



## **Façade Grant Program**

### **Purpose**

The Façade Grant Program assists business owners of the Municipality of the District of Guysborough by providing grants to improve the *façades of buildings* thus enhancing the “curb-appeal” and making our communities more attractive. The goal of the program is to enhance the appearance of the commercial businesses (retail / service) and in so doing refresh the sense of pride within our community.

### **Area of Application**

All registered businesses assessed for Commercial use, in whole or in part, at the time of application within the Municipality will be considered eligible for the program. This includes both retail and service related businesses.

### **General Provisions**

This municipal assistance program provides grants to property owners who improve and enhance the ‘cosmetic’ appeal of the structure from a streetscape viewpoint. The grant amount is 50% of the cost to improve the appearance of the façade up to a maximum of \$5,000.00.

The eligible improvements must meet the following guidelines:

- Façade restoration of brickwork, wood, masonry and metal cladding;
- Replacement or repair of entablature (superstructure of moldings and bands which lie horizontally above columns, resting on their capitals), eaves, parapets (barrier - extension of the wall at the edge of a roof, terrace, balcony, or other structure) and other architectural details;
- Window and door repair or replacement;
- Signage in accordance with the MODG by-law respecting signs and the Nova Scotia Sign Regulations;

- Painting or cleaning of the façade exterior;
- Exterior lighting;
- Repair, replacement or addition of awnings, marquees or canopies;
- Replacement of façade elements originally in place during initial construction of the building;
- Entranceway modifications including provisions to improve accessibility for the physically challenged;
- Redesigned shop fronts;
- Such other improvements to the building exterior as may be approved by the Municipal Building Inspector or designate;
- Professional fees.

### **Administration**

The Façade Committee, in consultation with the Committee-of-the-Whole of Council, is responsible for the administration of the Façade Grant Program. Prior to the receipt of a completed application form, a pre-consultation meeting with the Committee shall be held with the applicant. The Committee shall explain in depth the requirements of the program. Confirmation will be required from the Building Inspector that no outstanding work orders apply to the property; the Committee will confirm eligibility for funding and make a recommendation with final approval of the Committee-of-the-Whole of Council. If an appeal is lodged regarding a recommendation of the Committee, the appeal shall be reviewed and decided upon by the Council of the MODG.

The Council of the Municipality of the District of Guysborough in its sole discretion may change or discontinue this program at any time.

### **Eligibility Requirements**

1. Any **property owner** desiring to be considered for a grant under this program must make an application to the Committee.
2. The application must incorporate the elements of the Façade Guidelines and shall not be for general maintenance only and is **not intended for new construction**.
3. To qualify, property owners must satisfy the following conditions:
  - a. The subject property **must be assessed as Commercial** (retail / service), in whole or in part, in the property assessment roll at the time of application.
  - b. Outstanding work orders from the Building Department must be fully satisfied prior to grant approval.
  - c. The subject property shall not be in a position of tax arrears.
  - d. Grants will be approved at the sole discretion of the Municipality.
  - e. All applicable permits shall be applied for and approved prior to construction
4. The application must be approved prior to commencing any work related to the grant.



Municipality of the District of

*Guysborough*

GRANT APPLICATION

Application No. \_\_\_\_\_  
(Office Use Only)

**Please Print**

Name of Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address \_\_\_\_\_

Address of Project \_\_\_\_\_

\_\_\_\_\_

Assessment Account No. \_\_\_\_\_

Legal Description \_\_\_\_\_

Is this property zoned Commercial: \_\_\_\_\_ Yes \_\_\_\_\_ No

**Property Information**

1. Work Order/Requests to Comply

Are there any outstanding:

a) Building Department Work Orders \_\_\_\_\_ Yes \_\_\_\_\_ No

\* Attach copies of existing work orders/requests to comply with this application

2. Taxes

The undersigned certifies that all taxes, rates and levies in respect of the property are current.

3. Improvements

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Cost Estimates

Attach written estimates from independent contractors/suppliers.

5. Financing of Work

a) Total cost of proposed work \$ \_\_\_\_\_

b) Requested Municipal Grant \$ \_\_\_\_\_

c) Balance required \$ \_\_\_\_\_

If grant is approved, how will you fund the above balance? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

6. Project Benefit

What benefits to the Business Area will result from construction of the improvements?

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7. Owner's Acknowledgment and Certificate

The Owner acknowledges that the approval of a grant is in the sole discretion of the Municipality of the District of Guysborough. Notwithstanding any representation by or on behalf of the Municipality, or any statement contained in the program, no right to any grant arises until it has been duly and individually approved and all preliminary matters completed to the satisfaction of the Municipality. The Municipality has no responsibility for any costs incurred by the Owner in any way relating to the program, including, without limitation, costs incurred in anticipation of a grant.

**The Owner certifies that the information given herein and otherwise in connection with the grant application is true, correct and complete in every respect and may be verified by the Municipality.**

I/We have the authority to bind the company

Signature of Owner(s): \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Company Name: \_\_\_\_\_

Witness: \_\_\_\_\_ Date \_\_\_\_\_

Note: The information in this application is collected by the Municipality of the District of Guysborough for the purpose of creating a record that is available to the general public.

<b>For Office Use Only</b>					
Date Received:	_____				
Information Complete:	_____	Yes	_____	No	
Grant Approved:	_____	Yes	_____	No	Date Approved:
_____					

Recommendation

**Draft Guidelines for Program**

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## FAÇADE GUIDELINES

### DESIGNATED AREA

All MODG Districts

### BUILDING ELIGIBILITY

- Applicant **Must** be the building owner;
- Your buildings commercial address must be located within MODG;
- Must pay commercial tax;
- Buildings with first level retail/service operation and second level residential occupancy, are eligible, only if the entire front façade is to be implemented and residential revenues do not exceed 50% of applicant's rental income for the building.

**Note: Filing an application does not automatically qualify an applicant for approval.**

Final approval is based on applicant's façade project meeting:

- All Façade Program Guidelines;
- Availability of Façade Program Funds.

### FAÇADE REIMBURSEMENT

#### Building Façade Improvement

Applicants with qualified building(s) whose address is located in the MODG and wish to undertake approved improvements to the façade of the building are eligible for **50% reimbursement of their project cost up to a maximum of \$5,000 (excluding HST)**

e.g. if a building façade project costs \$40,000, applicant is eligible to receive \$5,000; if building facade project costs \$20,000, applicant is eligible to receive \$5,000; if building façade project costs \$5,000, applicant is eligible to receive \$2,500)

### APPLICATION PRIORITIES

- New applicants that have not participated in previous MODG Façade Program.
- Applicants who have submitted completed applications;

- Incomplete applications will be recognized by the date stamped “Received By” the Municipality of the District of Guysborough (MODG) and will be contacted in order to request necessary information to complete the process;
- Final approval will not be given unless application is fully completed and all criteria and guidelines have been met.

**DEADLINE:**

The MODG will be accepting completed applications from now until **May 31, 2018.**

**Applications:** Only completed Application Packages will be accepted. Submission of application does not automatically qualify applicant approval. All applications must be approved by the Façade Committee.

**Project Work:** Once completed application is received and approved, a contract will be drawn up between the MODG and the applicant. Applicants will have until **December 1, 2018** to complete their project. Only work outlined in the contract will be considered.

Completed Applications **MUST** include the following:

- A signed, completed application form;
- A conceptual design/sketch of façade work proposed to be done;
- Written scope of the work carried out;
- **Minimum of 2 written estimates** (Applicant must demonstrate request for 3 estimates. See “request for Quotes” form attached);
- Your written recommendation of choice of contractor;
- Photos of all visible sides of existing building;
- Copy of building deed and evidence of paying commercial tax

**CONDITIONS OF APPROVAL**

If your application has been approved, you will be notified within 30 days of the MODG receiving a completed façade application (as detailed above) to proceed with your façade work.



If application is approved, all façade work must be completed by **December 1, 2018**. Applicants will be reimbursed according to program Guidelines, only if façade is fully completed in accordance with concept approved, and proof that your contractor has been paid in full (all projects must be fully paid for before reimbursement process can take place). All completed projects will be inspected by Façade Committee.

Any situation beyond the noted guidelines will be evaluated on an individual basis by the Façade Committee. The Façade Committee will render a decision regarding eligibility or ineligibility of an applicant's proposed façade project.

#### **INELIGIBILITY**

- Any newly established building within the last 5 years is deemed to be ineligible;
- All building interior work is ineligible;
- Individually owned building parking lots are ineligible;
- Expansions or additions to existing buildings will be ineligible;

#### **THE FOLLOWING BUILDINGS ARE INELIGIBLE:**

- Government buildings;
- Banks and financial institutions not eligible if occupant is owner and is the only tenant who occupies entire building;
- Churches;
- Libraries;
- Buildings owned by community groups;
- Buildings containing full residential occupancy only;
- National chains

#### **Environmental**

It is the applicant's responsibility to ensure their contractor is capable of addressing any environmental issues which might arise regarding the building site, and use of project materials.

#### **Nova Scotia Power**

It is the responsibility of the applicant or the applicant's contractor to contact Nova Scotia power to schedule cover-up when doing renovations near power lines.

## **Building Permits**

It is the responsibility of the applicant to obtain necessary building permits.

**For further façade details, please refer to the general guidelines outlined below.**

### **GENERAL GUIDELINES**

1. This program applies to exterior work only
2. Any façade project which commenced prior to **May 31, 2018** will NOT be eligible.
3. If approved, façade project must be **completed by December 1, 2018**.
4. Applicant is required to complete an application for **each** building.
5. Maximum amount of Façade reimbursement granted to a building owner is \$5,000 (excluding HST) for a façade application.
6. Minimum building project considered is \$5,000.00 (excluding HST), i.e. applicant entitled to 50% reimbursement (\$2,500) minimum.
7. Roofing is considered only if the architectural design of the façade requires the roof to be changed (i.e. flat roof changed to pitched roof). Façade application involving roofing shall be assessed on an individual basis according to design presented. Façade to be evaluated by the Façade Committee.
8. Minimum of **two written estimates** required for each façade project application. Applicant must be able to document request for three estimates.
9. **Reimbursement** of approved façade is paid once the following conditions have been met:
  - a) **All façade work is completed according to approved design and by the deadline;**
  - b) **Copies of invoices and cancelled cheques (proof of payment to contractor) covering entire façade project costs are submitted to the MODG and;**
  - c) **Final inspection and signoff is given by the Façade Committee.**
10. Cost for design concept/sketches, and applicable building permits and fees, applicable building signs, and Nova Scotia Power costs **are eligible if approved** and can be included in cost of overall façade project.

**Façade Project Facilitator for the MODG, will not provide any advanced information regarding applications and is not responsible for negotiating with bankers/contractors/material suppliers or any individual or agency on behalf of the applicant.**