

# ***TOWN OF ANNAPOLIS ROYAL***

## **POLICY**

**Title:**

Policy on Building and Alteration Guidelines

**Policy No.:**

2011-5

**Effective Date:**

March 21, 2011

**Supersedes:**

Approval by Council Motion No.: 16

### **Introduction:**

Annapolis Royal is a unique town. It has an outstanding history, built heritage, culture and a beautiful natural setting. Most of the Town is included in a National Historic District, which includes about 135 registered heritage buildings. Of these buildings, several are designated as National Historic Sites, while several others have Provincial designation, and the remainder are municipally designated. These assets need to be conserved and restored in an appropriate manner, and to be emphasized, and included in our marketing and support of the Town. To meet these objectives we need to encourage these homeowners to protect these scarce heritage assets.

### **Definitions:**

For the purpose of this policy:

- a) Heritage Building: A building which was constructed prior to 1940, or a building with architectural significance to the Town.
- b) Registered Heritage Building: A registered Provincial or Municipal Heritage building is a structure which has been registered as such at the Land Information Centre in Lawrencetown.

### **Note:**

Properties adjacent to a Registered Heritage Building are also subject to the same rules/guidelines.

### **Role of the Planning and Heritage Advisory Committee:**

All proposed changes to registered Provincial and Municipal heritage buildings must be submitted to the Planning and Heritage Advisory Committee in advance of any work being done. Appropriate application forms are available at Town Hall. If no material change, such as re-shingling with the same kind of colour of roofing, etc., is anticipated, submission to the Planning and Heritage Advisory Committee is not essential.

## Guidelines:

The following guidelines are for the use of homeowners, developers, architects, building contractors and real estate agents:

### 1. Registered Heritage Buildings

	Preferred Approach
Exterior Building Finishes/ Materials Generally	Traditional material such as wood, brick, stone, stucco
Doors & Storm Doors	Wood
Garage Doors	Wood
Roofing	Wood or asphalt shingles, shakes, slate, metal
Windows & Storms	Wood frame including wood inserts
Colours	Traditional - appropriate to the period
Fences	Wood, wrought iron or iron/steel
Signage	Wood, wrought iron, steel

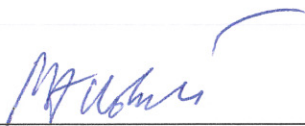
While these are the preferred approaches, the Planning and Heritage Advisory Committee may be willing to consider other options in certain cases.

### 2. All other Buildings, Including New and Existing Construction

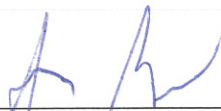
Traditional designs using traditional materials should be encouraged, so that the essential character of the Town will be maintained. Sinclair Mews and the Funeral Home are examples of good architecture that fits within the historic buildings of Annapolis Royal. The Liquor Store and the Post Office are examples of architecture more suited to less historic towns.

3. The Heritage Division's Heritage Property Program administers various financial grants to encourage the conservation of privately owned registered heritage properties in Nova Scotia. The goal of the heritage grants program is to maintain the unique heritage value of each property by using the *Standards and Guidelines for the Conservation of Historic Places in Canada* as a tool to aid in proper conservation. Heritage grants are offered for Conservation Work, Conservation Advice and a Materials and Labour Grant. For more information on this program, please call 902-424-5647.

In addition, the Department of Service Nova Scotia and Municipal Relations also offers a Provincial Tax Rebate (under the Sales Tax Act). This program provides heritage property owners a full rebate of the provincial sales tax paid for materials used on the exterior of the building. For more information on this program, contact 1-800-565-2336.

  
\_\_\_\_\_  
**Mayor**

2011.04.05  
\_\_\_\_\_  
**Date**

  
\_\_\_\_\_  
**Chief Administrative Officer**

April 1, 2011  
\_\_\_\_\_  
**Date**