



Central Area Community Improvement Plan

Facade Improvement Grant Program

Application Package

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City of
Peterborough

Facade Improvement Grant Program Guide

1) PROGRAM DESCRIPTION

The Facade Improvement Grant Program would provide a grant to property owners who rehabilitate and improve the facades (including signs) of buildings within the Central Area Community Improvement Project Area. Facades may include rear facing facades that have high public visibility.

2) WHO CAN APPLY?

Any property owner within the Central Area Community Improvement Project Area (as shown on the attached map) may apply in writing to the City and must receive written approval prior to commencing any work related to the grant.

3) IS THERE A FEE TO APPLY?

No.

4) IS A PROJECT ELIGIBLE FOR FUNDING FROM MORE THAN ONE CIP INCENTIVE PROGRAM?

Yes.

5) WHAT IS THE MAXIMUM GRANT AMOUNT?

The Facade Improvement Grant Program will provide a grant of 50% of the cost of eligible work up to \$15,000 per property address with one facade. An additional grant of up to \$15,000 may be issued for buildings on corner lots where facade improvements are proposed on both street facing facades. The upset limit for a property with more than one municipal address, facade, owner or tenant, is \$30,000. A facade is the face of a building, usually the front, which has been designed with a particular style and incorporates design elements.

6) WHAT TYPES OF WORK ARE ELIGIBLE FOR A GRANT?

The following types of building facade rehabilitation, restoration and improvement works on existing commercial, institutional and mixed use buildings are considered eligible for a grant under this program:

- Repair or restoration of facade masonry, brickwork, or wood;
- Repair, replacement or restoration of architectural features;
- Repair or replacement of windows or doors;
- Repainting, cleaning, or re-facing of facades;
- Improvements to the appearance or access to entrances of commercial units;

- Installation of appropriate new signage or improvements to existing signage;
- Installation of appropriate new canopies and awnings or improvements to existing canopies and awnings; and
- Installation of appropriate new exterior lighting or improvements to existing exteriors.

7) WHAT CONDITIONS MUST BE MET TO BE ELIGIBLE FOR A GRANT?

In addition to the General Program Administration Provisions, the following program specific requirements must also be met:

- Professional design/ architectural drawing(s);
- Eligible works must conform to the City of Peterborough Site and Building Design Guidelines, as amended from time to time, and appropriate reference material as determined by City staff;
- For buildings designated under the Ontario Heritage Act, the facade restoration and improvement works should be supported by documentation in the form of historic photographs or drawings clearly showing the feature(s) to be restored or reconstructed;
- The applicant will be required to submit at least two cost estimates from bona fide licensed contractors, including a breakdown of costs; and
- Construction of all proposed improvements is to be completed within one year of the date of the approval of the grant. If the work is not completed within one (1) year, the grant approval will expire and the grant will not be paid.

8) WHEN WILL THE GRANT FUNDS BE ADVANCED?

The grant will be advanced in full when the construction of the eligible works has been completed in accordance with the program application and grant agreement.

9) WHEN IS THE DEADLINE FOR THE SUBMISSION OF APPLICATIONS?

There are two opportunities for applications to be submitted. Submission deadlines are March 31 and June 30. This allows the Review Committee two opportunities to review applications at the same time and recommend the dispersal of funding accordingly.

10) HOW DO I APPLY FOR A GRANT?

First arrange a pre-application meeting with Municipal Staff in order to determine program eligibility. If authorized to apply for a grant, complete and submit an application form and ensure that your application includes the required supporting documentation.

11) YOU'VE SUBMITTED YOUR APPLICATION. WHAT HAPPENS NEXT?

- Applications and supporting documentation are reviewed by staff to ensure that they meet all of the eligibility requirements. If your application does not meet the eligibility requirements, you will be notified in writing.
- Staff may request clarification or additional supporting documentation.
- Staff will perform an initial site visit(s) and inspection(s) of the property (if necessary).
- A recommendation on the grant application is made by staff and forwarded to City Council, along with a Grant Agreement signed by the applicant.
- If your application is approved by Council, the Grant Agreement is then executed by the City. A copy of the executed agreement(s) is then returned to you for your records.
- Construction of the approved works may now commence, subject to issuance of a building permit(s).
- Work must commence within six months of grant approval and be completed within one year of grant approval.
- Contact City staff towards completion of work.
- Upon completion of the works, staff will conduct a final site visit(s) and inspection(s) (as necessary) to ensure compliance with the Grant Agreement and any permits pursuant to the Ontario Heritage Act.
- Submit to the City, copies of paid invoices and "after" picture(s) of the completed works.
- Upon review and approval of all submitted documentation, the City will issue a grant cheque to the applicant for the full amount of the approved funding.
- The owner is to contact the Planning Division in advance of any deviations from the approved design and Façade Improvement Grant Program agreement. Additional Council approval may be required to maintain program eligibility if there are any changes.

Facade Improvement Grant Program Application Process

STEP 1: APPLICATION SUBMISSION

- Pre-application meeting between City staff and applicant.
- Staff inspects building/site (if necessary).
- Applicant submits application including all required supporting documentation.

STEP 2: APPLICATION REVIEW AND EVALUATION

- Staff checks application to ensure conformity with all program eligibility requirements.
- Staff review and evaluate application and supporting documentation.
- Staff calculates an estimated total grant amount based on the construction cost estimates.
- Staff prepares report to Council including recommendation and grant agreement.
- Grant agreement is signed by applicant and returned to City staff.

STEP 3: APPLICATION APPROVAL

- A recommendation report and the grant agreement are forwarded to Council or Council's designate for consideration.
- If Council or Council's designate approves the grant application and agreement, the agreement is executed by City officials and a copy is provided to the applicant.

STEP 4: PAYMENT

The applicant provides the City with:

- a) proof of completion of the project including "after" photos;
 - b) invoices with description and cost of eligible works;
 - c) proof of payment in full to contractors.
- Staff conducts building/site inspection of completed works (as necessary).
 - Staff checks to ensure that all program and grant agreement requirements have been met.
 - Payment of approved grant amount is made to applicant.
 - Project is monitored to ensure that all program and grant agreement requirements continue to be met.



Facade Improvement Grant Program Application Form

A. GENERAL INFORMATION AND INSTRUCTIONS

1. Before filling out this application form, **please read the attached Program Guide** (pg.1) and arrange for a pre-application meeting with staff. The Program Guide describes the purpose and basic terms and conditions of the Facade Improvement Grant Program.
2. If an agent/tenant is acting as the applicant for the property owner, please ensure that the required authorization as provided in the application form is completed and signed by the owner. The grant will be paid by the City to the approved applicant with the acknowledgement of the property owner.
3. It is the responsibility of the applicant to contact and formally retain the services of a design consultant. The grant will be paid by the City to the approved applicant. Any costs incurred above and beyond the grant amount are the sole responsibility of the applicant.
4. Please ensure that you:
 - a. attach a letter of engagement or contract with the specified design consultant;
 - b. that the letter of engagement / contract includes the information specified in the Program Guide;
 - c. attach all required information to this form (current photos of existing building, plans, design drawings, contractor quotes, invoices); and

Note. an application will not be considered complete until all required information and documents have been submitted.
5. If you find insufficient space on this form to respond to questions, please provide additional information on a separate page and attach to your completed application form.
6. Please ensure that the application form is complete and all required signatures and supporting documents have been supplied.
7. Please print (black or blue ink) the information requested on the application form.
8. There is no application fee.
9. You may deliver your application in person or send it by mail to:

City of Peterborough
Planning and Development Services
500 George St N
Peterborough, ON K9H 3R9
Attention: Manager, Planning Division
10. For further information on this program, please contact the Manager, Planning Division at 705-742-7777 ext.1781 or by email (khetherington@peterborough.ca).

1. APPLICANT INFORMATION (PLEASE PRINT)

Name of Applicant

Mailing Address

Telephone Number

Fax Number

E-mail

Name of Property Owner

(If different from Applicant)

Mailing Address

Telephone Number

Fax Number

E-mail

Name of Agent

Mailing Address

Telephone Number

Fax Number

E-mail

2. PROPERTY INFORMATION

Address of Property

Assessment Roll Number

Existing Property Use

Is property designated under the Ontario Heritage Act?

Yes ____ No ____

Are property taxes paid in full on this property?

Yes ____ No ____

Are there any outstanding work orders on this property?

Yes ____ No ____

3. PROJECT DESCRIPTION

Please describe the proposed facade improvements that are eligible for funding under this program (please attach further information/sketches as required).

4. CONSTRUCTION COST ESTIMATES

Please attach two detailed cost estimates (including taxes) from licensed contractors for work to be performed (in addition to information provided below).

Construction Estimate (\$): _____

Name of Contractor: _____

Construction Estimate (\$) _____

Name of Contractor: _____

Total Grant Requested (\$): _____

5. CONSTRUCTION SCHEDULE

Approximate Start Date of Construction: _____

Approximate End Date of Construction: _____

6. OTHER SOURCE OF FUNDS

Has this property received grants/loans or other financial assistance from the City or other level of government Yes ____ No ____

If yes, please specify type and amount of financial assistance received:

7. REQUIRED SUPPORTING DOCUMENTATION

Please place a check in the box to ensure that you have included the required supporting documentation.

- ☐ photographs of the existing building
- ☐ historical photographs and/or drawings
- ☐ a heritage impact statement for designated or eligible heritage properties
- ☐ a site plan and/or professional design/study/architectural drawings
- ☐ specification of the the proposed works, including a work plan for the improvements to be completed and construction drawings
- ☐ two (2) detailed cost estimates for eligible work provided by a licensed contractor

8. OWNER'S AUTHORIZATION

(to be completed if an Applicant/Agent is representing the property owner)

I, _____, being the registered owner of the subject lands hereby authorize _____ to prepare and submit this application for the Facade Improvement Grant Program.

Signature of Owner: _____ Date: _____

9. LEGAL

I / WE HEREBY APPLY for a grant under the City of Peterborough Facade Improvement Grant Program.

I / WE HEREBY AGREE to abide by the terms and conditions of the Grant Program.

I / WE HEREBY AGREE to enter into a grant agreement with the City of Peterborough that specifies the terms of the grant.

I / WE HEREBY AGREE to abide by the terms and conditions of the grant agreement and understand that a grant agreement for the grant amount shall be registered against the title of the property prior to the City releasing the funds.

I / WE HEREBY CERTIFY that the information contained in this application is true, correct and complete in every respect and may be verified by the City of Peterborough by such inquiry as it deems appropriate, including inspection of the property for which the application is being made.

I / WE HEREBY AGREE that if any statements or information in this application or submitted in support of this application are untrue, misleading or there is a material omission, the application may be rejected or not approved, or the grant may be delayed, reduced or cancelled.

I / WE HEREBY GRANT permission to the City, or its agents, to inspect my/our property that is the subject of this application.

I / WE HEREBY AGREE that the grant may be delayed, reduced or cancelled if the work is not completed, not completed as approved or if the contractors are not paid.

I / WE HEREBY AGREE the program for which application has been made herein is subject to cancellation and / or change at any time by the City in its sole discretion, subject to the terms and conditions specified in the Program. Participants in the program whose application has been approved and who has entered into a grant agreement with the City of Peterborough will continue to receive their grant, subject to their grant agreement.

I / WE HEREBY AGREE all grants will be calculated and awarded in the sole discretion of the City of Peterborough. Notwithstanding any representation by or on behalf of the City of Peterborough, or any statement contained in the program, no right to any grant arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the Program and the grant agreement. The City of Peterborough is not responsible for any costs incurred by the Owner / Applicant in any way relating to the program, including, without limitation, costs incurred in anticipation of a grant.

Owner or Authorized Agent/

Applicant Name: _____

Signature(s): _____

Date: _____

General Administration Provisions Applicable to all CIP Financial Incentive Programs

The provision of any CIP grant is subject to the following general administration provisions:

- Owners, tenants and assignees of properties within the Central Area Community Improvement Project Area are eligible to apply for funding under the grant program. Application may be made on a “first come, first served basis” to the limit of the available funding, provided all eligible criteria and conditions are met for each program. Where applicable, tenants of properties may apply for funding with the written consent of the property owner.
- All applicants shall be required to have a pre-consultation meeting with City staff prior to filing their applications, to determine factors such as program eligibility, scope of work and project timing.
- Where other sources of government funding and/or non-profit organization funding to be applied against the eligible costs is anticipated or has been secured, these must be declared as part of the application and the grant may be reduced on a pro-rated basis.
- All arrangements for financial incentives under the program shall be to the satisfaction of the Treasurer for the City. All applicants who are approved will be required to enter into an agreement with the City approved by Council or its designate. Actual costs may be subject to independent audit, at the expense of the property owner.
- Property taxes shall be in good standing at the time of application and throughout the length of any loan or grant commitment.
- All proposed development shall conform to the Official Plan and Zoning By-law and other planning requirements. There shall be no outstanding work orders issued by the City against the property. In addition, all improvements shall be made pursuant to a building permit, and constructed in accordance with the Ontario Building Code where required.
- Any property that has a heritage designation or is in the Heritage Property Tax Relief Program must be in compliance with those programs to be eligible for any CIP Programs.
- The City may, at its discretion, and without further amendment to the Community Improvement Plan, extend or discontinue any program when and as it deems appropriate. Notwithstanding this, participants in various programs prior to their closing may continue to receive approved grants after the closing of the program as determined through individual agreement with the City and subject to available funding approved by the City.
- Final decisions with respect to applications and the allocation of funds shall be made by City Council, unless Council delegates its authority to staff. If Council delegates its authority, then an applicant shall be afforded the opportunity to appeal a staff decision to Council. The general administration of the program shall be the responsibility of the Planning and Development Services Department, in consultation with other departments as appropriate.
- Continuation of those programs requiring funding through the annual Capital Budget is subject to City Council approval. These programs include the Facade Improvement Grant Program, the Residential Conversion and Intensification Grant Program, and the refund of building permit fees under the Municipal Incentive Grant Program.

Central Area Community Improvement Project Area



Map Accuracy and Interpretation:

The information depicted on this hardcopy or digital map file is schematic in nature. Accurate interpretation of information shown should be obtained from appropriate city planning staff



City of
Peterborough

Scale 1: 60,000

Kilometres
0.0 0.4 0.8 1.2 1.6 2.0

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