

Appendix A

Third-Party Review Process

The third-party review process would generally operate as follows:

1. **Pre-Application** - The applicant has a pre-application meeting with staff from Social & Cultural Development and Planning to discuss their redevelopment/rehabilitation proposal. For a property on the Inventory, staff will share any information on evaluation with the applicant.
2. **Application Submitted** - Proponent submits a heritage alteration permit or demolition permit application, including detailed conservation plan if applicable. In the case of a demolition permit application, the 60-day hold period begins at the date of application.
3. **Evaluation** - Social & Cultural Development staff provide review of the application.
4. **Request for Third-Party Review** – The applicant may request to engage a qualified architect or heritage consultant, as identified through an RFQ process, to evaluate the heritage value of the property.
5. **Payment** – The applicant transfers the full cost of the third-party review to City staff to be held until the work is completed.
6. **Third-Party Review Completed** – The heritage architect or heritage consultant completes the third-party review and submits a report to Administration, including recommendations about heritage designation. Its findings are shared with the applicant, Regina Planning Commission and City Council.
7. **Resubmission** – Where there are major changes to the original application, City staff can require the applicant to pay the full cost of subsequent third-party reviews.
8. **City Council Consideration** – Where the proposal requires associated City Council approval (e.g. zoning amendment, demolition permit, heritage property incentive approval etc.) the third-party review will be appended to City Administration's report.