

## **INFORMATION PACKAGE REGISTRATION OF A HERITAGE PROPERTY IN ANNAPOLIS COUNTY**

This information package explains what is involved in registering your property as a heritage property under the Annapolis County Heritage Property By-law. If you still have questions regarding having your property registered, please call **Annapolis County Planning Services at (902) 584-2255 or FAX (902) 584-3939.**

### **WHAT IS HERITAGE REGISTRATION?**

The Municipality of Annapolis County has adopted a by-law entitled the Heritage Property By-law. Through this By-law, a building, streetscape or area, which is of local significance or importance can be identified for its historical, architectural or cultural value. This identification is through a process called registration, a legal device offering protection against substantial alternations or demolition.

### **WHY DO IT?**

There are many reasons why a person may choose to have their property registered as a heritage property. Some people simply feel a sense of pride that comes from the owning of a piece of history. The extension of this is the creation of a feeling of community pride associated with the naming of a local structure as being a "special place" in the community. Studies have also shown that a heritage property will, in time, increase in value faster and to a greater degree compared to a non-registered heritage property.

### **HOW DO I GET MY PROPERTY REGISTERED?**

Anyone can nominate a property for municipal registration. The usual process is for you, the property owner, to formally request the Municipality of the County of Annapolis to register your property as a heritage property, pursuant to the Heritage Property By-law. A copy of the Application for Heritage Property Registration and Questionnaire are included in this package. If, for instance, someone other than the registered owner has nominated a property, the registered property owner shall be notified of the review process. It is usually the case though that the property owner's wishes are respected. A flow chart is included to define the registration review process and the roles of the participating groups. What is important to note here is that as part of the registration review and evaluation process, a public hearing is held between you, the property owner, and Municipal Council regarding the proposed registration. This hearing is to make sure that you are in complete agreement with the registration of your property. It is also an opportunity for you to ask questions of Municipal Council. The successful outcome of this process is the registration of your property and its identification as a heritage property by way of a bronze plaque being installed on your building.

### **WHAT DOES IT COST ME?**

There are no application costs associated with the process of registering the property as a heritage property. The Heritage Advisory Committee and the County administration also pay for the supply and installation of a small bronze plaque. The bronze plaque provided is a standardized oval shape approximately 10 inches long by 6 inches wide. In special circumstances, for example where the building is close enough to the street to read the inscription, a separate plaque containing explanatory or interpretive text may be provided, again, at no cost to the property owner. If the interpretive plaque is not being provided but you would like such a plaque installed, a cost estimate will be given and a plaque can be provided and installed at your cost.

## **WHAT RESTRICTIONS DOES REGISTRATION PLACE ON ME IN WANTING TO DO THINGS WITH MY PROPERTY?**

The Heritage Property By-law provides for control over changes to the exterior of any building as defined in the Notice of Registration of a Heritage Property in the Municipality of Annapolis County Heritage Registry. You would, therefore, still be free to make internal changes to the building. A request, in writing, for approval of any work you are proposing to the exterior of the building must be presented to Municipal Council for their consideration and approval. This must happen prior to beginning the work. Assuming the work is consistent with the architectural and historic qualities of the building, the Heritage Advisory Committee will agree to the work and make a recommendation to Municipal Council to approve such repairs. If there is some concern felt by the Heritage Advisory Committee about the nature of the work you are proposing, the Heritage Advisory Committee may suggest alternatives for your consideration which would perhaps be more in keeping with the heritage quality of the property. It is, however, important to remember that changes to a heritage property may require a building or development permit as per the requirements of the County Building By-law or specific area land use by-laws.

Generally speaking, while all of or only part of the land area of the property may be listed as the registered heritage property, the registration process deals solely with the built environment. Thus the terms of "demolition" or "substantial alteration" is limited to the existing named structure(s) of the registered heritage property or the construction, or placement of new structures on the property which has been registered as a Municipal Heritage Property.

Additionally, it should be noted that the registration of a property as a Municipal Heritage Property continues with the property even if the property is sold or transferred to someone else.

## **CAN I GET ANY REBATES OR FINANCIAL ASSISTANCE FOR WORK THAT IS DONE TO MY BUILDING?**

The Province of Nova Scotia has three programs in place that may allow a property owner of a municipally registered heritage property to recover a portion of their expenses incurred restoring or maintaining the exterior of a municipally registered heritage property. These assistance programs have specific requirements as to who is eligible to apply. Generally speaking these programs take the form of either a grant or rebate. The grant programs are for conservation advice given or conservation work performed. The rebate program is a rebate of the provincial portion of the HST (8%) on eligible expenses. HST rebate applications must be made through the Annapolis County Municipal Office.

For further information concerning grant programs and grant application forms, applicants should contact the Provincial Heritage Property Office directly. The mailing address for the Provincial Heritage Office is Heritage Property Programs, Dept. of Tourism and Culture, 1747 Summer Street, Halifax, NS, B3H 3A6. The phone number for the Provincial Heritage Office is (902) 424-5647.

## **CAN I DEREGISTER MY PROPERTY?**

Yes. The process is similar to that followed for registering a property, that is to say, a formal request is made to deregister a property to the Municipality through Municipal Council. Municipal Council then conducts a Public Hearing to review of the request, usually with input from the Heritage Advisory Committee. Municipal Council then makes the decision regarding the deregistration of the property. It is important to note that in special instances Municipal Council can also request the deregistration of your property, such as if it is destroyed in a fire or damaged by any cause or where, in the view of the Municipality, the continued registration of the property is considered to be inappropriate.

## APPLICATION FOR HERITAGE PROPERTY REGISTRATION

Municipality of the County of Annapolis  
PO Box 100  
ANNAPOLIS ROYAL, NS  
B0S 1A0

Date: \_\_\_\_\_

**Attention: The Warden and Councillors of Annapolis County**

I/We, \_\_\_\_\_ of \_\_\_\_\_ are the registered owner(s) of  
NAME MAILING ADDRESS

\_\_\_\_\_  
NAME OF PROPERTY AND CIVIC NUMBER

Annapolis County, Nova Scotia, and do hereby make application to register our property:

the entire property      or       part of the property

as a Registered Municipal Heritage Property, pursuant to the Annapolis County Heritage Property By-law and the Nova Scotia Heritage Property Act.

\_\_\_\_\_  
Registered Owner (s)

\_\_\_\_\_  
Home Phone Number

\_\_\_\_\_  
Registered Owner (s)

\_\_\_\_\_  
Business Phone Number

\*Note: A copy of the registered deed for the property heritage registration is being sought for and the attached questionnaire, answered to best of your knowledge, must accompany this application for your application to be considered complete. Failure to supply this information may result in your application being delayed.

## HERITAGE REGISTRATION QUESTIONNAIRE

The following is a list of questions that will assist in documenting the history and historical association of your property. As part of the registration process of a heritage property in Annapolis County, a report is prepared for the Annapolis County Heritage Advisory Committee for their consideration. It is asked that you complete this questionnaire to the best of your knowledge. Where possible, it is helpful to provide supporting documents concerning your property such as old deeds, newspaper articles, photographs, etc. Please send only copies of these documents rather than originals.

It would also be helpful if the assessor could meet with you in your home so that you might point out special features which add to the authenticity of the dating of construction.

1. When was the building(s) constructed?
2. Who constructed the building(s)?
3. Why was the building(s) constructed originally and what was the building(s) used for over time? Explain with specific dates, persons or events.
4. Where did the materials used in the construction of the building(s) come from?
5. How much did it cost to construct the building(s)?
6. What is the overall condition of the building(s)?
7. What repairs are needed to restore the building(s) to the original condition (especially repairs needed to the exterior of the structure)?
8. Is the building(s) on the original site of construction, if not, where was the original site?
9. Has the building(s) ever burnt down, if so, when?

## HERITAGE REGISTRATION QUESTIONNAIRE CONTINUED

10. Has the exterior of the building ever been structurally altered or cosmetically altered from its original appearance? Please note the type of alteration(s) and the date(s).
11. Were there any other building(s) removed from the property?
12. Does the building(s) have a distinct design unique in the local area?
13. Why was the particular style or design of the building(s) chosen by the builder?
14. How do other building(s) in the local area compare to your building(s) in terms of age, condition, style, design, etc.?
15. Does your building(s) relate to a specific individual, group, organization or institution of note in local, provincial or national history? Explain.
16. Does your building(s) relate to a specific event(s) in history which was notable on a local, provincial or national level? Explain.
17. How did or does now the surrounding property relate to your building(s)? Please explain in terms of original land parcel size, subdivision of the property over time and the use or change in use of the property over time.
18. If you answered on the Application for Heritage Property Registration that it is your intent to register only a portion of your property, please explain what portion you wish to have registered and why. Please attach a site plan of your property describing in detail the dimensions, area, existing buildings, driveways, fence lines, brooks, streams, rivers or other distinctive features along with a north reference point to further explain your intent.