



# District of Vanderhoof

## Business Façade Improvement Program Application Guide & Form

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### Purpose of the Program

The goal of the Vanderhoof Business Façade Improvement Program is to make Vanderhoof commercial areas more inviting and visually appealing to visitor and residents, increase assessed property values, promote private sector investment, build civic pride, and to stimulate the local economy.

The Business Façade program offers assistance to property owners and business owners to improve the physical appearance of buildings. In 2017, the program will focus on businesses located on **Stewart Street**.

### Program Overview

The District of Vanderhoof will provide a 50% reimbursement grant up to a maximum of \$5,000 per building/project to improve the facades of commercial buildings. The building must be located on Stewart Street. Projects must have a minimum total cost of \$2,000 in order to qualify and have a noticeable improvement on the visible streetscape

### 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)
- You must either have a registered business or a Not for Profit Organization
- Home based-businesses may apply for way finding signage (sign located on the business property i.e. bottom of driveway, directing customers to the business). Signs are eligible for 50% to a maximum of \$500 and must adhere to any signage bylaws applicable to your community.
- Only buildings used for commercial or offices are eligible; residential buildings are not eligible.
- All property taxes pertaining to the property are fully paid and current
- There must be a current, valid business licenses for the property (unless otherwise exempt or are a not for profit organization)
- There must be no outstanding building permits, stop work orders, or development permit condition requirements outstanding
- You have not received a previous grant under this program for the subject property

### Ineligible Applicants

- Municipally owned buildings (even if they have business tenants)
- Properties outside the specified area (as defined in the community's program guidelines)
- Non-operating business



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Eligible Improvements	Ineligible Improvements
<ul style="list-style-type: none"><li>• Exterior lighting (new but not replacement)</li><li>• Exterior architectural features</li><li>• Exterior surfaces and details (decorative details, moldings, trims etc.)</li><li>• Windows (only if part of larger enhancements, no stand-alone window replacement)</li><li>• New siding</li><li>• Entrances and doorways (if part of larger enhancements)</li><li>• Façade painting</li><li>• Awnings</li><li>• Signage (affixed to the building)</li><li>• Way-finding signage</li></ul>	<ul style="list-style-type: none"><li>• Routine maintenance</li><li>• Structural repairs</li><li>• Roofs</li><li>• Non-permanent fixtures (benches, planters, patios, patio heaters etc.)</li><li>• Landscaping</li><li>• Paving</li><li>• Fencing</li><li>• Wheelchair ramps</li><li>• Interior improvements</li><li>• Any improvements not visible from the public right-of-way</li><li>• Construction of additions, accessory buildings, or new buildings</li><li>• Any improvements started prior to application approval</li></ul>
Eligible Expenses	Ineligible Expenses
<ul style="list-style-type: none"><li>• Direct project labour costs</li><li>• Design, architectural, or engineering fees (related to facade only)</li><li>• Contractor fees</li><li>• Rental of tools and equipment</li><li>• Project-related materials and supplies</li></ul>	<ul style="list-style-type: none"><li>• Staff wages and/or benefits</li><li>• Equipment purchased</li><li>• Utilities (hydro, gas etc.)</li><li>• GST/PST, duties, shipping costs</li><li>• Permit fees</li><li>• Any expense incurred prior to application approval</li><li>• Expenses for improvements not visible from the public right of way</li></ul>



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### Application Process:

1. Contact the municipal office to determine if your building and project is eligible under the program and to receive the Program Guide and Application package.
2. Submit application with designs and anticipated budget (and approval letter from owner if applicable)
3. District staff will review the application and ensure that all eligibility and design standard requirements are met.
4. For successful applications, a Letter of Understanding will be sent to the applicant which must be signed by the Tenant/Owner and a municipal representative.
5. Tenant/owner applies to the municipality for a building permit if needed for the associated improvements.
6. Tenant/owner completes renovations.
7. Tenant/Owner provides verification of expenditures by providing:
  - a. Invoice copies
  - b. Cleared check/bank statements confirming payment of expenses, or
  - c. Credit card statement confirming payment
8. Tenant/Owner provides proof that the improvements have passed final inspection (when required)
9. Municipality verifies that the renovations meet the Letter of Understanding requirements.
10. Municipality approves project reimbursement.
11. Cheque is issued to the project proponent.

### Evaluation Process for Business Applications:

Submitting an application does not guarantee eligibility, approval, nor a specific grant amount. All applications will be reviewed in a timely manner. All applications will be received on a first-come, first served basis, with an intake deadline of May 30, 2017. Applications may be considered after the deadline as long as funds remain.

Projects will be evaluated based on the following ranked criteria:

1. Clear submission of vision for the proposed improvement
2. Proposed improvement is consistent with the OCP
3. Age and condition of the building
4. Impact on streetscape

### Reporting and Reimbursement Process

All renovations and expenditure verification documents must be completed and submitted to the District of Vanderhoof prior to the end of the municipality's fiscal year (December 31) in order to be reimbursed through the program. Any exceptions must be approved in advance.



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### Applicant Information

Applicant Name:
Mailing Address:
Business Address:
Phone:
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.

Owners Name:
Address:
Phone:
Email:

### Project Description

Describe the proposed project: (attach any extra sheets, photos, designs, samples, Etc.) Please describe work to be done and materials to be used.

Planned Start Date:
Planned Completion Date:
Estimated Total Project Cost:
Funding Amount Requested:



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### Applicant Checklist

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| <input type="checkbox"/> Budget attached  | <input type="checkbox"/> License fees paid  |
| <input type="checkbox"/> Contractor estimates attached                              | <input type="checkbox"/> "Before" photos attached   |
| <input type="checkbox"/> Required permit applications completed                     | <input type="checkbox"/> Detailed and realistic timeline demonstrating ability to complete project within calendar year |
| <input type="checkbox"/> Authorization from building owner attached (if applicable) |   |

### Terms and Conditions:

I \_\_\_\_\_, (Applicant) of \_\_\_\_\_, (Business/Building) have read the complete application 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 will allow the District of Vanderhoof to use photos before and/or after pictures of the project and testimonials for the purpose of promoting this program in the future.

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

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

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

Signature:	Date:
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<p><b>FOR OFFICE USE ONLY</b></p> <p>Application received date stamp &amp; signature:</p>	<p><b>Office Use Checklist:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Property taxes paid</li> <li><input type="checkbox"/> Business License fees paid</li> <li><input type="checkbox"/> Utility taxes paid</li> <li><input type="checkbox"/> Building Owner Authorized</li> <li><input type="checkbox"/> Required Permit Applications</li> </ul>
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