



This application form is to be filled out by property owners who wish to designate a site as a Municipal Historic Resource under the *Alberta Historic Resources Act* which includes designation as HP- Historical Preservation District under the County's *Land Use Bylaw*.

It is recommended that you consult the Heritage Community Services Department at 403.350.2150 before completing this form.

APPLICATION TO DESIGNATE AS A MUNICIPAL HISTORIC RESOURCE			
HISTORIC RESOURCE INFORMATION			
Name of Historic Resource (e.g. Pine Lake Holy Trinity Church):			
Address of Historic Resource:			
Date of Construction:	Type of Resource, (e.g. house, apartment, college, commercial building, park, school, learning centre, etc.)		
Legal Description of Resource	Plan:	Block:	Lot Number(s):
If the resource sits in a larger legal holding and only portions of the legal holding will be covered by the designation, please provide a description of the area that will be covered by the designation.			
APPLICANT INFORMATION			
Name of Applicant(s)			
Address of Applicant(s)			
Phone Number:		Email address:	
APPLICANT SIGNATURE			
I (We) _____ request the designation of the said property as a Municipal Historic Resource in accordance with Red Deer County's bylaws, policies and regulations. Owner's signature(s): _____			
Date: _____			

Please attach:

1. A photocopy of the current Certificate of Title. Property Reports can be printed by Red Deer County.
2. A legal survey of the building and site to be designated. (The survey must be prepared by an Alberta Land Surveyor and must, if possible be no more than five years old from the date of this application). The survey must reflect the existing conditions on the site.
3. A copy of the Red Deer County property tax notice showing that taxes and levies have been paid for the year prior to this application.

ADDITIONAL INFORMATION

1. Has this building or site been designated by the Government of Alberta as a:

Registered Historic Resource	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If so, when?
Provincial Historic Resource	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If so, when?

2. Please answer the following questions and attach supporting documentation to your application:

a. What is the present use of the site, and why is this site significant?

b. What are the most critical elements of the site to be protected with the designation? (These may be on the site and/or on the exterior or interior of the building.)

c. What are your future plans for the site?

d. Are there any repairs required to the site? (Please provide a description of the repairs required, and if possible, digital images showing the issues).

e. Do you intend to apply for rehabilitation grants from the Alberta Government in the next 1-2 years?

PRESENT CONDITION OF PROPOSED RESOURCE

Roof

Exterior

Doors and Windows

Foundation/Structural

Interior	
Other	
DIGITAL IMAGES OF HISTORIC RESOURCE	
<p>Please provide colour digital images (JPEG format) of the property or site taken within one year of this application:</p> <ol style="list-style-type: none"> 1. A minimum of four exterior digital images, including one of each side of the property 2. A minimum of two exterior digital images showing the property in relation to the adjoining properties or area 3. Any historic digital images of the building or site. The digital images will be retained by Red Deer County. 	
SUBMITTING THIS APPLICATION	
<p>Please forward your completed Application to Designate and supporting documents to:</p>	
<p>Red Deer County, Community Services Department 38106 Range Road 275 Red Deer County, Alberta, T4S 2L9</p>	
<p>If you have any questions about completing this application, please contact Community Services Department by phone at 403.350.2150, or by email at sbolkowy@rdcounty.ca.</p>	
<p>The personal information on this form is being collected under the authority of Red Deer County and is protected by the Alberta Freedom of Information and Protection of Privacy Act (FOIP). The information will be used to process the application to designate a property as a municipal historic resource. Questions regarding the collection of this information can be directed to the FOIP Coordinator at 403.350.2150.</p>	