



DESIGNATION PROCESS

The Inventory of is list of resources that merit conservation, but are not legally protected. Structures must be listed on the Inventory before they are able to be added to the Register.

The Register is a list of Municipal Historic Resources that are legally protected from demolition or inappropriate alteration under Policy C-450B. This agreement is registered on title.

1: Amend the Inventory

If the structure is not yet on the Inventory:

The Landowner must complete the Application to Amend the Inventory.

When the heritage planner receives the Application, they prepare a report for the Edmonton Historical Board (EHB)'s Historic Resources Review Panel.

If the Panel approves of the addition to the Inventory, the EHB will make a recommendation to the City.

2: Apply for Designation

When the structure is on the Inventory:

The Landowner completes the Application for Designation as a Municipal Historic Resource.

This involves developing a scope of work for rehabilitation and collecting quotes from contractors.

Heritage Planners will visit the site and work with the owner to develop a complete application.

3: Notice of Intention

A "Notice of Intention to Designate" (NOI) will be issued:

The NOI is sent to the owner. It states that Council intends to pass a Bylaw to designate the resource as a Municipal Historic Resource.

There is a 120 day period for Administration to bring a designating bylaw to City Council. No changes to the structure can be made within the first 60 days of this period.

4: Maintenance and Rehabilitation Agreement

During the 120-day period:

The City will prepare a Maintenance and Rehabilitation Agreement as part of the Designating Bylaw. This will be signed by the Mayor, Legal Services, and the Landowner.

The Landowner may apply for Direct Control zoning of the property to accommodate the heritage designation.

5: Pass the Bylaw

When the Bylaw is passed by City Council:

The structure is now designated and added to the Register. The designation is registered as a caveat on the Land Title.

It is eligible for financial incentives for restoration and rehabilitation.

It is protected from demolition and is required to be maintained in a fair condition.

This process takes about 4 to 6 months.