

# Application

## Municipal Historic Resource Designation



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**Planning and Development****110 Bear Street, P.O. Box 1260, Banff, Alberta T1L 1A1****T 403.762.1215 F 403. 762.1260 Email [kerry.macinnis@banff.ca](mailto:kerry.macinnis@banff.ca)**[www.banff.ca](http://www.banff.ca)

Name of Heritage Resource: \_\_\_\_\_

Street Address: \_\_\_\_\_ Unit No.: \_\_\_\_\_

Legal Description: Lot(s)/Unit: \_\_\_\_\_ Block: \_\_\_\_\_ Plan (LTO): \_\_\_\_\_

Land Use District: \_\_\_\_\_

Name of Registered Owner\*: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Applicant/Agent (if different than owner): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Roll #: \_\_\_\_\_

Received By: \_\_\_\_\_

## AUTHORIZATIONS

### Authorization of Applicant/Agent

I/We \_\_\_\_\_ authorize \_\_\_\_\_  
(name of registered owner) (name of agent/person authorized to sign the application)

to act as agent and sign the application form to the Town of Banff on my/our behalf for the property known as

\_\_\_\_\_  
(municipal address of property)

Signature(s) of registered owner(s)

Date

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature of Signing Officer(s) of Corporation

Corporate Seal(s), if applicable

\_\_\_\_\_  
\_\_\_\_\_

### Registered owner's agreement

As of the date of this application, I am the registered owner of the lands described in the application. I have examined the contents of the application, certify that the information submitted with it is correct insofar as I have knowledge of these facts, and concur with the submission of the application. I acknowledge that the lands described in the application may be subject to applicable laws, regulations, and guidelines including, but not limited to, the Town of Banff Land Use Bylaw, the Banff National Park Management Plan, and the Canadian Environmental Assessment Act. I agree to comply with all provisions of the Town of Banff Land Use Bylaw and any other applicable legislation, if this application is approved.

Signature(s) of registered owner(s)

Date

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Declaration

I, \_\_\_\_\_, solemnly declare that the statements made by me upon this application are to the best of my belief and knowledge a true and complete representation of the purpose and intent of this application.

\_\_\_\_\_  
Signature of applicant or agent

\_\_\_\_\_  
Date

## SUBMITTAL REQUIREMENTS

Please include all of the following information with your application

- Application Form
- Certificate of Title
- Land Survey or Real Property Report (if available)
- Current and Historic Photographs
- Building Condition Summary
- Statement of Significance (Description of Value)
- Financial Incentive Proposal

### Description of Architectural /Aesthetic Value (250 words)

- Current colour photographs of each building façade (Please label and date each photograph)
- Description (including photographs and/or illustrations) of the type of construction indicating type of materials (original or replacement), colour and present condition
- Description (including photographs and/or illustrations) of the architectural features indicating type of materials (original or replacement), colour and present condition, including but not limited to: foundation, roof, doors, windows, trim, exterior finish, porches/balconies, substantial alterations and other features
- Description (including photographs and/or illustrations) of any notable construction methods, use of materials or craftsmanship
- How does the resource contribute to or fit into the streetscape and surrounding landscape? Is the resource a prominent visual landmark in the neighbourhood, community or region? If so, please explain

### Description of Historic / Cultural Value (250 words)

- Date of construction of original structure(s)
- Description and date of any substantial alterations, additions or renovations
- Description of original, present and proposed use of all structures and the site
- Statement of the historical significance of the structure(s) and site including, but not limited to, association with any historical persons, groups, institutions, or events at the local, regional, provincial or national level
- Statement of any special prominence of the structure(s) or site in Banff's cultural, political or economic development
- Architect's name (original and any substantial alterations, additions or renovations)
- Builder's Name (original and any substantial alterations, additions or renovations)
- Statement of any special prominence of the architect and/or builder in the community, province or nation

**\*NOTE:** It is strongly encouraged that you consult with the Town of Banff Heritage Planner prior to submitting the completed application. The Heritage Planner may waive some of the listed requirements. More detailed information may be requested during review of the application.