

Heritage Conservation District (HCD) Nomination Application Form

District Information:

Neighbourhood Name:	
Proposed North Boundary:	Proposed South Boundary:
Proposed East Boundary:	Proposed West Boundary:

Applicant Information:

Applicant's Name:	Address:	
Email Address:	Daytime Phone Number:	
Check all that apply about the applicant:	<input type="checkbox"/> You own property within the District	<input type="checkbox"/> You are applying on behalf of a property owner or owners in the district

Potential Heritage Values (use additional sheets if necessary):

District age:	
Association with persons:	
Reason for development:	
Distinct design features:	
Planners/architects/designers:	
Location/area:	
Intactness:	

Proposed Character-Defining Elements (use additional sheets if necessary):

Park, Streetscape and/or Landscape Features	Buildings	Other

Checklist:

- | | |
|--|--|
| <input type="checkbox"/> Copy of applicant's land title | <input type="checkbox"/> A summary of the area's potential heritage values |
| <input type="checkbox"/> Authorization letter from a property owner within the District if an applicant is applying on an owner's behalf | <input type="checkbox"/> A list of proposed character-defining elements to be protected |
| <input type="checkbox"/> If required, a list of all property owners that the applicant is applying on behalf of. Include names, addresses, email addresses, and phone numbers. | <input type="checkbox"/> Photographs of the District |
| <input type="checkbox"/> Any letters of support from other property owners in the district regarding the nomination | <input type="checkbox"/> A copy of any historical research, articles, or essays about the District |

Applicant Signature

Printed Date**Historical Resource Nomination Fee:**

- The fee is \$2600.00 + GST to apply to initiate the nomination of a historical resource.
- The fee may be adjusted on an annual basis, as per the current [Planning, Development, Building Fees, and Charges](#).

Where and how to apply and pay the fee:

- Submit the Heritage Conservation District Nomination Application Form and arrange fee payment with heritage staff in one of the following ways:
 - Email: ppd-heritage@winnipeg.ca
 - In-person: Unit 15, 30 Fort Street
- To pay the fee, we can accept payment over the phone with a credit card or a cheque payable to the City of Winnipeg, sent by mail or dropped off in-person.

Nomination Process, General:

- Once a completed application is submitted and the fee is paid, the Director must decide within a reasonable time frame on whether or not to nominate the HCD.
- The applicant will be notified of the Director's decision.
- If the Director decides to nominate, the applicant must prepare an HCD Study for review by the Historical Buildings and Resources Committee (HBRC) and the Standing Policy Committee on Property and Development, Heritage, and Downtown Development (SPC-PD).
- If approved, the City will prepare an HCD Plan for review by the HBRC and SPC-PD, and a final decision concerning designation will be made by City Council.
- All property owners within the HCD will receive advanced notice of meetings concerning the designation and may participate in these.
- For more information, see the City's website: winnipeg.ca/ppd/Heritage/Districts.stm
- This process is regulated by the Heritage Conservation Districts By-law No. 87/2018.

HCD Study - What is required?

Should the proposed HCD become nominated, the applicant will be responsible for the following items:

- Preparing the HCD study and fulfilling the requirements of the HCD By-law, which include:
 - Identifying the proposed boundaries of the HCD
 - The history and evolution of the HCD
 - A survey of built features, landscapes, and streetscapes of the proposed HCD
 - A statement of significance which includes a list of all proposed character-defining elements
 - The objectives of designation including the proposed criteria for determining when a heritage permit is required
 - A recommendation in respect of whether an HCD Advisory Committee should be required
 - The results of any public consultation undertaken by the applicant
- Promoting and leading community consultation sessions
- Any costs related to preparing the HCD study, which may include hosting consultation events, rentals, equipment, etc.

During the HCD study phase, the City will be responsible for the following items:

- Coordinating and leading the review process for the HCD study
- Supplying the applicant with report templates
- Providing support to the applicant as required

HCD Plan - What is required?

Should the HCD study be accepted, the City will be responsible for the following items:

- Preparing the HCD plan and fulfilling the requirements of the HCD By-law, which include:
 - Identifying the proposed boundaries of the HCD
 - A statement of significance, which includes:
 - The geographic location
 - A description
 - The heritage values
 - The character-defining elements of the proposed HCD
 - The objectives of the HCD
 - Policy statements, guidelines, and procedures for achieving the objectives of the HCD
 - A list of the work for which a heritage permit is not required
 - If an HCD Advisory Committee is determined to be required, the HCD plan must include:
 - The required number of HCD Advisory Committee members
 - The rules for determining membership
 - The HCD Advisory Committee's duties and responsibilities
 - The HCD Advisory Committees' terms of reference
- Promoting and leading community consultation sessions
- Any costs related to preparing the HCD plan, which may include hosting consultation events, rentals, equipment, etc.
- Coordinating and leading the review process for the HCD plan