

Ensure that your request for designation includes:

1. A completed signed application form, and
2. An aerial photograph or location map and photographs (historic and/or current) of the exterior of the building, landscape features, and interior features that are the subject of the heritage designation application.

Once complete send your application to:

Heritage & Culture Department
519-426-5870, ext. 1347
norfolkculture@norfolkcounty.ca

Heritage & Culture staff will acknowledge receipt of your application with the approximate timeline for processing and request additional information, if required. The Norfolk Heritage Committee and staff will review the application to determine if your property meets the designation criteria under the Ontario Heritage Act. You will be notified if the property does not meet the designation criteria.

Criteria for Evaluation a Potential Heritage Building, Ontario Regulation 09/06

A property may be designated under section 29 of the Ontario Heritage Act if it meets one or more of the following criteria for determining whether it is of cultural heritage value or interest:

1. The property has design value or physical value because it:
 - Is a rare, unique, representative or early example of a style, type, expression, material or construction method,
 - Displays a high degree of craftsmanship or artistic merit, or
 - Demonstrates a high degree of technical or scientific achievement
2. The property has historical value or associative value because it:
 - Has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community,
 - Yields or has the potential to yield, information that contributes to an understanding, of a community or culture or,
 - Demonstrate or reflects the work or ideas of an architect, artist, builder, designer or theorists who is significant to a community.
3. The property has contextual value because it is:
 - Important in defining, maintaining or supporting the character of an area,
 - Physically, functionally, visually, or historically linked to its surroundings, or
 - A landmark.

Please provide as much information as possible on the application form to assist the Norfolk Heritage Committee and staff in evaluating your application and include a short bibliography of resources you have consulted (if applicable).



Application Form
Heritage Designation under Part IV of the Ontario Heritage Act

Please complete all application sections of the form. Please submit one form per property. Requests for designation must be submitted on this form.

Name of Applicant(s): _____

Address: _____ Roll No. _____

City: _____ Province: _____ Postal Code: _____

Email: _____

Phone Number: _____ Cell Phone Number: _____

Are you the current owner? Yes No

If no then, name of current owner(s) (if known): _____

Section 1: Pre-consultation Information

Have you consulted the Director, Heritage and Culture, about this application?

Yes No Date of Consultation: _____

Is the property already on the Heritage Reference List or Heritage Register?

Yes No Unsure

Section 2: Property Details

Current and/or Historic Building/Property name: _____

Property Address: _____

City: _____ Province: _____ Postal Code: _____

1. Please provide a description of the building:

Section 3: Information for Heritage Evaluation

1. What is the property's construction date? (if known) _____

2. What is the building's architectural style and/or construction method?

3. Please describe the property's significant architectural features:

4. Does the property have a direct and significant link to a theme, event, belief, activity, organization or institution of a community?

Yes No If yes please explain:

5. Is the structure directly and significantly associated with the life work of an individual who made a particular or noteworthy contribution to the community, province or nation?

Yes No If yes please explain:

6. Please identify the architect or builder of the property (if known):

7. Are there any associated historic events of significance?

8. Why do you believe the property is of importance to the history and development of the community?

9. Please identify if the property is a landmark within the municipality and why:

Section 4: Designation Details

I am also requesting the designation of:

___ a specific landscape feature(s) of the property

___ a specific interior feature(s) of the property.

Please provide photos and describe the interior and/or landscape feature(s) proposed for designation and why it/they merit designation.

Landscape features:

Interior features:

Section 5: Supplementary Information

Explain why it is important that this property be designated.

Section 6: Signature

I understand the requirements of the Ontario Heritage Act as it pertains to the application for designation of a property and agree to comply with these requirements.

Applicant

Date