

Please complete the online form and submit pdfs of required documentation by email to [heritage@regina.ca](mailto:heritage@regina.ca). For more information, please refer to the [Heritage Incentive Policy at Regina.ca/heritage](http://Regina.ca/heritage).

## CHECKLIST

Please submit the following as an attachment to your application:

- Checklist
- Part A (page 2 - 3 of this application)
- Part B (page 4 - 6 of this application) **or** a Conservation Plan
- Two detailed estimates of work proposed
- Architectural drawings showing each proposed work item (if applicable)
- Construction schedule with estimated start and completion dates.
- Recent digital images (minimum 300 dpi) which provide an overall view of the exterior

In cases where the value of the requested incentive is greater than \$200,000 applicants must provide the following additional information:

Financing details indicating why the tax exemption is needed in the form of a development pro forma that provides detailed costs, budget and cash flow. The pro forma should include:

- Financing details
- Leasing specifications
- Project hard/soft costs
- Operating Statement
- Explain how the incentive will affect the financial viability of the project

\*\* In addition to these requirements, the City may require additional historic research, engineering, or other studies in support of the application.

## SIGNATURE

I certify that, to the best of my knowledge, the information provided in this application is accurate and complete. If submitted on behalf of a building owner, I certify that this application is endorsed by the building owner I represent.	
Signature of Applicant:	Date:
<b>If applicant is different than owner, then please fill out the information below:</b>	
I (We) _____, authorize _____ to make this application on our behalf.	
Signature if Property Owner (Required)	Date:

## PART A

### 1. APPLICANT INFORMATION

Name:		
Company:		
Mailing Address:		
Phone Number:	Email:	
<b>Are you the property owner?</b> If not, please fill out the Owner's information below.	Yes	No

### 2. OWNER INFORMATION

Registered Owner:		
Mailing Address:		
Phone Number:	Email:	
Registered Owner:		
Mailing Address:		
Phone Number:	Email:	

\*\* Use a separate page and attach it to the application for more than two property owners.

### 3. HERITAGE PROPERTY INFORMATION

Information can be found in [Regina.ca/Property Tax](http://Regina.ca/Property Tax), ISC, and Regina Open Data.

Common Name:
Municipal Address:
Legal Description:
Property Type:
Zoning:
Current Use:
Proposed Use:
The Property is currently:
Designation Date:
Designation Bylaw:

#### 4. INCENTIVES INFORMATION

Project Start Date:	Project End Date:
Has the proposed work started before making this application?  Yes                      No	Type of Incentive you are applying for:
Total Project Cost:	
Total Value of all Eligible Conservation Work:	
Total Incentives Requested:	
Other Sources of Funding:	
List all eligible conservation work to be covered under this application. (for example: window replacement, roof repair)	



5. Assessment of how the proposed work aligns with *the Standards and Guidelines for the Conservation of Historic Places in Canada* and rationale for any areas where proposed work may not align with the Standards & Guidelines.

6. Explanation of financial need including identification of any premium costs associated with conservation of the property. For example: A regular asphalt shingles costs \$ 90 per square foot but the wood shingles I'm required to use in keeping with the character of the property are \$300 per square foot.

7. Photos of areas to be rehabilitated or maintained:
