

SAMPLE OF MUNICIPAL APPROVAL LETTER

Municipal Letterhead

{Date}

{Name of Owner}

{Address of Owner}

Dear {Name of Owner}:

Re: {Name of Municipal Historic Resource}, {Designation By-law number}

This letter is in response to your request to approve the proposed conservation work for {name of historic resource} located at {Address / Location of Historic Resource}, as described below:

Proposed work: {description of proposed conservation work}

We have determined that the work complies with the conservation principles of the *Standards and Guidelines for the Conservation of Historic Places in Canada*, specifically:

- {List applicable standard number and description}

Enclosed is Standards 1 to 14 of the *Standards and Guidelines for the Conservation of Historic Places in Canada* for your reference.

This letter also confirms that the proposed work does not affect or damage the character-defining elements of the {name of historic resource} identified on the Statement of Significance and Designation Bylaw #{by-law number}.

Approval is hereby given by {Council or name of person appointed by council}.

I understand that this approval letter will accompany an application to the Heritage Preservation Partnership Program for a cost-shared provincial grant. If you have questions, please do not hesitate to contact me at {contact information}.

Sincerely,

{name of authorized municipal official}

{position/title}

cc: Carina Naranjilla, Grant Program Coordinator, Heritage Preservation Partnership Program, Alberta Arts, Culture and Status of Women

Enclosure

Standards for the Conservation of Historic Places in Canada

General Standards: Preservation (all projects)

1. Conserve the heritage value of a historic place. Do not remove, replace, or substantially alter its intact or repairable character-defining elements. Do not move a part of a historic place if its current location is a character-defining element.
2. Conserve changes to a historic place which, over time, have become character-defining elements in their own right.
3. Conserve heritage value by adopting an approach calling for minimal intervention.
4. Recognize each historic place as a physical record of its time, place and use. Do not create a false sense of historical development by adding elements from other historic places or other properties or by combining features of the same property that never coexisted.
5. Find a use for a historic place that requires minimal or no change to its character-defining elements.
6. Protect and, if necessary, stabilize a historic place until any subsequent intervention is under-taken. Protect and preserve archaeological resources in place. Where there is potential for disturbance of archaeological resources, take mitigation measures to limit damage and loss of information.
7. Evaluate the existing condition of character-defining elements to determine the appropriate intervention needed. Use the gentlest means possible for any intervention. Respect heritage value when undertaking an intervention.
8. Maintain character-defining elements on an ongoing basis. Repair character-defining elements by reinforcing their materials using recognized conservation methods. Replace in kind any extensively deteriorated or missing parts of character-defining elements, where there are surviving prototypes.
9. Make any intervention needed to preserve character-defining elements physically and visually compatible with the historic place, and identifiable upon close inspection. Document any intervention for future reference.

Additional Standards Relating to Rehabilitation

10. Repair rather than replace character-defining elements. Where character-defining elements are too severely deteriorated to repair, and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements. Where there is insufficient physical evidence, make the form, material and detailing of the new elements compatible with the character of the historic place.
11. Conserve the heritage value and character-defining elements when creating any new additions to a historic place or any related new construction. Make the new work physically and visually compatible with, subordinate to and distinguishable from the historic place.
12. Create any new additions or related new construction so that the essential form and integrity of a historic place will not be impaired if the new work is removed in the future.

Additional Standards Relating to Restoration

13. Repair rather than replace character-defining elements from the restoration period. Where character-defining elements are too severely deteriorated to repair and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements.
14. Replace missing features from the restoration period with new features whose forms, materials and detailing are based on sufficient physical, documentary and/or oral evidence.