

Planning & Heritage Permit Application Process

The Planning & Heritage Department accepts permit applications for properties located within the City of Charlottetown boundaries. To determine if your property is located within Charlottetown, the City of Charlottetown **Zoning Map** is available at the City's website (www.charlottetown.ca), Resident Services or Business and Development, Maps. If your property is not located in Charlottetown, you may visit the Provincial Website at www.princeedwardisland.ca (Agriculture and Land).



What are the Planning & Heritage related Bylaws?

It is the responsibility of the Planning & Heritage Department to administer processes according to the following applicable **Bylaw(s)** to determine the general provisions and requirements related to the proposed development in order to avoid delays in application processing.



- ✓ Zoning & Development Bylaw (PH-ZD.2)
- ✓ Official Plan (PH-OPA.1)
- ✓ Building Code Bylaw (PH-BC.3)
- ✓ Heritage Preservation Bylaw (PH-HB.1)
- ✓ Secondary & Garden Suite Bylaw (PH-SSB.1)

When do I need a permit?

A permit is required for any new construction, renovation, addition or "change of use" of a property.

The following are exempted in some cases as noted below:

- Erection or replacement of a fence; or
- Temporary tent structures that are 215 sq.ft. (20 sq.m) or less.
- Normal maintenance of a building or structure (i.e. siding, roofing, repainting, etc.), replacement of windows and doors within existing openings on properties UNLESS properties are in the **500 Lot Area*** or the property is a **Designated Heritage Resource****

* 500 Lot Area: generally, all properties south of Euston Street. The 500 Lot Area boundary is identified on the [Zoning Map](#) or [Future Land Use Map](#)



**Designated Heritage Resource:

- *Compatible materials: If the property is a designated heritage resource and the ordinary maintenance and repairs involves the replacement of materials compatible with the existing in colour, composition, dimension and location, a permit is not required.*
- *Exterior alteration: Additionally, if the property is a designated heritage resource, any exterior alteration including window replacements requires a heritage permit.*



Where can I access Application Forms?



You may download the forms **HERE** or at https://www.charlottetown.ca/resident_services/permits_applications



You may also contact Planning & Heritage by **email** at planning@charlottetown.ca;



OR visit the **Planning & Heritage Department** and pick one up.

*If you are unsure of what application form you require, please contact **Planning & Heritage Department**.*

See listed **“Permit Types”** for application checklist of required documents to submit with each Application.

How can I submit my complete application and pay the fees?

There are two (2) options to submit your complete application:

- ✓ In-person at the **Planning & Heritage Department** during office hours; OR
- ✓ By emailing your complete documents to planning@charlottetown.ca.



Plans submitted:

- Large scale projects and projects that require Professional Design(s) are required to submit two (2) actual size paper copy of plans drawn to scale.
- Paper copy of drawing(s) may be required from applicant – to be determined by Planning & Heritage Department staff based on proposed project. Otherwise, a PDF version is acceptable.

Fees (Refer to the **Schedule of Fees**):




Cash, cheque or credit card payments are accepted.

*Payments may be made in-person at the **Planning & Heritage Department** or over the phone to pay by credit card.*

Questions?



Planning & Heritage Department

 70 Kent Street
Charlottetown, PE
C1A 1M9



planning@charlottetown.ca



902-629-4158

Office Hours:

(Monday – Friday)

Summer Hours: 8:00am-4:00pm

Winter Hours: 8:00am-4:30pm



What is the deposit fee for and when do I get the deposit back?

The Deposit Fee applies to all types of new construction, demolition or moving permit applications. This is held by the City to ensure that any damage to City property and all other permit conditions are satisfied by the applicant.

The Deposit fee will be refunded in the form of a cheque and will be sent by mail to the applicant's address as indicated in the Application Form.

- ✓ For moving or demolition deposits, the applicant needs to contact the Planning & Heritage Department once moving/demolition is completed. A refund will be issued once Public Works confirms no damage(s) on City property was incurred or still remains.
- ✓ For new construction(s), once the Full Occupancy Permit is issued for the project, the deposit will be returned/refunded.

What are the different Permit Types?

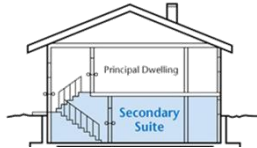
(Click icon to view application checklist)

Building & Development Permit(s)

(new construction, renovations and/or change of use, and addition)



Residential Dwellings



Secondary Suite & Garden Suite Registry



Commercial Buildings & Multi-unit residential dwellings

Accessory Structures, Temporary Uses, Driveways, Canteens

Detached accessory structures (shed, detached garage, etc)



Deck



Swimming Pool



Driveways



Mobile Canteens/Food trucks (Private property)



Temporary Structures



Moving & Demolition Permit



Home Occupation Permit



Heritage Permits



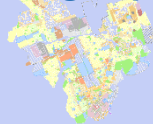
Birchwood - Charlottetown

- ✓ Heritage Permit
- ✓ Heritage Grant
- ✓ Heritage Tax Freeze

Signage Permit



Zoning Inquiry



Others:

- ✓ **Minor & Major Variance(s)**
- ✓ **Lot Subdivision or Lot Consolidation**
- ✓ **Bylaw and/or Official Plan Amendments (Rezoning, site specific exemptions, etc.**



You should contact the respective City of Charlottetown Department, Provincial or Federal authority for application and information for other services:

- ✓ **Driveway access:** [Public Works](#) at 902-629-5208
- ✓ **Water and Sewer connection:** [Water and Sewer](#) at 902-629-4014
- ✓ **Mailbox application:** Canada Post at 1-844-454-3009
- ✓ **Mobile Canteens on public property or public right-of-way:** [Police Services](#) at 902-629-4041



Planning and Heritage Department (70 Kent Street, Charlottetown, PE, C1A 1M9)
Phone: 902-629-4158; Fax: 902-629-4156; email: planning@charlottetown.ca

APPLICATION CHECKLISTS:

Disclaimer: The "Application Checklist" is used by staff to determine the completeness of the application at time of submission. It does not confirm that all the information or documents provided are correct or that more information is not required based on the work being done. A Development Officer and Building Inspector will be assigned to assess the application & documents submitted and will contact the applicant if additional information or documents are required.

PERMIT TYPES:

SECTION A. RESIDENTIAL DWELLINGS

(Single-Detached, Semi-Detached, 3-unit or less (over/under), or Townhouse Dwellings

NOTE: For all Buildings that are over 300 sq.m. (3230sqft) in Building Area, you must consult an Architect and Professional Engineer(s) for design as per the Provincial Building Code Regulations and Act.

Section A.1- NEW CONSTRUCTION:

1. [Building & Development Permit Application Form](#)
2. Scaled Site Plan with Drainage Plan (prepared by a surveyor, qualified engineer or landscape architect) showing:
 - o Lot area, lot frontage and lot depth measurements;
 - o Proposed separation distance between development and property limits;
 - o Proposed grade elevations;
 - o Proposed surface water run off flows
 - o Driveway width at public road access point
3. Driveway Access Approval (Contact [Public Works](#) for application and fees)
4. Building plans showing the following:
 - o Floor plans drawn to scale with lay-out of all floor levels and footing plans.
 - o Exterior wall elevations showing height from grade to top of roof and openings in walls.
 - o Section details of walls, floors, foundation, footing and roof.
 - o Truss Shop drawing for roof and floor.
5. [Permit Fee](#)
6. [Deposit Fee](#)

Note: If the application includes a deck, refer to [Section D.3](#) for deck requirements and ensure these are provided on plans

Section A.2 RESIDENTIAL RENOVATIONS and ADDITIONS:

1. [Building & Development Permit Application Form](#)
2. Site Plan:
 - o If the addition is 215 sq.ft. (20 sq.m) or less, site plan (may be drafted by the applicant or by a surveyor)
 - o If the addition is more than 215 sq.ft. (20 sq.m) to the existing building footprint, site plan with drainage plan (prepared by a surveyor, qualified engineer or landscape architect) showing:
 - proposed separation distance between development and property limits and any other buildings on the property;
 - proposed grade elevations;
 - proposed surface water run off flows
3. Building plans showing the following:
 - o Floor plans showing lay-out of all floor levels, indicating all work being done.
 - o For building addition on property, also provide:
 - Exterior wall elevations showing height from grade to top of roof and openings in walls.
 - Section details of walls, floors, foundation, roof and footing plan;
 - Truss Shop drawing for roof and floor, if applicable
4. [Permit Fee](#)

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SECTION B. SECONDARY SUITE OR GARDEN SUITE

Note: Secondary or Garden Suites are only applicable to single-detached dwellings with suitable frontage and /or lot sizes. An Occupancy Permit for the use must be provided before any Secondary or Garden Suite is approved.

A Building & Development Permit for renovations or additions will be required before a Secondary Suite or Garden Suite is approved.

Section B.1 Secondary Suite:

1. [Secondary Suite and Garden Suite Registry Application Form](#)
2. Site Plan (may be drafted by the applicant or by a surveyor) showing:
 - o One (1) additional parking space to serve secondary suite with dimensions and location
3. Floor plans showing all floor levels of dwelling and floor area calculations (clearly identifying the Secondary Suite with accurate measurements)
4. [Registration Fee](#)

Section B.2 Garden Suite:

1. [Secondary Suite and Garden Suite Registry Application Form](#)
2. Site Plan (may be drafted by the applicant or by a surveyor) showing:
 - o Total lot area
 - o Location of garden suite in rear yard
 - o one (1) additional parking space to serve garden suite with dimensions and location
3. Separation distance between the proposed Garden Suite and property limits, main dwelling and any other accessory buildings on the property
4. Floor plan of the proposed Garden Suite
5. Elevation drawing showing height of Garden Suite from grade to top of roof
6. [Registration Fee](#)



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SECTION C. MULTI-UNIT RESIDENTIAL, COMMERCIAL, and INDUSTRIAL STRUCTURES

Section C.1 NEW CONSTRUCTION and/or ADDITION(S):

1. [Building & Development Permit Application Form](#)
2. Site Plan with Drainage Plan (prepared by a surveyor), qualified engineer or landscape architect) showing:
 - Lot area, lot frontage and lot depth dimensions;
 - Proposed separation distance between development and property limits;
 - Proposed grade elevation;
 - Proposed surface water run off flows
 - Proposed driveway width at public road access point
3. Driveway Access Approval– Contact [Public Works](#) for application and fees (if applicable)
4. Building Plans:
 - Must be designed by Professional Engineer(s) and Architect(s), with National Building Code analysis provided
5. [Schedule “A”](#) Documents required from professionals and owner
6. [Permit Fee](#)
7. [Deposit Fee](#)

Section C.2 RENOVATIONS or “CHANGE OF USE”

Note: Applicant must follow Provincial Building Code Regulations and consult with an Architect and Engineer(s) for any buildings over 3,230 sq.ft. (300 sq.m.) in Building Area. This size refers to the entire Building and not just the Suite being occupied.

Building(s) three (3) storeys or less in building height and/or 600 sq.m. or less in building area, with the following Occupancy Types:

- Multi-unit Residential (Apartment buildings more than one (1) storey in height and more than three (3) units)
- Business & Personal Service (Office, barber shop, banks, service type business, etc...)
- Mercantile (Retail stores, shops, markets, etc...)
- Light and Medium hazard Industrial (Storage buildings, light manufacturing, etc...)

1. [Building & Development Permit Application Form](#)
2. Building plans:
 - Floor plans showing all areas of the building affected by the renovations, with accurate scaled measurements.
 - Key Plan showing the location of the Suite or area being renovated.
 - Site Plan showing any existing/ proposed parking spaces on property
3. [Permit Fee](#)
4. Other requirements to be determined based on extent of renovations and if a “Change of Use” for the Occupancy type would apply:
 - Architectural, Mechanical, Structural or other professional design may be required, based on work being done. To be determined by Building Official.
 - [Schedule “A”](#) Documents from Professionals and owner – to be determined by Building Official as needed.

All buildings that exceed 600 sq.m. in Building Area or more than three (3) storeys in height or have an occupancy of:

- Assembly (Schools, Arenas, Restaurants, etc...)
- High Hazard Industrial occupancy (Chemical plants, bulk storage of hazardous material, etc...)
- Care, Treatment or Detention (Hospital, Jails, treatment facility etc...)

1. [Building & Development Permit Application Form](#)
2. Building plans:
 - Building plans – to be designed by Professional Engineer(s), Architect(s) with National Building Code Analysis provided.
 - Key Plan showing the location of the Suite or area being renovated.
 - Schedule “A” Documents from Professionals and owner
 - Site Plan showing any existing/ proposed parking spaces on property
3. [Permit Fee](#)
4. Other requirements to be determined based on extent of renovations and if a “Change of Use” for the Occupancy type would apply.



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SECTION D. ACCESSORY/ TEMPORARY STRUCTURES:

Section D.1 – Detached Garage, Shed or other detached accessory structures (215 sq.ft. (20 sq.m) or less)

1. [Building & Development Permit Application Form](#)
2. Site Plan (may be drafted by the applicant or by a surveyor):
 - Site plan must show the location, dimensions, distance between property lines and distance between other structures on the property.
 - Elevation drawing showing proposed height of structure from grade to top of roof
3. [Permit Fee](#)

Section D.2 – Detached Garage, Shed or other detached accessory structures (Larger than 215 sq.ft. (20 sq.m))

1. [Building & Development Permit Application Form](#)
2. Site Plan with Drainage Plan* (prepared by a surveyor, qualified engineer or landscape architect) showing:
 - Location of structure on property and dimensions
 - Proposed separation distance between development and property limits and other structures on property
 - Proposed grade elevation
 - Proposed surface water run off flows
 - Proposed driveway access
3. Plans showing:
 - Layout of all floor levels and footing plan with accurate scaled dimensions;
 - Exterior wall elevations showing height from grade to top of roof and openings in walls.;
 - Section details of walls, floors foundation, footing and roof;
 - Truss Shop drawing for roof and floor (if applicable)
4. [Permit Fee](#)

Section D.3 – Decks

1. [Building & Development Permit Application Form](#)
2. Site Plan (may be drafted by the applicant or by a surveyor):
 - Site plan must show the location, dimensions, distance between property lines and distance between other structures on the property.
3. Building plans:
 - Drawings with details of Joist size, spacing & cantilever length, beam size, column size & spacing, frost protection, height - top of deck from grade, height of guards & spacing, and stair rise & run.
4. [Permit Fee](#)

Section D.4 – Temporary Tents less than 215 sq.ft. (20 sq.m.)

Tents under 215 sq.ft. (20 sq.m.) do not require a Development Permit; however multiple tents on the same property must be spaced 10 ft. (3 m.) apart from each other.

Section D.5 – Temporary Tents between 215 sq.ft. (20 sq.m.) and less than 2400 sq.ft. (223 sq.m)

1. [Building & Development Permit Application Form](#)
2. Site Plan (may be drafted by the applicant or by a professional):
 - Must indicate size, location and distance to property lines and distance between other structures on the property.
3. Drawing showing height from grade to top of roof
4. [Permit Fee](#)

Section D.6 – Temporary Tents 2400 sq.ft. (223 sq.m) or larger

1. [Building & Development Permit Application Form](#)
2. Fire Safety Plan (must be located onsite)
3. Site Plan (may be drafted by the applicant or by a professional):
 - o Must indicate size, location and distance to property lines and distance between other structures on the property.
4. Building plans:
 - o Floor plans showing all furniture, heating, appliances, location of exits and egress routes.
 - o Structure drawings (reviewed and stamped by a Professional Engineer) showing height from grade to top of roof
5. [Permit Fee](#)

Section D.7 – Driveways

Note: For new driveway or expanded driveway at street, you are required to apply with [Public Works](#) for access and approval before submitting a permit application to Planning & Heritage Department.

For Existing Driveway expansion on private property, complete below steps:

1. [Building & Development Permit Application Form](#)
2. Site Plan (can be drafted by the applicant)
 - o Show the width dimension and location of the proposed addition to driveway and distance from any adjacent street intersections
3. [Permit Fee](#)

Section D.8 – Mobile Canteens

Note: This is only applicable to mobile canteens located on private properties. Mobile canteens located on public parking lots/streets fall under Police Services' approval.

1. [Building & Development Permit Application Form](#)
2. Site Plan (can be drafted by the applicant) showing the proposed location on the property
3. Photo of proposed mobile canteen
4. Confirmation of compliance from Fire Department AND Health PEI
5. Written authorization letter from property owner.
6. [Permit Fee](#)

Section D.9 – Swimming Pools

Note: Temporary inflatable swimming pools do not require a permit. All other types of swimming pools (in-ground/ above ground) require a permit.

1. [Building & Development Permit Application Form](#)
2. Site Plan (can be drafted by the applicant or by a surveyor)
 - o Plan showing the location, size and distance of pool to property line and other structures on the property
 - o Plan showing location and height of Fence
3. [Permit Fee](#)

Note: If the application includes a deck, refer to Section D.3 for deck requirements and ensure that these are provided on plans.

Section D.10 – Temporary Structures

Building or Structure accessory to construction in progress, a Greenhouse or Seasonal Structure

Note:

- A Greenhouse or Seasonal Structure is permitted for up to six (6) months of the year
- A Temporary Structure (lasting no more than one (1) year) otherwise prohibited by the Zoning Bylaw requires City Council approval via the Major Variance process
- Temporary plastic garages are prohibited in all zones
- Temporary inflatable swimming pools are exempt from Zoning Bylaw requirements

1. [Building & Development Permit Application Form](#)
2. Site Plan (can be drafted by the applicant or by a surveyor)
 - o Showing the location of the structure on the property and dimensions of structure
 - o Distance between temporary structure and property lines
 - o Distance between temporary structure other structures on the property.
3. Floor Plans with details (include access such as stairs, landings, ramps) to temporary structure
4. Drawing showing proposed height of structure from grade to top of roof
5. [Permit Fee](#)



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SECTION E. DEMOLITION OR MOVING

Note:

Demolition Permit is required when a building or portion of a building or accessory structure is proposed for demolition. Interior demolition is considered to be a part of any Building and Development Permit issued for the project and incidental to the work being done.

Moving Permit is required when a building is proposed to be removed from a property or being brought into the City to be placed onto a property. A Building & Development Permit is also required for any building that is added/moved to a property.

1. [Moving/Demolition Application Form](#)
2. [Permit Fee](#)
3. [Deposit Fee](#)

SECTION F. SIGNAGE APPLICATION

1. [Signage Application Form](#)
2. Diagram showing measurements, color, text and/or design and location of proposed signage on property or on building. For signage affixed to a building wall, the diagram must show the total length of the building wall it will be affixed to.
3. For projecting signage that encroaches into the “public right-of-way” (street, sidewalk, etc), liability insurance naming the City of Charlottetown as a third party (minimum coverage of \$1,000,000’ and Encroachment agreement with the City is required should the sign meet the “project sign” requirements set out in the By-law
4. [Permit Fee](#)

Note: Encroachment Agreements will be prepared by the Development Officer and signed by the applicant before a permit can be issued.

SECTION G. HOME OCCUPATION

1. Refer to [Zoning & Development Bylaw](#) for list of permitted Home Occupations
2. [Home Occupation Application Form](#)
3. Site Plan (may be drafted by applicant or by a surveyor)
 - o Plan showing the dimensions of proposed space and measurement for parking on property
4. Building plans:
 - o Floor plans showing lay-out of the area(s) to be occupied by home occupation.
5. If renovations are required, a Building and Development Application Form should also be completed. See [Section A.2 Renovations](#)
6. If a Variance is required, a Variance Application should also be completed. See [Section H.](#) for variance
7. [Permit Fee\(s\)](#)

SECTION H. VARIANCES

1. [Variance Application Form](#)
2. Site Plan and Survey Plan (prepared by a surveyor, qualified engineer or landscape architect) showing:
 - The existing and proposed alterations;
 - Lot area, lot frontage and lot depth measurements;
 - Proposed separation distance between development and property limits
 - Floor Plan and/or elevation drawings to support proposed development
3. Permission from owner – provided in writing. (if the applicant is not the property owner)
4. [Permit Fee](#)

Note: Staff to determine whether variance(s) is minor or major, and also the number of required variance(s).

SECTION I. BYLAW AMENDMENTS (Rezoning, Official Plan Amendment, Bylaw Amendments, etc)

1. [Rezoning Application Form](#)
2. Site Plan (prepared by a surveyor, qualified engineer or landscape architect) showing:
 - The existing and proposed alterations;
 - Lot area, lot frontage and lot depth measurements;
 - Proposed separation distance between development and property limits
3. Drawings to support proposed development
4. Permission from owner – provided in writing. (if the applicant is not the property owner)
5. [Application Fee](#)

SECTION J. ZONING INQUIRY

1. [Zoning Use Inquiry Application Form](#)
2. For Comprehensive Zoning Inquiry: Information on what the inquiry relates to (e.g.: permit history, proposed change in use, permitted land uses etc)
3. [Application Fee](#)

SECTION K. LOT SUBDIVISION/LOT CONSOLIDATION

1. [Lot Subdivision/Consolidation Application Form](#)
2. For subdivision of semi-detached/townhouse dwellings, a signed and registered common party wall agreement is required
3. [Application Fee](#)



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SECTION M. HERITAGE APPLICATIONS

Note:

Applicable to Designated Heritage Resources and all properties located in the 500 Lot Area

Section M.1 Heritage Permit

Permit(s) required for:

- Replacement of windows and doors;
- Alteration to cladding or brickwork;
- Installation of new siding;
- Construction or alteration of building;
- Installation of solar panels/skylights; or
- Creation of new window and door openings.

1. [Heritage Permit Application Form](#)
2. Site Plan (if required, may be drafted by applicant or by a surveyor)
 - Site Plan should indicate where on the property the project is proposed
3. Building plans:
 - Scaled building plans including exterior elevations detailing changes being made to exterior.
4. Written project description, providing construction details, including materials proposed.
5. Photograph(s), both recent and historic (If available) of the building.
6. Additional information may be required after submission of application, in order to properly assess the application - To be determined by Heritage Officer.
7. [Permit Fee\(s\)](#)
No fee for exterior work; Refer to [Schedule of Fees](#) for interior work)

Section M.2 Heritage Tax Freeze

1. [Heritage Tax Freeze Application Form](#)
2. Documents verifying that no taxes are owing for the property & current assessment value
3. Copy of Building Permit for approved work to the property
4. Statement detailing all other sources of funding sought for the project

Section M.3 Heritage Grant

1. [Heritage Grant Application Form](#)
2. Enclose all drawings, current photographs and/or other materials necessary for a complete understanding of the proposed work.
3. Include any available historical photographs
4. Cost details (Provide a minimum of two (2) estimates)