



## Heritage Incentive Program

### Residential & Commercial Properties

#### Program Aim

The aim of the Heritage Incentives Program is to encourage the conservation of privately owned, municipally registered heritage properties. The program provides matching grants of up to \$15,000 for residential properties and \$25,000 for commercial properties to support eligible exterior conservation work.

#### Application Requirements

Applications will be accepted between September 1, 2021 & December 1, 2021. Please submit your application in one of two ways:

By email: [bouchep@halifax.ca](mailto:bouchep@halifax.ca)

By mail: Paul Boucher, Heritage Property Program  
Planning & Development  
PO Box 1749  
Halifax, NS B3A 3J5

#### Note:

- *Email applications are preferred. If you cannot email or mail your application, please arrange a time to deliver your application in person (40 Alderney Drive, Dartmouth or 3rd floor, Duke Tower, Scotia Square, 5251 Duke Street, Halifax).*
- *Late or incomplete applications will not be reviewed.*
- *Work that has been undertaken prior to the application being made (or without Heritage Alteration Approval) will be deemed ineligible.*

#### Applications must include:

1. A completed and signed application form;
2. Recent photographs of all sides of the building, with attention taken to the areas of work for which the grant is applied;
3. At least two contractors cost estimates for each of the proposed work types; and
4. Buildings governed by a Condominium bylaw must also provide a copy of the Board of Directors minutes approving the submission of the application.

## **Priority Criteria:**

1. Preference will be given to first-time applicants;
2. Higher priority will be given to preservation and restoration of historic structural and weather-proofing elements than to cosmetic improvements. For example, the restoration of cladding, windows, doors, or roof has greater priority than painting;
3. Preference given to restoration of publicly visible features. For example, the restoration of a front porch would have higher priority than a rear porch restoration;
4. Balance sought between applications from different geographic regions of HRM; and
5. Preference given to applications supported by a Building Conservation Plan prepared by an architect, building inspector, engineer, or other qualified restoration professional. The Plan may be a drawing or a report which reasonably illustrates work required for the building.

*Note: Properties currently under investigation or prosecution for Land-use, Building or Fire Code, or Heritage Property Act violations, or subject to an Order to Comply, or has liens / taxes outstanding are not eligible.*

## **Heritage Alteration Approval**

HRM's Heritage Property Program must approve exterior work to municipally registered heritage properties. Heritage Alteration Approval is a pre-requisite for the Heritage Incentives Program to ensure that HRM's Heritage Conservation Standards and Guidelines have been met. Applicants are encouraged to seek this approval before submitting a grant application, where possible. Additionally, it is the applicant's responsibility to obtain building permits before starting their work.

## **Application Deadline**

- The Application Form must be completed and returned to the Heritage Property Program Office between September 1, 2021 and December 1, 2021.
- Applications will not be considered complete unless all required supporting documentation has been submitted. Incomplete application forms will be returned, and will be ineligible for grants.

### ***Check List***

*With your completed Application Form, have you included:*

- ☐ Two Cost Estimates
- ☐ Recent Photographs
- ☐ Heritage Alteration Approval
- ☐ Building Conservation Plan (optional)

Office Use Only	Date Received:	Date Completed:	Application No.
Civic Address & Name of Heritage Property:			
Name of Applicant:			
Applicant Mailing Address:			
Home Phone:	Email:		
Work Phone:			
Is the applicant the property owner? YES NO If not, please indicate name below:			
Name of Property Owner:			
Property Owner Mailing Address:			
Describe the Proposed Work (use extra pages if necessary):			
Estimated Cost of Work (excluding HST): \$	Grant Request (50% of cost of work): \$		
Building Permit application #:			
Quotes (required) – Company Name, Address & Phone #:			
1. Name:			
Contact:			
2. Name:			
Contact:			
Applicant Signature:		Date:	
Property Owner Signature:		Date:	