

# Heritage Application



# APPLICATION FOR A HERITAGE PERMIT

## THE PROCESS

1. Review our helpful Practical Conservation Guidelines, which are available on the City of Saint John's website.
2. Contact Heritage Staff at (506) 658-2838 or [heritage@saintjohn.ca](mailto:heritage@saintjohn.ca) and arrange a site visit to discuss your project.
3. Complete the application form. Include all relevant information, such as Plans or Drawings, Conservation Plan and a Building Permit application. Ask Heritage Staff about available grants for your project.
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 monthly 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. You must apply and receive conditional approval for a Heritage Grant, prior to the start of any construction work.
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.





## Heritage Fee Schedule

Application or Service	Fee
General Heritage permit	\$0.00
Work without a General Heritage permit	\$200.00
Heritage demolition permit	\$2,000.00
Work without a Heritage demolition permit	\$4,000.00
Request for Designation Removal – Research Fee	\$1,000.00 per PID
Tier 3 Infill Permit:	
Value <\$1 Million	\$1,000.00
Value \$1 Million to \$4 Million	\$2,000.00
Value >\$4 Million	\$3,000.00
Changes to an issued Heritage Permit that requires Board Approval	\$200.00



## Heritage Permit Application

### Checklist required for a complete application for:

**HERITAGE:** If a property is located in a “Heritage Conservation Area” please contact the Heritage Officer for requirements, analysis and approval prior to applying for a building permit. All aspects of exterior work/alteration to the property may require Heritage approval.

### Applicant must submit all that are applicable:

- Completed and signed copies of the **General Application Form** and the **Heritage Application Form**
- Drawings for the scope of work.
- Construction Details
- Current Photos
- Historical Photos
- Specifications
- Window information
- Door information
- Other information may also be required to complete the application depending on the proposed project. It is therefore strongly recommended that the applicant consult with City staff prior to submission.

Contact the Heritage Officer before you begin to make any plans to purchase supplies or hire contractors. Staff can provide advice on ways to save you time, money and energy, which is offered to you free of charge.



LOCATION	CIVIC ADDRESS :		PID # :	
STAFF USE	HERITAGE AREA: Y / N INTENSIFICATION AREA: Y / N FLOOD RISK AREA: Y / N APPROVED GRADING PLAN: Y / N			
	APPLICATION #:		DATE RECEIVED:	
			RECEIVED BY:	
APPLICANT INFORMATION	APPLICANT	EMAIL	PHONE	
	MAILING ADDRESS		POSTAL CODE	
	CONTRACTOR	EMAIL	PHONE	
	MAILING ADDRESS		POSTAL CODE	
	OWNER	EMAIL	PHONE	
	MAILING ADDRESS		POSTAL CODE	
PRESENT USE:		PROPOSED USE:		
CHECK ALL THAT APPLY	<b>BUILDING</b>	<b>PLANNING</b>	<b>INFRASTRUCTURE</b>	<b>HERITAGE</b>
	<input type="checkbox"/> INTERIOR RENOVATION	<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> VARIANCE	<input type="checkbox"/> STREET EXCAVATION
	<input type="checkbox"/> EXTERIOR RENOVATION	<input type="checkbox"/> ACCESSORY BLDG	<input type="checkbox"/> PLANNING LETTER	<input type="checkbox"/> DRIVEWAY CULVERT
	<input type="checkbox"/> ADDITION	<input type="checkbox"/> POOL	<input type="checkbox"/> PAC APPLICATION	<input type="checkbox"/> DRAINAGE
	<input type="checkbox"/> DECK	<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> COUNCIL APP	<input type="checkbox"/> WATER & SEWERAGE
	<input type="checkbox"/> CHANGE OF USE	<input type="checkbox"/> SIGN	<input type="checkbox"/> SUBDIVISION	<input type="checkbox"/> OTHER
	<input type="checkbox"/> MINIMUM STANDARDS	<input type="checkbox"/> OTHER	<input type="checkbox"/> OTHER	<input type="checkbox"/> HERITAGE DEVELOPMENT
			<input type="checkbox"/> HERITAGE SIGN	
			<input type="checkbox"/> HERITAGE INFILL	
			<input type="checkbox"/> HERITAGE DEMO	
			<input type="checkbox"/> OTHER	
DESCRIPTION OF WORK				

I consent to the City of Saint John sending to me commercial electronic messages, from time to time, regarding City initiatives and incentives.

**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:

City Hall Building  
 15 Market Square Saint  
 John, NB E2L 1E8  
[commonclerk@saintjohn.ca](mailto:commonclerk@saintjohn.ca)  
 (506) 658-2862



I, the undersigned, hereby apply for the permit(s) or approval(s), indicated above for the work described on plans, submissions and forms herewith submitted. This application includes all relevant documentation necessary for the applied for permit(s) or approval(s). I agree to comply with the plans, specifications and further agree to comply with all relevant City By-laws and conditions imposed.

\_\_\_\_\_

Applicant Name

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Date

**HERITAGE APPLICATION FORM MUST BE SUBMITTED WITH THE GENERAL APPLICATION FORM**

PROPOSED WORK	Window <input type="checkbox"/> Door <input type="checkbox"/> Paint <input type="checkbox"/> Brick/Stone <input type="checkbox"/> Other _____ <input type="checkbox"/> Wood Siding <input type="checkbox"/> Woodwork <input type="checkbox"/> Storefront <input type="checkbox"/> Sign <input type="checkbox"/> Awning <input type="checkbox"/> Stairs <input type="checkbox"/> Porch <input type="checkbox"/> Landscaping <input type="checkbox"/>
PAINT COLOURS	ORIGINAL/CURRENT PAINT COLOURS
	Light (body)
	Medium (trim)
	Dark (accent)
	PROPOSED PAINT COLOURS
	Light (body)
	Medium (trim)
Dark (accent)	
Scope of Works	You must include additional supporting materials such as drawings, photographs, and specifications to enhance the comprehensiveness of this application.
GRANTS FOR HERITAGE CONSERVATION	Grants are available to help you to carry out sensitive conservation work once your Heritage Permit has been issued <b>BEFORE</b> the start of any heritage project. Please review the Heritage Grant Program Policy and complete the Heritage Grant Application Form which is included in this application package. For more information contact heritage staff at <a href="mailto:heritage@saintjohn.ca">heritage@saintjohn.ca</a>  <input type="checkbox"/> Yes, I would like staff contact me for more details. <input type="checkbox"/> No, I am NOT interested in Heritage Grant.
BUILDING PERMIT	Many projects require a Building Permit, in addition to a Heritage Permit, before work can begin. A Heritage Permit is <u>not</u> a Building Permit. If a Building Permit is required, your project cannot proceed until it is obtained.  Do you need a Other Permit for your project? <input type="checkbox"/> I don't know, I would like to have some help from the One Stop Development Shop Staff. <input type="checkbox"/> Yes, and I have already applied for it. <input type="checkbox"/> Yes, but I have yet to apply for it. <input type="checkbox"/> No, I can confirm that a building permit is not required.

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 (506) 658-2862



*I hereby request that this application be considered for approval subject to the Heritage Conservation Areas By-law. By signing below I certify that all information included on this application is truthful and accurate*

\_\_\_\_\_  
 Applicant Name

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date