

Municipal Historic Resource Designation Process

STEPS 1 & 2: Amending the Inventory

STEP 1
Is the structure listed on the Inventory of Historic Resources in Edmonton?

NO

The Landowner: Must complete the Application to Amend the Inventory of Historic Resources in Edmonton in order to get on the Inventory.

The City: Once receiving the Application to Amend, the Heritage Planner prepares a report for the Edmonton Historic Board's Historic Resources Review Panel.

Edmonton Historical Board: If the Historic Resources Review Panel approves the application, the Board will make a recommendation to the General Manager of the Planning and Development Department.

General Manager: will decide if the structure is put on the inventory.

STEP 2
Did the General Manager add your Resource to the Inventory?

NO

The structure is NOT eligible for Designation.

YES

STEP 3
The Landowner: completes an Application for Designation as a Municipal Historic Resource and submits it to the Heritage Planner.

Is your Application supported by the Heritage Planner?

NO

In this instance, the structure has been changed significantly from its original form. It will be removed from the Inventory.

Landowner: may still request City Council to designate the structure.

Heritage Planner: will submit a report of non-support to Council.

YES

Heritage Planner: will prepare reports and agreements that will be forwarded for approval by City Council. This takes about 3-4 months.

Did City Council approve your application?

NO

The structure will NOT receive Designation.

YES

STEP 4
City Council issues a notice called a "Notice of Intention to Designate" that it intends to pass a Bylaw to designate the structure. A 60 day timeframe is given to submit comments or objections.

Were any comments or objections received?

YES

Heritage Planner: reviews submissions and will recommend to City Council to withdraw or proceed the Application.

NO

STEP 5
The City: prepares a Maintenance and Rehabilitation Agreement.

The Landowner: Signs the Agreement and applies for rezoning through the LUB Application for Amendment. This secures funding and legal protection of the structure.

Did the landowner sign the Agreement?

NO

The structure will NOT receive Designation.

YES

STEP 6
City Council passes a Bylaw designating the structure as a Municipal Historic Resource.

The structure is now designated, and therefore eligible for incentives.

FEES

Application to Amend	NONE
Application to Designate	NONE
Rezoning	NONE

CONTACTS

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