

# APPLICATION TO REGISTER AS A MUNICIPAL HERITAGE PROPERTY

TOWN OF WINDSOR



INCORPORATED 1878

Planning Department:  
798-6900  
76 Morison Drive  
Windsor-West Hants Industrial Park

Town Office:  
798-2275  
100 King Street  
Windsor

## A. INFORMATION FOR APPLICANT/PROPERTY OWNER

The Town of Windsor and the Windsor Heritage Advisory Committee (HAC) recognize the special qualities in the historical character of the Town. The Windsor Heritage Advisory Committee would like to identify buildings and properties that are deserving of recognition and in so doing maintain Windsor's historical street scape and encourage pride on the part of the community and the property owner. In January of 1994, the Town of Windsor adopted a Municipal Heritage Property By-law, the purpose of which is to provide for the identification, preservation and protection of heritage buildings, street scapes, and areas of historic or cultural value in the Town of Windsor.

Application for registration of properties is made to the Town of Windsor where the applications are considered by Council's Heritage Advisory Committee, (which comprises two citizen and five Council members). If Council accepts the recommendation of the HAC for registration, a Notice of Recommendation is sent to the owner with a copy to the local Registry of Deeds. From the date of this notice, the property cannot be substantially altered on the exterior or demolished. If Council does not make a decision within 120 days, or decides not to register the property, the restriction on alteration and demolition is removed.

Before making a decision to register a property, Council must provide the property owner with an opportunity to be heard. Council cannot register the property until after 30 days from the date of the Notice of Recommendation. After the public hearing and the 30 day period is over, Council may register the property within 120 days from the date of the Notice of Registration (that is, 90 days from the end of the 30 day period). Council does this by sending a Notice of Registration to the property owner and a copy to the local Registry of Deeds. From this point on, the property cannot be substantially altered on the exterior or demolished without the approval of Council. A substantial

alteration is generally defined as any change that alters in an important way the exterior appearance of a registered heritage property, and may include any change in the exterior surface material, any addition visible from an adjoining or adjacent street, or any alteration of a feature identified as especially interesting or unique. Interior alterations are not regulated.

Registration is permanently attached to the title of the property and transfers from owner to owner; however, it is possible to deregister a property, should it be required. One of the benefits to registration is that the Province provides financial assistance for repairs and renovations to owners. For more information on Provincial grant or rebate programs, please contact the Heritage Property Program, Nova Scotia Department of Tourism and Culture.

The applicant is responsible for conducting all necessary research to allow Council to consider whether a property should be registered. The West Hants Historical Society, 281 King Street, Windsor, is an excellent research resource. Properties are evaluated for their history and culture, architecture, integrity and relationship to the community—registration of a property is not based solely on the age of a building.

The purpose of registering a property is best achieved when the owner of the property subject to registration is in agreement with the registration. If the applicant for registration of a property is not the owner, it is strongly advised that the owners' permission be obtained.

Any costs associated with the research and registration of the property are the responsibility of the applicant. These costs may include: research time at the Registry of Deeds (\$5.94/half day), and the Provincial Archives; registration of the Notices for Recommendation and Registration at the Registry of Deeds (\$83.51 per document).

Application is made by completing the application (Section C & D) starting on page 5, and returning it together with the \$167.02 application fee payable to the Town of Windsor. If Council does not register the property, the fee will be returned. Any additional research should be attached to the application form at the time of submission. Questions and comments regarding an application, or the procedure should be directed to the Windsor-West Hants Planning Department.

The application will be evaluated by the Heritage Advisory Committee and Council using the Selection Criteria listed in Section B. A property under consideration may be viewed by the Heritage Advisory Committee. Arrangements will be made for a visit.

## **B. SELECTION CRITERIA**

### 1. History and Culture

Age in itself is not a determining factor, but rather the emphasis is on evaluating the degree of heritage significance of a property's association with persons, events, or activities of importance in the history in the history and culture of Nova Scotia:

- a) at the regional level,
- b) at the Town level,
- c) at the community level, or
- d) of no special merit

### 2. Architecture

The particular style is considered to be:

- a) a very rare example,
- b) a rare example,
- c) a common example, or
- d) a very common example

The type of construction or building technology used is:

- a) a very rare or early example,
- b) a rare or fairly early example,
- c) a common example, or
- d) a very common example

As an example of the work of an architect or builder that is:

- a) very rare or of exceptional interest,
- b) rare or of special interest,
- c) common or of little interest, or
- d) very common or much altered on the exterior

### 3. Context or Landmark and Integrity

The degree to which the property stands out as a landmark for visual or related reasons that go beyond its particular architectural significance or historical association as:

- a) a symbol of provincial importance,
- b) a symbol of county or regional importance,
- c) a symbol of community importance, or
- d) of little symbolic value

The degree the property contributes to the historical and architectural continuity or character of its surroundings as:

- a) essential to maintaining the dominant character,
- b) important to maintaining the dominant character,
- c) compatible with the dominant character, or
- d) incompatible with the dominant character

The integrity of a property determined by whether it is:

- a) on its original site and with few or minor exterior alterations,
- b) on its original site but with major exterior alterations,
- c) on a relocated site and with minor exterior alterations,
- d) on a relocated site and with major exterior alterations

4. Owners Consent

- a) Owner consents to registration,
- b) owner does not consent to registration.

Where places of religious worship have been requested for designation, additional criteria are used in recommending these buildings for registration.

**APPLICATION FORM TO REGISTER AS A MUNICIPAL HERITAGE PROPERTY**

**TOWN OF WINDSOR**

**C. RESEARCH INFORMATION**

**Location of Property**

1. Civic # (if available) \_\_\_\_\_ Street Name \_\_\_\_\_

**Historical Information:**

*A limited heritage inventory is available for viewing at the Windsor-West Hants Planning Department and the West Hants Historical Society. Check the inventory before you begin your historical research as your property may have already been inventoried.*

2. Age of Property \_\_\_\_\_ Source of Information \_\_\_\_\_

3. Property "Name" (if applicable) \_\_\_\_\_

4. Present Building Condition

- Poor
- Fair
- Good
- Excellent

5. Does this property have an association with the life or activities of a person, group, organization, institution or an event that has made a significant contribution to the local community, municipality, province, or country? If so, provide details below.

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6. Are there any additional comments regarding the age and history of the structure that you can provide? If so, provide details below.

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**Architectural Information:**

7. Name of: Architect \_\_\_\_\_ Builder \_\_\_\_\_

8. Was the architect/builder of particular importance at the regional or local level?

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9. Architectural Style - select one or a combination of the following

*Please make reference to Allen Penny's (1989) "Houses of Nova Scotia" and the Department of Tourism & Culture's "A Nova Scotian's Guide to Built Heritage, Architectural Styles 1604-1930" for architectural information.*

- French Colonial
- Dutch Colonial
- New England Colonial
- Vernacular
- Georgian
- Federal
- Gothic Revival
- Regency
- Greek Revival
- Modified Gothic
- Picturesque
- Italianate
- Second Empire
- Queen Anne Revival
- The Four Square
- Other \_\_\_\_\_

10. Does the building exhibit any unusual or unique architectural features?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe these features:

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11. Does the architecture have a distinct design unique to the local area?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe:

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**Construction Information**

12. Type of Construction \_\_\_\_\_  
(For example, wood frame, mortar, brick, etc)

13. Does the building exhibit any interesting construction techniques or particular building technologies (i.e. wooden pegs, mortise and tenon, etc.)?

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**Alteration Information**

14. Has the exterior of the building been structurally altered from its original appearance?

Yes \_\_\_\_\_ If so, when? \_\_\_\_\_ No \_\_\_\_\_

15. Please indicate which of the following are original features

- Cladding
- Roof style
- Dormers
- Trim
- Doors
- Windows

16. Please provide additional information if original features have been replaced or removed.

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17. Is the building on the original site of first construction?

Yes \_\_\_\_\_ No \_\_\_\_\_

If not, how close is it to the original site?

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18. Has the structure ever been rebuilt or restored?

Yes \_\_\_\_\_ If so, when \_\_\_\_\_ No \_\_\_\_\_

Provide details

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**Contextual Information**

19. Does the building serve as a visual landmark for Nova Scotia, the Town of Windsor or the local area? Why?

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20. How do nearby buildings compare with the subject property in terms of age, architecture, condition, etc.?

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**Photographs**

If possible, please include photographs of all sides of the building and any unusual architectural features. These photos will be retained by the Committee for future reference.

**D. APPLICANT AND PROPERTY OWNER INFORMATION FOR REGISTRATION OF A MUNICIPAL HERITAGE PROPERTY IN THE TOWN OF WINDSOR**

I/We request that the following property be included as a Municipal Heritage Property by the Town of Windsor in its Registry of Heritage Properties; I/we will be responsible for all costs associated with research and registration of the property; registration fees of \$167.02 are enclosed:

Applicant's Name(s): \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If the applicant **is not** the owner of the property involved in the application, the following **must** be completed by the owner/s:

I/We \_\_\_\_\_ Owners of the property known as

\_\_\_\_\_ Hereby authorize \_\_\_\_\_  
make application on my/our behalf to the Town of Windsor to register the foregoing property in the Town's Registry of Heritage Properties. I/We have read Section A of this application outlining the effect of registration.

Property Owner/s Name/s: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property Owner/s Signature/s: \_\_\_\_\_ Date: \_\_\_\_\_