISH TO DESIGNATE LAND WITH THE BUILDING? YES NO Note: If you wish to have only part of the site designated, a site plan, drawn to scale, is required delineating the portion of the site to be designated.

ATTENTION: PLEASE READ THE INFORMATION ON THE REVERSE BEFORE SIGNING THIS APPLICATION.

I hereby consent to the building/site indicated hereon being designated as a Municipal Heritage site under Sections 967, 968 and 969 of the Municipal Act.

SIGNATURE

DATE

This information is collected for the administrative and/or operational functions of the District of Saanich as authorized by the *Local Government Act*. This information has been collected, and will be used and maintained, in accordance with the *Freedom and Information Protection of Privacy Act*. Should you have any questions about the above, please contact Saanich's Information and Privacy Team at (250) 475-1775.

CRITERIA FOR EVALUATING A HERITAGE BUILDING AND/OR SITE	
<ol style="list-style-type: none"> 1. Its character, interest, or value as part of the heritage fabric of the Municipality; 2. Its identification with a person or group who significantly contributed to the culture and social development of the Municipality, Province, or Nation; 3. Its exemplification of a particular architectural style or way of life important to the community; 4. Its embodiment of elements of outstanding attention to architectural design, detail, materials, or craftsmanship; 5. Its relationship with other buildings or sites in forming a significant heritage grouping, vista, streetscape, or cluster; 6. Its unique location or important physical characteristic representing an established and familiar visual feature of a neighbourhood. 	
WHAT IS HERITAGE DESIGNATION?	
<p>Heritage Designation is a method of conserving property. Sections 967, 968 and 969 of the <i>Municipal Act</i> give Municipal Councils the power to designate land and/or buildings with the objective of retaining a heritage legacy for appreciation by present and future generations. The Heritage Foundation of the Municipality of Saanich was established to advise Council on all matters relating to heritage conservation.</p>	
WHAT IS THE EFFECT OF HERITAGE DESIGNATION?	
<p>The effect of Heritage Designation is to preserve the key features of a building and/or land which give it a distinctive heritage character.</p>	
BENEFITS TO THE OWNER(S) OF A DESIGNATED PROPERTY	
<ol style="list-style-type: none"> 1. Designation gives the owner(s) access to cost sharing grants from the Saanich Heritage Foundation to repair or restore the exterior, roof, and foundation of a heritage residence. Designated institutional buildings are eligible for grants from the British Columbia Heritage Trust. 2. The District of Saanich provides the owner(s) with a bronze plaque to identify the building/site as a designated historic site. 3. Designation does not affect private ownership and does not impede the purchase or sale of the property. The owner(s) retain all rights to individual enjoyment and use of their property. 4. The designated building is described in a heritage inventory publication which is reprinted periodically. Designation does not give the public access to the property without the owners consent. 5. An owner of a heritage building may enjoy a sense of participation in the history of Saanich. 	

INFORMATION ABOUT GRANTS AND RESTORATION GUIDELINES MAY BE OBTAINED FROM:

The Saanich Heritage Foundation
 770 Vernon Avenue
 Victoria BC V8X 2W7
 Telephone No. 475-1775 Local 3513

RESTRICTIONS
<ol style="list-style-type: none"> 1. Once designation of a property is approved by Council, that status, along with its restrictions, passes automatically to future owner(s) upon change of ownership. 2. The <i>Heritage Conservation Act</i> of the Province of British Columbia stipulates that, once designated, the building or structure cannot be demolished, the facade or exterior of a building may not be altered, and designated land cannot be built upon, without prior approval by resolution of the Council.