



In-Office Use Only
Grant Application #:
Date Submitted:

HERITAGE GRANT PROGRAM APPLICATION FORM

A **Certificate of Appropriateness [Heritage Permit]** is required before commencing any work on a property in a Heritage Conservation Area. Before preparing your application form please review the *Heritage Grant Program Policy* and obtain a Certificate of Appropriateness [Heritage Permit].

Please note: it is the Applicant's responsibility to understand and comply with all aspects of the *Heritage Grant Program Policy*. Failure to understand and comply with the policy may result in the denial of a grant. The Policy document is available online, at Heritage Services, or by contacting the Heritage Officer.

Required:	
Address of Property:	
Certificate of Appropriateness [Heritage Permit]:	PID #:

Please include the building permit number, if required, for the proposed work. Work performed prior to issuance of a (required) building permit is ineligible for a Heritage Grant. To be sure whether your proposed project requires a building permit, please contact the Building Inspections Services at (506) 658-2911 or by email buildinginspection@saintjohn.ca.

Building Permit #:

Personal Contact Information

Name of Applicant:		
Mailing Address:		
Daytime Phone #:	Cell Phone #:	Fax #:
Email Address:		

Would you prefer to receive communications concerning your Heritage Grant application via letter or email?

- Letter Email

Application submissions: Heritage Grant Applications may be submitted either by mail or in person at the following address:

Heritage Services | Growth and Community Development Services
10th Floor, City Hall, P.O. Box 1971
Saint John, New Brunswick
E2L 4L1

If you have any questions or concerns Heritage Staff can be contacted at:
Phone: (506) 658-2835
Fax: (506) 658-2837
Email: heritage@saintjohn.ca



Grant Categories (Check that which applies to you)

- Heritage Conservation Plan Grant:** A grant provided to offset the cost of retaining a design professional (architect or engineer) to prepare a Conservation Plan for designated heritage properties. A Conservation Plan provides the property owner with a phased plan to undertake required heritage/structural work. 50% of the cost is funded up to a maximum of \$1,500.
- Heritage Maintenance Grant:** A grant of 25% up to a maximum of \$750 per year available to properties without a Conservation Plan in place; also available to tenants for storefront signage.
- Heritage Conservation Grant:** A grant of 25% - 45% up to a maximum of \$7,500 per year to support large conservation projects for properties which have a Conservation Plan in place. There are two levels of funding provided by the Conservation Grant, depending on the nature of the project:

Minor funding: 25% up to a maximum of \$7,500 for maintenance work as outlined in Conservation Plan.

Major funding: 45% up to a maximum of \$7,500 for restoration work to original character-defining elements, and for major projects such as masonry or structural repair.

Project Cost Estimate

In the table below please describe your project cost estimates within the applicable Heritage Grant Category; include the work items from the associated Certificate of Appropriateness [Heritage Permit] plus the total cost of each item before HST (example - *Restoration of 4 original windows - \$XXX*). Written project estimates must be attached with application form.

CATEGORY	APPROVED ITEM[S] FROM COA	COST ESTIMATE PRE-HST
Heritage Conservation Plan Grant	[n/a]	\$
Heritage Maintenance Grant		\$
		\$
		\$
Heritage Conservation Grant		\$
		\$
		\$
		\$
		\$

Estimated Project Start Date:	Estimated Project End Date:
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Recent photographs [close-up and whole elevation] of the exterior area where the proposed work will take place.

- Attached to form Submitted Digitally

If available, include any historic photographs of your property.

- Attached to form Submitted Digitally Not available

Property Information

Are you the legal owner of the property?

- Yes
 No – Please indicate the legal owner’s contact information below.

Name of Property Owner:		
Mailing Address of Property Owner:		
Daytime Phone #:	Cell Phone #:	Fax #:
Email Address:		

To be completed by the Property Owner:		
Is the subject property covered by insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you currently in good standing with the City of Saint John, meaning you have no unpaid taxes or outstanding property-related by-law violations? <input type="checkbox"/> Yes <input type="checkbox"/> No		
As the owner of the property _____, I am aware that, by allowing my tenant to apply for a Heritage Conservation Grant, I am forfeiting my opportunity to apply for a Heritage Conservation Grant in the applicable year.		
_____	_____	_____
Property owner’s printed name	Property owner’s signature	DD/ MM/YYY

Heritage Grant Funding Application checklist

Ensure your application is complete and includes all of the following items:

- Certificate of Appropriateness number
- If required, the Building Permit number
- Any historic photographs of the property
- Recent photographs of all exterior sides of the building including close up recent photographs of the exterior area where the proposed work will take place
- Confirmation of good standing with the City of Saint John
- Confirmation that owner, if different from applicant, is aware of grant application
- Confirmation of property insurance
- Signature of applicant and legal owner of the building
- If you are applying for a Heritage Conservation Grant you also need to attach page extracts from the Heritage Conservation Plan that relate to the proposed work to be funded
- If you are applying for a Heritage Conservation Plan Grant you also need to attach a copy of the Heritage Conservation Plan.

Signatures

I hereby request that this application be considered under the *Heritage Grant Program Policy* of the Growth and Community Development Services Department of The City of Saint John.

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

Applicant's printed name

Applicant's signature

____/____/_____
DD/ MM/ YYYY

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

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