



## HERITAGE RESOURCE INTERVENTION PERMIT

1. A Heritage Intervention Permit is required to undertake changes to properties because of their historic or architectural significance under the Alberta *Historical Resources Act*. Municipal governments in Alberta are responsible for safeguarding the heritage values of these properties. Section 26(6) of the Act requires that “no person shall destroy, disturb, alter, restore, or repair a historic resource that has been designated ... without the written approval of the Council or a person appointed by the Council for this purpose.”
2. The purpose of a Heritage Intervention Permit is to ensure that proposed changes to a designated Historic Resource do not alter the property in such a way that the reason for designation is diminished.
3. A Heritage Intervention Permit is required when interventions are proposed to a Municipal Heritage Resource, including: construction, additions, alterations, demolition, new colours, new windows, lighting, brick work, signs and all applicable exteriors including roofs.
4. There is **no fee** for a Heritage Resource Intervention Permit.
5. Applicants are required to confirm their plans with the Municipality to determine if a Development Permit and/or a Building Permit are required. It should also be noted that a Heritage Resource Intervention Permit **does not** supersede the requirements of the Alberta Building Code, the Municipal Government Act or the Municipality’s Land Use Bylaw.
6. It is suggested that the Applicant consult with a Municipal Historic Resources Board Member or Development Officer when making plans to submit an Application for Heritage Resource Intervention Permit, as they may offer some suggestions or advise on appropriate methods of treatment or intervention.
7. All Applications for Heritage Resource Intervention Permits will be evaluated by the Crowsnest Pass Municipal Historic Resources Board and a recommendation will be presented to the Municipality’s Development Officer for final decision.
8. The requirements to complete an Application for Heritage Resource Intervention Permit are:
  - Copy of Designation Bylaw, with Statement of Significance (obtain from municipality)
  - Concept drawing (e.g. image of structure or finished sign)
  - Detailed dimensioned drawings or proposed “work,” (structure or sign)
  - Site plan detailing the location of the structure or sign, to scale, in relation to other structures
  - Historical documentation/photographs to support proposed intervention
  - Photographs of existing building, side elevations, finishes, architectural details, streetscape or landscape
  - Description of materials to be used for proposed intervention
  - IF PAINTING: Samples of heritage colours with manufacturer, name, number and finish for each
  - IF SIGNAGE: Sample font, name and size of lettering, and sign mounting information
  - IF LIGHTING FIXTURE: Images and description of fixtures
9. During the evaluation of this Application, municipal staff, Historic Resources Board members and/or the Development Officer may find it necessary to enter the property, to view and photograph the Site that is subject to the Application. Failure to allow access onto the property may result in the Application being considered incomplete.



# APPLICATION FOR HERITAGE RESOURCE INTERVENTION PERMIT FORM

## MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN

### PART 1 - TO BE COMPLETED BY OWNER

Roll #:

Permit #:

File #:

Resource Name:				
Municipality:		Plan:		
Municipal Address:		Block:	Lot:	
		LSD/pt	Sec	Twp Rng W4
<b>This Historic Resource is:</b>	Listed on Municipal Inventory	A Municipal Historic Resource	Designation Bylaw #:	

Owner Name:		Phone Number:		
Address:		City:		
		Province:	Postal Code:	

**What kind of interventions/changes are being proposed to this Resource?** *(Provide a brief summary of the proposed work)*

**Why are these specific interventions/changes being proposed to this Resource?** *(Please check all that apply)*

To conserve the heritage value of the property

To enable the adaptive re-use of the property

To improve the functionality of the property

Other

**Provide a brief summary of the rationale for the proposed work:**

#### Certification

I/We the Owner(s) of the subject property, and the Applicant of this subject Application, by signing the Application, agree to allow either municipal staff and/or Historic Resources Board Members the right to enter onto my property, as necessary, to view and photograph the property for the Application. Failure to allow access onto the property may result in the Application being considered incomplete.

Owner's Signature:

Date:



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### PART 2 - TO BE COMPLETED BY EVALUATOR

What conservation documents or other resources have been reviewed in evaluating the proposed work? (Please check all that apply)

- |                                    |  |
|------------------------------------|--|
| Municipal Heritage Management Plan | Standards and Guidelines for the Conservation of Historic Places in Canada |
| Statement of Significance          | Designation Bylaw  |
| Other (please describe below)      | Proposed work plan/drawings  |

Municipal governments are responsible for safeguarding the heritage values of these properties. What “heritage values” and/or “character-defining elements” of the Resource (described in the Statement of Significance), if any, would be impacted by the proposed work? How, specifically, would they be affected?

Heritage Values	
Potential Impact on Heritage Values	
Character-Defining Elements	
Potential Impact on Character-Defining Elements	

Applying the *Standards and Guidelines for the Conservation of Historic Places in Canada* helps to ensure that sound conservation principles are considered when reviewing potential changes to historic places. Please check whether the proposed work meets each standard.

General Standards for all projects - “Preservation”		
1	Conserve the <i>heritage value</i> of a historic place. Do not remove, replace, or substantially alter its intact or repairable <i>character-defining elements</i> . Do not remove a part of a historic place if its current location is a <i>character-defining element</i> .	Yes      No
2	Conserve changes to a <i>historic place</i> which, over time, have become <i>character-defining elements</i> in their own right.	Yes      No
3	Conserve <i>heritage value</i> by adopting an approach calling for <i>minimal intervention</i> .	Yes      No
4	Recognize each <i>historic place</i> as a physical record of its time, place and use. Do not create a false sense of historical development by adding elements from other <i>historic places</i> or other properties or by combining features of the same property that never co-existed.	Yes      No
5	Find a use for a <i>historic place</i> that requires minimal or no change to its <i>character-defining elements</i> .	Yes      No



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### General Standards for all projects - “Preservation” (continued)

6	Protect and, if necessary, stabilize a <i>historic place</i> until any subsequent <i>intervention</i> is undertaken. Protect and preserve archaeological resources in place. Where there is potential for disturbance or archaeological resources, take mitigation measures to limit damages and loss of information.	Yes	No
7	Evaluate the existing condition of character-defining elements to determine the appropriate intervention needed. Use the gentlest means possible for any intervention. Respect <i>heritage value</i> when undertaking and intervention.	Yes	No
8	Maintain <i>character-defining elements</i> on an ongoing bases. Repair <i>character-defining elements</i> by reinforcing their materials using recognized conservation methods. Replace in kind any extensively deteriorated or missing parts of <i>character-defining elements</i> , where there surviving prototypes.	Yes	No
9	Make any <i>intervention</i> needed to preserve <i>character-defining elements</i> physically and visually compatible with the <i>historic place</i> , and identifiable upon close inspection. Document any intervention for future reference.	Yes	No

### Additional Standards relating to - “Rehabilitation”

10	Repair rather than replace <i>character-defining elements</i> . Where <i>character-defining elements</i> are too severely deteriorated to repair, and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing the sound versions of the same elements. Where there is insufficient physical evidence, make the form, material and detailing of the new elements compatible with the character of the <i>historic place</i> .	Yes	No
11	Conserve the heritage value and <i>character-defining elements</i> when creating any new additions to a historic place of any related new construction. Make the new work physically and visually compatible with, subordinate to and distinguishable from the historic place.	Yes	No
12	Create any new additions or related construction so that the essential form and integrity of a <i>historic place</i> will not be impaired if the new work is removed in the future.	Yes	No

### Additional Standards relating to - “Restoration”

13	Repair rather than replace <i>character-defining elements</i> from the restoration period. Where <i>character-defining elements</i> are too severely deteriorated to repair and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements.	Yes	No
14	Replace missing features from the restoration period with new features whose forms, materials and detailing are based on sufficient physical, documentary and/or oral evidence.	Yes	No



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### APPLICATION DECISION

Based on the assessment of the work proposed, it is certified that the proposed work meets the Standards of Conservation described above, and does not negatively impact the heritage values and character-defining elements of the Historic Resource.

NO - Does **not** meet all the required Standards, work **not** permitted

YES - Meets all the required Standards, work permitted

Permitted with Conditions:

Recommendation Date:	Final Decision Date:
Heritage Evaluator:	Development Officer:
Heritage Evaluator Signature	Development Officer Signature

FORWARD TO: Development Officer, Municipality of Crowsnest Pass  
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