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For Office Use Only	
File #: _____	Zone: _____
Permit #: _____	Permit Fee: _____
PID #: _____	Received: _____

## HERITAGE PERMIT APPLICATION

### 1. TYPE OF WORK

Exterior Renovations                       Designate a Property                       Other: \_\_\_\_\_  
 Landscape Alterations                       Revoke a Designation                      \_\_\_\_\_

### 2. CONTACT INFORMATION

**APPLICANT**      Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Email: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**OWNER**      Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Email: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**CONTRACTOR, ARCHITECT, OR ENGINEER**      Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Email: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### 3. PROJECT INFORMATION

Project Location: \_\_\_\_\_  
 Estimated Value of Construction: \$ \_\_\_\_\_

### 4. DETAILED PROJECT DESCRIPTION

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

### 5. APPLICATION REQUIREMENTS

**Exterior Renovations/Landscape Alterations:**       **Designate a Property:**       **Revoke a Designation:**  
 - Renovation details may include building component details (i.e. type of material, material size & dimensions, etc.) and/or elevations      - Building History      - Reason/Cause for Revocation  
 - Applicable fees may apply      - Historic Photos      - Applicable fees

## 6. DECLARATION & SIGNATURE

### I DO SOLEMNLY DECLARE & CERTIFY:

- 1) That I am the Authorized Agent of the Owner/the Owner named in the Application for a permit hereto attached.
- 2) That the statements contained in this Application, **including the property's historic information**, are accurate, true and complete, and are made with full knowledge of the circumstances connected with this Application.
- 3) That the plans and specifications submitted with this Application are prepared for the construction or alteration for the building or buildings described, and the building or development will be constructed or carried out in accordance with the plans and specifications as submitted.
- 4) That to the best of my knowledge, information and belief, the plot plans submitted correctly set out the dimensions and the area of the lands described in the Application, and the relation of the location of the proposed building to the street and property line.
- 5) That I know of no reason why the permit should not be granted in pursuance of the Application, and I make this declaration conscientiously believing it to be true.
- 6) Provided that the City, its officers, agents and/or employees are acting in good faith in the administration of the City's Bylaws, I waive all rights or action against the City of Charlottetown and/or its officers, agents, or employees in respect of any damages which may be caused through the operation of any provision(s) in any of the Bylaws or for the refusal of a permit or for any cause or irregularity or nonconformity with the Bylaws or regulations adopted by the City of Charlottetown.
- 7) I assume responsibility for damage to any City property including: sidewalks, curbs, gutters, etc. and I irrevocably agree to bear the cost of remediation repair or replacement of any City property damaged by myself or by any contractors, agents or employees working on the property which is the subject of this Application to the complete satisfaction of the City of Charlottetown.
- 8) I acknowledge that I am aware of any relevant incentive programs offered by the City and that application for such programs is to accompany a Heritage Permit or Building Permit Application.
- 9) The City of Charlottetown reserves the right to determine the applicable estimated construction cost of all types of building or development. See Section 7 below.
- 10) I agree to comply with all laws of Canada, Province of Prince Edward Island, pertaining to the construction/and use of the development applied for herein.

Further, I realize that the payment of monies for this application does not constitute approval of a permit nor approval to commence any part of the work applied for.

**I acknowledge, that failure to provide sufficient information and documentation as requested by the Planning & Heritage Department, will result in this Heritage Permit application being considered "Null and Void" and the file will be closed after six (6) months from the date of this application.**

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

*Please indicate how you would like to receive the approved permit:*  Post  Email  Pick-Up at Planning Dept.

## 7. DETERMINING HERITAGE PERMIT FEE BASED UPON ESTIMATED COST OF CONSTRUCTION

- 1) Permit Fees **MAY APPLY** and are based upon project valuation on the determined valuation of a project. There is NO fee charged to applicants when applying to **DESIGNATE A PROPERTY**. However, to **REVOKE A DESIGNATION**, the applicant shall pay for the all the fees of the revocation process (Advertisement and Notice Fees, Public Meeting Fees, etc...)
- 2) Valuation means the estimated total cost of building construction, including all electric, mechanical, plumbing and permanently fixed equipment. It is not meant to determine the market value of the structure.
- 3) Values provided by the applicant that appear to be significantly lower or higher than experience has shown with similar projects will be determined by researching recent similar permits or commercial valuation tools to determine an approximate average square foot value of the work.
- 4) Total valuation includes design fees, but does not include land price.

**THIS IS AN APPLICATION ONLY**

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See Reverse for Additional Information