



New Brunswick's Property Tax Abatement Program for Heritage Properties

Application Form

Part 1

For Heritage Branch use only. Project # _____

1. Applicant Information
Name of Applicant: _____
Address: Street: _____
Municipality/Community: _____ Province / Territory: _____ Postal Code: _____
Phone number: _____ Fax number: _____
Email address: _____
Name of Assessed Owner (if different from Applicant): _____
Name of Project Contact if different from Applicant or Owner: _____
Phone number: _____
Email address: _____

2. Heritage Property Information
Name of the heritage property: _____
Location of the heritage property: Street: _____
Municipality/Community: _____ Postal Code: _____
Property Account Number (PAN): _____
Current year assessed value: _____
<input type="checkbox"/> Property is listed individually on the New Brunswick Register of Historic Places
<input type="checkbox"/> Property is a historic site under the Historic Sites and Monuments Act (CANADA).

3. Project General Information
Previous/current use(s): _____
<input type="checkbox"/> Attach a sheet with a detailed cost for total project
Gross floor area before restoration: _____ Gross floor area after restoration: _____
<input type="checkbox"/> Attach a sheet with a breakdown of proposed uses by % of total floor space.
Expected Commencement Date: _____ Expected Completion Date: _____

4. Letter of Intent

A Letter of Intent must accompany this application that describes the feasibility of your project and clearly illustrates how it will ensure the viability of the heritage property and have a positive impact on the community.

5. Architect/Engineer/Conservation Specialist (If Different from Project Contact)

Name: _____ Firm: _____

Daytime Telephone Number: _____ E-mail address: _____

6. Project Proposal

6.1 In elaborating the project, proponents will need to consult the Statement of Significance for the historic place designation and the Standards and Guidelines for the Conservation of Historic Places in Canada.

Describe the general nature of the proposed project including various components and work involved. Please illustrate how the heritage value will be retained. (Attach information if required):

6.2 Referring to the Heritage Value and the Character Defining Elements sections of the **Statement of Significance (SOS)**, list the **Character Defining Elements (CDE)** that will be affected by the proposed project and describe in detail treatment proposed for each. The objective is to preserve CDEs so that the Heritage Value is retained. (Additional sheets can be attached if required. Information must be provided in the following format).

CDE 1: Description from SOS:

Proposed treatment of CDE:

CDE 2: Description from SOS:

Proposed treatment of CDE:

CDE 3: Description from SOS:

Proposed treatment of CDE:

CDE 4: Description from SOS:

Proposed treatment of CDE:

CDE 5: Description from SOS:

Proposed treatment of CDE:

CDE 6 Description from SOS:

Proposed treatment of CDE:

CDE 7: Description from SOS:

Proposed treatment of CDE:

CDE 8: Description from SOS:

Proposed treatment of CDE:

7. Project Details. *Include with the application the following.*

- Project plans / elevations / sections / specifications.*
- Photos of the existing building or sections that will be impacted.*
- Municipal Heritage Permit for the project if within a municipal heritage conservation area.*
- Any other required permits.*
- Any related design or feasibility studies.*

Affirmation:	
<p>I CERTIFY THAT the information in this application is accurate and complete and the project proposal, including plans and costs, are fairly presented. I agree that once approved, any change to the project proposal will require further approval of the Heritage Branch. I also agree to immediately notify the Heritage Branch and the Executive Director of Assessment with Service New Brunswick if the project no longer meets the established program criteria.</p>	
Instructions:	
<ul style="list-style-type: none"> The project must not commence before the applicant receives written notification of approval by Heritage Branch. The applicant shall allow representatives of the provincial government to enter the work area at all reasonable times to inspect the project to ensure continuing eligibility. If modifications are being considered, Part 2 of this Application form must be completed and submitted to Heritage Branch prior to work being done. A final review and approval of completed work will be required at the end of the project. The personal information collected using this form is required for the administration of the Property Tax Abatement Program for Heritage Properties and will be shared with staff and technical advisors. The information may also be shared with other government agencies with an interest in this project. 	<p>Send applications to: Heritage Branch Department of Tourism, Heritage and Culture P.O. Box 6000 Fredericton, NB E3B 5H1</p>

I certify that the information contained in this application is correct.

Name of Applicant (Please print)	Signature (Applicant)
Title	Date

Heritage Branch Use Only – Recommendation	
<p>Heritage Branch has reviewed this application and all project details and has determined:</p> <p><input type="checkbox"/> that the Project Proposal described herein meets the Standards and Guidelines for the Conservation of Historic Places in Canada and protects the heritage value and the character defining elements of the heritage property, therefore the application is recommended for approval.</p> <p><input type="checkbox"/> that the Project Proposal would meet the Standards and Guidelines for the Conservation of Historic Places in Canada and would protect the heritage value if the attached conditions are met, therefore the application is recommended for approval with conditions (See attachments).</p> <p><input type="checkbox"/> that the Project Proposal described herein does not meet the Standards and Guidelines for the Conservation of Historic Places in Canada and does not protect the heritage value and the character defining elements of the heritage property, therefore the application is not recommended for approval.</p>	
Date	Signature Director, Heritage Branch



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Part 2

Request for Modifications to an Approved Restoration Project

Instructions: If additional space is needed, attach blank sheets. The assessment of the modifications to a restoration project proposal will be based on the description of the modifications in the present form and all supplementary material (ex: architectural plans, drawings and specifications). There should be no discrepancy between this form and other supplementary material. Approval of modifications will be based on whether the overall project continues to meet the Standards and Guidelines for the Conservation of Historic Places in Canada and protects the heritage value and the character defining elements of the heritage property.

1. Project Number

Project number assigned by Heritage Branch: _____

2. Detailed Description of the Modifications to the Rehabilitation Project/Proposal Complete Blocks Below.

Referring to the Character Defining Elements section of the **Statement of Significance (SOS)** for the historic place, list the **Character Defining Elements (CDE)** that will be affected by the proposed project modifications and describe in detail treatment proposed for each. The objective is to preserve CDEs. (Additional sheet can be attached if required. But information must be provided in the following format). Please provide plans and specifications for modifications.

CDE 1: Description from SOS:

Proposed treatment of CDE

CDE 2: Description from SOS:

Proposed treatment of CDE

CDE 3: Description from SOS:

Proposed treatment of CDE

CDE 4: Description from SOS:

Proposed treatment of CDE

I certify that the information contained herein is correct.

Name of Applicant (Please print)

Signature (Applicant)

Title

Date

Heritage Branch Use Only - Recommendation

Heritage Branch has reviewed "*Part 2 – Request for Modifications to an Approved Restoration Project*" and all relevant materials for the above project and has determined:

- that the modifications to the Project Proposal described herein meet the Standards and Guidelines for the Conservation of Historic Places in Canada and protect the heritage value and the character defining elements of the heritage property, therefore the modifications are recommended for approval.
- that the modifications to Project Proposal would meet the Standards and Guidelines for the Conservation of Historic Places in Canada and protect the heritage value and character defining elements if the attached conditions are met, therefore the modifications are recommended for approval (See attachments).
- that the modifications to the Project/Proposal described herein do not meet the Standards and Guidelines for the Conservation of Historic Places in Canada and do not protect the heritage value and the character defining elements of the heritage property, therefore the modifications are not recommended for approval.

Date

Signature
Director, Heritage Branch



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Part 3

Request for Final Review of Completed Work

Instructions: Upon completion of the project, return this form with relevant supporting documentation including sufficient photographs of the entire completed work (both exterior and interior views) to Heritage Branch. Approval of completed work is based on whether the overall project meets the Standards and Guidelines for the Conservation of Historic Places in Canada and protects the heritage value and the character defining elements of the historic property in accordance with the original project and any modifications as approved.

1. Project General Information

Project number assigned by the Heritage Branch: _____

Project work started on: _____ Project work was completed on: _____

Total project cost: \$ _____

Accountant's report is attached

2. Applicant

I hereby apply for final review of completed work for purposes of the Property Tax Incentive Program for Heritage Properties. I hereby attest that the information provided is, to the best of my knowledge, correct, and that, in my opinion the completed work meets the Standards and Guidelines for the Conservation of Historic Places in Canada and is consistent with the original project approval.

Name: _____ Signature: _____ Date: _____

Street: _____ Municipality/Community: _____

Province/Territory: _____ Postal Code: _____ Daytime Telephone Number: _____

E-mail address: _____ Fax Number: _____

Heritage Branch Use Only – Recommendation

Heritage Branch has reviewed the completed project and has determined:

- that the approved plans have been followed and implemented, and that the completed project meets the Standards and Guidelines for the Conservation of Historic Places in Canada. The heritage value and the character defining elements of the heritage property have been protected. Therefore the completed project is approved and remains eligible for the program.
- that the approved plans have not been followed and implemented, and that the completed project does not meet the Standards and Guidelines for the Conservation of Historic Places in Canada. The heritage value and the character defining elements of the heritage property have not been protected. Therefore the completed project is not approved and is not eligible for the program.

Date

Signature
Director, Heritage Branch