

MAKE HISTORY.

Preserve Manitoba's Past.

Nomination of Municipal Heritage Site Template

Complete this form to the best of your ability and submit it to your municipal office. Help in completing this form may be available from a local heritage advisory committee in your area. Check with your municipal office.

Note: THIS FORM IS A TEMPLATE. Your municipality may have additional requirements or use a different form. Again, check with your municipal office.

1. Applicant Information

Name:

Address:

Postal Code:

Phone Res.:

Phone Bus.:

E-mail:

Do you represent an organization?

Name of Organization:

Your Title:

Address:

Postal Code:

Phone:

2. Site Information

Current Name of Site:

Type of site:

(Archeological Site, Building, Cultural Landscape, Engineering Work (ex. dam, bridge, smoke stack) Heritage District, Other):

Address *(if rural, give 1/4 section, township, range):*

Legal Address (Lot, Block, Plan):

Who owns the site?:

Name(s):

Address:

Postal Code:

Phone Res.:

Phone Bus.:

E-mail:

Is the owner aware that you are requesting the building be considered for municipal heritage site designation? Yes No

It's always a good idea to discuss designation with the property owner before you send in the nomination.

3. Occupant Information

The site is: occupied unoccupied

Name of Occupant(s):

Phone Res.:

Phone Bus.:

4. Construction Information

Date of Construction:

Source of Construction Date:

Previous Name(s) of Site:

Original Owner:

Original Architect/Firm:

Original Contractor/Builder:

Area of Building or Site (square footage/metres, acres, hectares etc.):

5. Construction Materials

Foundation:

Roof:

Exterior Materials:

6. Site Significance

How does this site help define the community's past?

Following are some questions to consider when developing your answer. (*Most sites will only relate to one or two of these question areas.*)

- **Is the site associated with an important person, family or group?** (ex: original pioneers; notable leaders like politicians, teachers, clergy or presidents of organizations; major financial figures including large merchants, factory owners and bankers; figures of authority such as judges, lawyers, doctors, school principals)
If so, how did that person or group affect the community?
- **Is the site associated with an important event?** (Events are usually defined as significant moments in time—like the signing of a document, a battle or altercation, or a disease epidemic—whose momentary impact affected history.)
If there were such an event, how did it affect the development of the community? Did it change how people lived and worked? Did it bring special attention to the community?

- **If the designation is a building, does it represent a specific architectural style, or, contain features and qualities of a style?** If it's determined this building is a good example of a specific architectural style, can it be considered the best local example of the style?
- **If the designation is a building, does it represent traditional techniques or advances in construction, design or materials?** Was it the first local example, or the earliest remaining local example, to contain these qualities? Is it an example of traditional construction/design where the historic qualities have been preserved and/or restored and are shown off to their best effect?
- **Is the site an example of a unique place/structure that is not seen elsewhere in the community?** For example, is it a place with a specific function such as a fox farm tower, a mortuary or fairgrounds?
- **Is the site the best example of a kind of place that's common in the community?** For example, in a community where modest, 19th century, working-class houses still stand, what does the specific house you've chosen have that makes it more worthy of designation? Is the one you've chosen in the best condition, or does it display the most heritage features?
- **Does the site relate to an important phase or change in the history of the community?** For example, does it illustrate phases or changes in local commerce, government, education or religion?

Are there other ways the site relates to current community life?

Following are some questions to consider when developing your answer. (*Most sites will only relate to one or two of these question areas.*)

- **Does the site continue to be used in everyday life?** Has the historical use been maintained, or has it attained new community status as a museum or gathering place?
- **Is the site considered a landmark or a beloved community feature?** Some examples might be a park, or a place well known for traditional activities.
- **Does the site contribute to the community's cultural, spiritual or economic well-being?** For example, has the site assumed new status as a place of reflection or recreation?
- **Is the site appreciated for its picturesque qualities?** Other aesthetic qualities?
- **Is the site a part of the community's identity?** For instance, would members of the community feel a sense of loss if the building was demolished or the site eradicated?
- **Is the site appreciated for its natural environment or characteristics?** For example, is it a rare green space in an urban setting?

Is there anything else about the site that should be known?

7. Site Sustainability

Use/Re-use

Is there a current use for the site?	Yes (describe)	No
Is the site open to the public for visiting?	Yes	No
Is interpretation (ex: sign, plaque, pamphlet) available or planned at the site?	Yes	No
Can the public view the exterior of the site?	Yes	No

Condition / Integrity

What is the general condition of the site?

Excellent	Good	Fair	Poor
-----------	------	------	------

If the site is a structure, has it been moved from its original site? If so, where was it originally and when was it moved?

Has the structure been renovated or added to? If so, please describe briefly and give dates, if known.

Are there any current threats to the condition/integrity of this site?	Yes	No
--	-----	----

If yes, check the appropriate box, provide details and give dates, if applicable.

demolition ____
vandalism ____
deterioration ____
alterations to structure ____
erosion ____
encroachment by new development ____
other: _____

Details:

Does the site undergo regular (ex: annual) maintenance?	Yes	No
---	-----	----

Are major repairs or upgrades anticipated to be needed in the next three years?

Yes	No
-----	----

If your project requires renovations/repairs, have you made plans to cover the associated costs?

Yes

No

Financial Viability:

To maintain a long-term commitment to conservation, a heritage site needs to be financial viable. How will the costs associated with maintaining and conserving this site be covered? (ex: business revenue, fundraising, personal, grants):

8. Other Knowledgeable People

Please identify other knowledgeable individuals who may offer assistance in researching this site.

Name:

Phone:

E-mail:

Name:

Phone:

E-mail:

Please identify any known references related to your site (ex: local history book, newspaper articles, website, etc.)

9. Photos

Please attach copies of any relevant photographs (historic or contemporary) in either print or digital format.