

2020 Business Facade Improvement Program

Application & Guide



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Schedule A - Program Area Map

Schedule B - Application Form

Eligible Applicants

- You must be either the property owner or business owner (if the applicant is the business owner, the property owner must approve the application in writing and confirm that all improvements are to be paid for by the applicant)
- Non-profit and enterprising non-profit organizations (tenants)
- Home occupations which are zoned commercial, have a storefront and are within the program area
- Home occupations without a commercial storefront (eligible for wayfinding signage only)
- All property taxes, utilities and business licenses pertaining to the property are fully paid and current;
- There must be a current, valid business license for the property (unless otherwise exempt);
- There must be no outstanding building permits, stop work orders, or development permit condition requirements outstanding;
- The subject property has not received \$5000 in grant funding under this program.

Ineligible Applicants

- Residential homes located in the commercial area
- Apartment buildings
- Government owned buildings (municipal, provincial or federal; even if they have business tenants)
- Properties outside the specified area (as defined in Eligible Properties)
- Empty buildings or businesses that are not operating (exception if the business is renovating or doing improvements to the building in anticipation of re-opening)

Eligible Façade Improvements

Eligible improvements may consist of but are not limited to:

- Exterior lighting (new but not replacement)
- Exterior architectural features
- Exterior surfaces and details (decorative details, moldings, trims etc.)
- Windows (only if part of larger enhancements, no stand-alone window replacement)
- New siding
- Façade painting
- Entrances and doorways (only if part of larger enhancements, no stand-alone entrance/doorway replacement)
- Awnings
- Signage (affixed to the building)
- Wayfinding signage (*sign located on the business property i.e. at the bottom of a driveway*).
 - Signs are eligible for 50% to a maximum of \$500 and must adhere to any signage bylaws and regulations
- Accessibility improvements (ramps, wider doors etc.) to the outside of the building only AND are part of a larger façade improvement project.

Ineligible Façade Improvements

The following improvements are ineligible:

- Routine maintenance
- Structural repairs
- Roofs
- Non-permanent fixtures (benches, planters, patios, patio heaters etc.)
- Landscaping
- Paving
- Fencing
- Interior/internal improvements
- Any improvements not visible from the public right of way
- Construction of additions, accessory buildings or new buildings
- Any improvements that have been started prior to application approval
- Any improvements deemed inconsistent with redevelopment purposes and design guidelines

Eligible Costs/Expenses

- Direct project labour costs
- Design, architectural or engineering fees (related to facade only)
- Contractor fees
- Rental of tools and equipment
- Project related materials and supplies
- Shipping and/or freight
- PST

Ineligible Costs/Expenses

- Staff wages and/or benefits
- Purchase of construction tools or equipment
- Operational costs including utilities (hydro, gas etc.)
- Duties
- Permit fees
- Expenses related to improvement to the building façade not visible from the public right of way
- Façade improvement expenses started prior to application approval
- GST

Home Occupations (Businesses & Industries)

In order for home-based occupations to be eligible for the way-find signage grant, the applicant must submit:

- A design drawing of proposed signage, along with a brief description of the project and why signage is necessary for way-finding, along with the proposed location for installation (including the 'before' and 'after' picture(s)) to allow the District staff the ability to evaluate the project).
- Color schemes, content or designs, along with placement of signage that are deemed inappropriate may disqualify an application or require a resubmission.
- A project budget estimate and/or quote for the proposed project clearly delineating signage costs.

Please Note: Tenants must receive written approval from Owners prior to moving forward with the façade improvements or signage installation. A letter from the owner must accompany the application.

Application Process

1. Owner/Tenant submits application form (attached as Schedule "B") with all applicable attachments
 - Designs
 - 'Before' pictures, and 'after' building elevation drawings of the facade to be improved.
 - Approval letter from owner (if applicable)

For way-finding signage applications, the Owner/Tenant submits application with:

- Signage Design
 - 'Before' pictures of area for proposed installation
 - Approval letter from owner (if applicable)
2. Staff reviews application and proposed façade or signage improvements to ensure that improvements meet the façade improvement program guidelines.
 3. The Chief Administrative Officer (CAO), or designate accepts or rejects the preliminary applications. The District Council reviews the qualified applications and issues final approvals.
 4. Approval or rejection of applications is communicated to the applicant by email or mailed letter.

After evaluating all received applications, **if the program is not fully subscribed, further applications will be received on an ongoing basis.** Decisions will be made no later than one (1) month after it is received.

Project Review Committee/Selection Process

The CAO will review all applications, determine eligibility of projects and make recommendations to the Council about which projects should be funded. District Staff will be responsible to confirm the expenditures and that the project has been completed according to the approved plans.

Projects will be prioritized based on the following ranked criteria:

1. Age and condition of building i.e. Buildings in poor condition have greater likelihood of project approval.
2. Impact on streetscape
3. Quality of the design

Appeal Process

In the event that an application is declined, the project proponent may request a meeting to discuss the application with the purpose of:

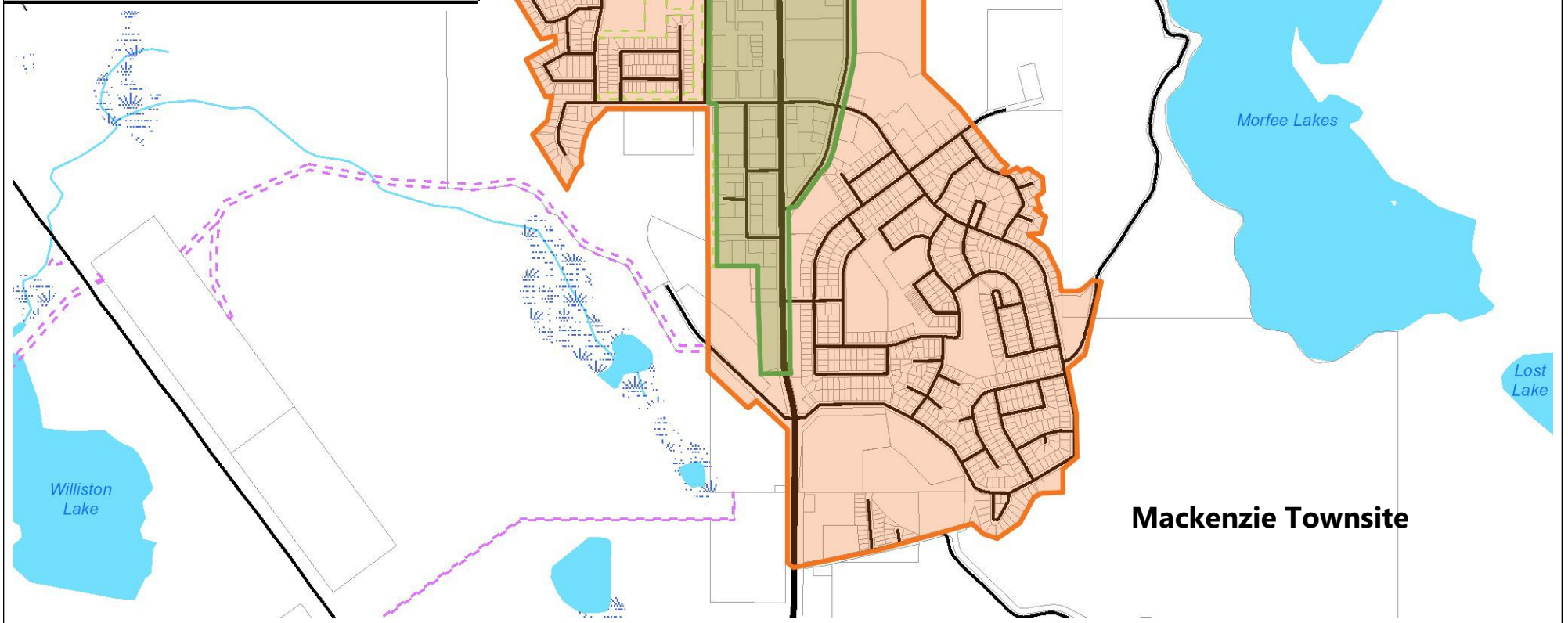
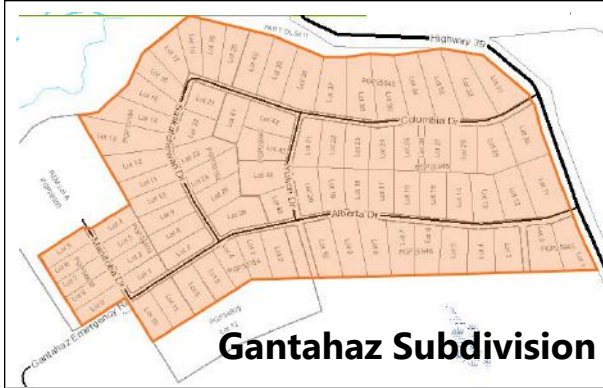
- a) Seeking input on the proposal in order to modify the application and meet the program guidelines.
- b) Provide additional information in order to seek reversal of the decision to decline the application.

Questions?

If you have any questions regarding the program or application process, please contact:

Emily Kaehn
Director of Corporate Services
250-997-3221
ekaehn@districtofmackenzie.ca

Schedule "A"
Program Area Map



1,834.5 0 917.24 1,834.5 Meters

Print Generated: 10/30/2019

The information provided herein is for assistance and convenience only, and should not be relied upon as or as a substitute for legal advice. In the event of any conflict between the information provided herein and any enactments of the Regional District or the Provincial/Federal governments, the enactments will prevail.

Schedule "B"
Application Form



Mackenzie Business Façade Improvement Program: Grant Application

Applicant Information

Applicant Name: _____

Mailing Address: _____

Postal Code: _____ Phone #: _____

Building Address: _____

Email: _____

If you are applying as the tenant of a building please provide the following information and attach a letter of consent from the owners stating that you are allowed to make these changes to the building.

Owner's Name: _____

Address: _____

Postal Code: _____ Phone #: _____

Project Description

1. **Describe the proposed project:** (attach any extra sheets, photos, designs, samples, etc.)

2. **Proposed Start Date:** _____

3. **Planned Completion Date:** _____

4. **Estimated Total Project Cost:** _____



Mackenzie Business Façade Improvement Program: Grant Application

Budget

Project Cost Components (Estimates):

	Labour	Materials
Design	\$	\$
Mechanical	\$	\$
Electrical	\$	\$
Structural	\$	\$
Other	\$	\$

Checklist & Attachments

Applicant Checklist:

- Property Taxes Paid
- Utility Taxes Paid
- License Fees Paid
- Required Permit Applications Completed
- Building Owner Authorization

Attach to Application:

- Drawings
- Material and Colour Samples
- Photos of Existing Conditions
- Detailed Specifications and Associated Costs
- Cost Estimates from Contractors

For Office Use

Date Received: _____

Received By: _____ Signature: _____



Mackenzie Business Façade Improvement Program: Grant Application

Terms and Conditions

I, _____, of _____ have read the complete
(Applicant) (Business/Building)
application and guidelines package and concur with and give my consent to the work proposed in the application.

I assume all responsibility for obtaining appropriate architectural drawing, building permits and inspections, and hiring of contractors as necessary.

I agree not to involve the District of Mackenzie or the Business Façade Improvement Program Sponsor in any legal action between myself and any contractors, estimators, employees, workers or agents arising from or out of the façade improvement project.

I give my consent to the District to make all inspections necessary to confirm that the approved plans are implemented in accordance with expected standards.

I agree to allow the District of Mackenzie to use before and after photos of the project for the purpose of promoting the program.

Payment of approved grants will be made upon the applicant providing the Project Review Committee proof of final completion of the proposed improvements along with verification of expenditures and proof of final inspection (when required).

Signature: _____ Date: _____

Application received by: _____ Date: _____