

# Checklist for Reviewing Statements of Significance

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## *“Am I finished writing my Statement of Significance for the BC and Canadian Registers of Historic Places?”*

*A good Statement of Significance (SOS) represents hours of research, analysis and writing.  
You’re nearly ready to submit your SOS to the Office of the BC Register of Historic Places!  
Please use this checklist for your final review.*

### **Step 1: Re-read the SOS for common errors like typos and spelling mistakes.**

- I have proofread and spell-checked the SOS.
  - It may help to have a second reader double-check for common errors.

### **Step 2: Check the format of the document (See examples at [www.historicplaces.ca](http://www.historicplaces.ca))**

- The SOS is no more than 1 or 2 pages in length.
- Each section contains no more than 4,000 characters including spaces.
- One common name is used consistently for the historic place throughout the document.
  - The common name is the name that people in the community use for the historic place.
  - If the place is best known by its street address, then that is its common name.
  - Use the common name as the title of your SOS.
  - If the place has additional names, you can list these below the title of the SOS.

Example:

*Common Name: 107 King Street*

*Other Names: Rose Cottage; John Brady House*

### Step 3: Check the Description section.

- The Description section briefly describes the formally-recognized historic place **as it exists today**.
- The Description section answers these questions:
  - ***What is the historic place?***
  - ***Where is it?***
  - ***What are the boundaries?***
  - ***What is included?***

Example:

*107 King Street is a two-storey Craftsman-style house located in the Applewood neighbourhood of Yourtown, British Columbia. The historic place includes the house, gazebo and landscaped lot.*

### Step 4: Check the Heritage Value section.

- The Heritage Value section answers this question:
  - ***Why is this place valued today?***
- The Heritage Value section uses statements of value rather than statements of fact.
  - Facts may be included to support the value statement, but the values themselves should be clearly stated. Extensive historical detail can go elsewhere (consider producing a web page, brochure or display.)
- Each paragraph in the Heritage Value section begins with a value statement that connects to a specific heritage value (aesthetic, historic, scientific, cultural, social or spiritual value) as defined by the [Standards and Guidelines for the Conservation of Historic Places in Canada](#). There may be additional values such as educational or recreational value.

Examples:

- *107 King Street has historic value as the home of Yourtown's first Mayor, James Smith.*
- *The cultural value of this place lies in the role it has played in the social development of the community.*
- *This historic place has aesthetic value as a fine example of a Queen Anne Revival bungalow.*
- *This park has social and cultural value because it has been the site of local fall fairs and other community events for over seventy years.*

**Step 5: Check the Character-Defining Elements section.**

- The Character-Defining Elements section is a point-form list that answers this question:
  - ***Which features must be retained to protect the heritage values of the place?***
- Each character-defining element on the list refers to the place **as it exists today**. The list is limited to features that currently exist within the boundaries of the formally-recognized historic place.
- The Character-Defining Elements section does not include any value statements or historical facts.
- Every character-defining element relates back to a heritage value stated in the Heritage Value section.

Examples:

*The key character-defining elements of 107 King Street include:*

- *corner location in the historic Applewood neighbourhood of Yourtown*
- *elements of Craftsman style architecture such as two-storey form, gable roof, wrap-around veranda, tapered square columns and multi-paned windows*
- *small gazebo with shake roof in back garden*
- *landscape elements such as mature trees, gardens and paths*

**Step 6: Check that all three sections work together.**

- Each section of the SOS is consistent with the other two sections.
- The Heritage Value and Character-Defining Elements sections refer to the historic place as it is defined in the Description section.
- The character-defining elements relate directly to the heritage values explained in the Heritage Value section.

**Congratulations! Your Statement of Significance is ready to be sent to the Heritage Branch.**

Once a site is fully documented with a Statement of Significance on the BC Register, the Registrar can add it to the Canadian Register of Historic Places at [www.historicplaces.ca](http://www.historicplaces.ca).

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