

Please complete the online form and submit pdfs of required documentation by email to heritage@regina.ca.

CHECKLIST

When you have completed preparing your application, compile all materials in the order specified below:

Completed and Signed Application to Designate Form

Written Statement of Significance (if available)

(Statement of Significance is your main argument for designation, so it is important to substantiate any claims you make with supporting documentation and research. Please refer to the link below for guidance on writing a Statement of Significance:

<https://www.historicplaces.ca/media/5422/sosguideen.pdf>.)

Recent color photos of the property, labelled with date and location, as follows:

A minimum of four exterior photos, including one of each side

Detailed photos of unique/key character elements of the building

Any historic photos of the site and structure will be extremely helpful if available.

Copies of historic documents if available, such as historic land titles, fire insurance maps or blueprints, or other relevant materials

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.	
	I acknowledge that all photographs and images submitted as part of this application will become the property of the City of Regina and understand that permission is granted for use of the photographs and images by the City without any expectation of compensation.	
	I acknowledge that I have the right to submit or have obtained the appropriate permission to submit all information contained in this application.	
Signature of Applicant:		Date:
If applicant is different than owner, then please fill out the information below:		
I (We), _____ authorize _____ to		_____
make this application on our behalf.		
Signature if Property Owner (Required)		Date:

1. APPLICANTS INFORMATION

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

2. OWNERS 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. ALTERATION HISTORY

List date and write a brief description of any major alterations or additions. This section may also be completed on a separate document. (For example: 1920 – addition to the back of the building.)

Dates	Brief Description

4. HERITAGE PROPERTY INFORMATION

Assistance with your research can be provided by the following agencies:

- Prairie History Room, Regina Public Library (RPL); City of Regina Archives; Provincial Archives; Saskatchewan Architectural Heritage Society; Publications: Henderson’s Directory; Regina: the first 100 years published by Leader Post Foundation 565-821; and Historic Architecture of Saskatchewan ISBN-919781-13-6.

Municipal Address:		
Legal Description:		
Property Type:		
Original Use:		
Current Use:		
Proposed Use:		
The Property is currently:	Occupied	Vacant
Built Year:		
Architect/Designer:		
Builder:		
Architectural Style:		
Construction Type:		
Is the building on its Original Site? If no, please provide details:		
Are there any historical events associated with the property? If yes, please provide details and source:		

Did anyone connected to the property make any particular or significant contribution to the neighbourhood, municipality, province or nation?
If yes, please provide details and source:

What are the significant features of the building? List below. (for example: Windows, Tyndall Stone panel on the entrance, etc.)