

Town of Yarmouth – Yarmouth Façade Society Façade Improvement Grant Fund

Purpose of the Façade Improvement Grant Fund:

The viability of downtown Yarmouth is vital to the commercial viability of Yarmouth County as a whole. In 2010, the Town of Yarmouth created the Downtown Blueprint Plan to stimulate efforts to improve the street appearance of the historic Yarmouth's business district façades and in doing so help stimulate the business environment of downtown Yarmouth. Central to downtown revitalization is the Façade Improvement Grant Fund for commercial properties. Grants are limited to exterior preservation, restoration or rehabilitation of real properties identified on the approved façade map for eligible sites.

The Façade Improvement Grant Fund is managed by the Yarmouth Façade Society, a not-for-profit incorporated society of the Town of Yarmouth, and offers an opportunity to receive grant monies. All grants awarded require a matching dollar-for-dollar expenditure by the owner or commercial tenant up to a maximum matching contribution of \$5,000. Façade Grants will be awarded on a first-come, first-served basis, and applications must be submitted in their entirety, with all the necessary supporting documents before they will be considered for review.

The Façade Improvement Rendering Consultation Grant is a non-matching grant fund that provides up to a maximum of \$500 plus HST for a design rendering of a commercial property within the Façade Plan area. The Grant can be applied for in advance of the Façade Improvement Grant Fund application request and will be reimbursed with final payment of the Façade Improvement Grant. No reimbursement of the Rendering Consultation Grant will be made if the Façade Improvement Application is not approved or if the work is not completed.

General Criteria:

Façade Improvement Grant awards may not exceed a total of \$5,000 per civic address for actual construction costs.

Façade Improvements: Up to a 50% maximum reimbursement of actual costs for eligible activities such as:

- Awnings: Up to a 50% maximum reimbursement for actual costs associated with addition, improvements, or replacement of awnings.
- Exterior Signage/Lighting: Up to a 50% maximum reimbursement of actual costs associated with addition, improvement, or replacement of exterior signs (including blade signs and mounting hardware). Signs placed inside window displays are ineligible.
- Zoning & Permitting Requirements: Applicants must comply with all zoning, subdivision control and land-use bylaws of the Town of Yarmouth. Applicants must receive permits and permissions as required (Development, Building, Street Disturbance, Heritage) prior to the start of any project work.

Work (labour) performed by the applicant, property owner and/or business tenant will not be reimbursable.

General Provisions, Program Requirements, Administration, and Implementation:

The following general provisions, program requirements, and administration matters apply to all financial incentive programs requiring Yarmouth Façade Society approval.

In order to be eligible for the Façade Improvement Grant Fund or the Façade Improvement Rendering Grant Fund, a commercial property must be located within the Façade Improvement Map Area as identified on the Town of Yarmouth's website, Façade Program link: (<https://www.townofyarmouth.ca/downtown-facade-improvement-program-1.html>) .

If, during the course of the work, the scope of the work changes or actual costs are greater or lesser than the estimated costs, the Façade Society reserves the right to increase or decrease the total amount of the monies associated with the Program, as long as it is not greater than the maximum grant allowance per civic address.

All commercial properties within the Façade Improvement Plan area are eligible to apply for funding. Tenants of commercial properties may apply for funding with written consent of the property owner.

Program commitments will expire if work not completed within one-year of the Façade Society's approval of application. In the event of such an occurrence, a new application may be submitted and will be processed accordingly.

Façade Improvement Grant Applicant will maintain the approved façade design for a period of five years from the date of completion.

All Town of Yarmouth property taxes and municipal utilities owing for each year must be fully paid and current prior to any disbursement of any grant funds.

All outstanding Town of Yarmouth work order and/or orders to comply must be satisfactorily addressed prior to the disbursement of any grant funds.

Assistance granted under the Façade Improvement Grant Fund to a particular property is not transferrable to any other property.

If the property is sold, in whole or part, before the original grant lapses, the subsequent owner is entitled to future remaining grant under the original approved application with the Façade Society, subject to entering into a new application agreement with the Façade Society to fulfill the terms of the original agreement.

Any property owner or commercial tenant wishing to be considered for a façade grant, must complete, and submit an application form to the Façade Society prior to the commencement of any work and prior to any application for building permit. Submission of conceptual drawings and/or plans may be required as part of the application.

The approved application, signed by both the applicants and the Chair of the Façade Society or designate will serve as the Agreement with the Façade Society, specifying the terms of the grant.

As there is a limited number of funds available, not all requests may be processed in each budget year. Priority will be given to those applications consistent with the priorities of the Façade Improvement Program.

Prior to the issuance of the grant the Façade Society will verify that all requirements of the particular grant have been met.

The personal information collected on the application form is collected under authority of The Municipal Government Act 56(1)(b) and 483(1)(c). This information is used to determine eligibility for the Façade Improvement Grant Fund and to ensure compliance with all applicable requirements of this program. Information may be shared with Yarmouth Façade Society Board and Town of Yarmouth Staff as necessary in order to effectively manage this program. Questions about the collection of personal information on this form should be directed in writing to the Yarmouth Façade Society, 400 Main Street, Yarmouth NS B5A 1G2, Attention: Yarmouth Façade Society Chair

Eligible Activities:

Façade Renovation – Must involve the general upgrading of the building’s external appearance and may include:

- Decorative Lighting.
- The addition of design elements which may have appeared on the original building or are in keeping with the building’s character.
- Repair to the building exterior facades (front, rear, and side facades) are eligible, if predominantly visible from the street.
- Masonry and Major structural repairs.
- Exterior painting.
- Signage and/or Awnings.
- Repairing or replacing cornices, entrances, doors, windows, and decorative detail. Window replacements must fit the window opening and not be smaller than the window enframingent.
- Exterior ramps, railing, decks, and steps.
- Other repairs that may improve the aesthetic quality of the building.

Ineligible Activities:

- Interior improvements (including window display area).
- Sidewalks, approaches to buildings, driveways, parking lots.
- Purchase of furnishings, equipment, or other personal property not part of the real estate.
- Improvements completed or in progress prior to notification of approval.
- Repair or creation of features not compatible with original architecture, except as required by government regulations.
- Improvements to residential structures located with the Façade Program area.
- Additions to existing structures and all accessory structures, whether attached or detached to the principal building.
- Funds used to pay off existing mortgages, lease or rental fees, association fees, executive or administrative salaries, or employee payroll.

Façade Improvement Grant process:

Application submission requirements.

1. Quote for each proposed improvement within the total project scope by qualified contractors. E.g.: Windows, Painting, etc.
If the applicant is having more work done than is within the scope of the program, the quote must be solely for the work within the scope of the program or broken down within the quote so that the eligible costs are readily available for consideration.
2. Before photo(s) of the building and a written description of proposed improvements, including all materials and colours, plans and specification of proposed work.
3. Images of rendering or proposed changes, in colour if possible.
4. Completed Application with supporting information. (blank application attached).

Applicants must appear in person to present the request or designate an Authorized Representative.

Final Application Approval:

The Façade Society will review application, determine if the project qualifies for assistance, and determine the amount of grant for approval. Awards may not exceed 50% of the total project costs excluding HST.

Grantee is responsible for obtaining any permits required to do the project. Permit fees are not included as part of the grant funding. All location improvements, signage permits must meet the Zoning requirements.

Grant Payments:

Disbursement for grant payments will be made as follows:

- 100% of the grant award payable upon final inspection and verification that the work has been completed according to the application and final approval. Verification of the work will be made by the Yarmouth Façade Society.
- Grant Administration by the Yarmouth Façade Society Treasurer.
- No outstanding Town of Yarmouth work order and/or orders on the property.
- No arrears of Town Property Taxes and/or Municipal Utilities Payment.

Grant Expiration Date:

Façade Improvement Grant Funds must be used within one-year from the application approval date. All receipts and requests for reimbursement must be submitted to the Yarmouth Façade Society no later than last business day ending in that one-year period. All awarded Façade Improvement Grant funds not used by end of the one-year period will be forfeited and reallocated for next year's Façade Improvement Budget.

Yarmouth Façade Society Contact Information:

Mailing Address:

Town of Yarmouth
c/o Yarmouth Façade Society
400 Main Street, Yarmouth, Nova Scotia, B5A 1G2

Email: yarmouthfacadesociety@gmail.com

Façade Improvement Grant Fund Resources & Useful Links:

- [Façade Improvement Guidelines & Economic Impact](#)
- [Façade Downtown Projects Completed](#)

YARMOUTH FAÇADE SOCIETY

Façade Incentive Program Application (rev3)

PLEASE NOTE: This is NOT a Development or Building Permit

DOCUMENT TO BE COMPLETED IN READABLE PRINT OR TYPED. PLEASE REVIEW AND/OR COMPLETE ALL FOUR PAGES.

APPLICANT NAME: _____ DATE: _____

ADDRESS: _____

PHONE: (902) _____ FAX: (902) _____

CELL: (902) _____ EMAIL: _____

If different from the Applicant: PROPERTY OWNER NAME: _____ ADDRESS: _____ _____	Applicant is the: (check Yes or No) Property Owner? <input type="checkbox"/> Yes <input type="checkbox"/> No Tenant of Property Owner? <input type="checkbox"/> Yes <input type="checkbox"/> No Agent of Property Owner? <input type="checkbox"/> Yes <input type="checkbox"/> No
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PHONE: (902) _____ FAX: (902) _____

CELL: (902) _____ EMAIL: _____

If the Applicant is NOT the Property Owner, a signed letter from the building owner, providing written permission, is required at the time of application.

Owner permission letter attached: Yes No Not Applicable (check one)

Property <u>Mailing</u> Address: Address 1: Address 2: Town: Yarmouth Province: NS Postal Code:	Property <u>Civic</u> Address: (if different from mailing address) Address 1: Address 2: Town: Yarmouth Province: NS Postal Code:
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Approximate Date Project Construction Will Begin: _____

Proposed Completion Date: _____

NOTE: Projects must be completed, and invoices submitted within 12 months from approval date.

BUILDING INFORMATION

To your knowledge is the building a Heritage building? Yes No Do not know (check one)

Number of storeys: _____

Current use: (Retail - Restaurant - Office - Other Commercial - Residential - Other)

- At ground floor: _____
- At second floor: _____
- At third floor: _____

Façade Incentive Program Application

PLEASE ATTACH THE FOLLOWING ITEMS:

(FAILURE TO INCLUDE ALL REQUIRED DOCUMENTATION MAY IMPEDE YOUR CONSIDERATION IN THE PROGRAM)

- Project description with before photos and/or sketch/ design or rendering of proposed work;
- At least one professional contractor* quote for work to be completed under the grant (must be broken down to illustrate the cost of the front façade and/or side façade if predominantly visible from TWO or more streets - if the applicant intends to do work beyond the front façade);
- A description of the materials to be used on the exterior in accordance with the guidelines of the Town of Yarmouth's Façade Incentive Project as available on the Town of Yarmouth's website www.townofyarmouth.ca, or in your Application Package.

*It is the responsibility of the applicants to meet requirements of the Town By-laws and Zoning.

The maximum grant available is \$5000 per Civic Address. Funding is approved/distributed on a matching contribution basis BEFORE HST. IE: If total improvements cost \$8000 before HST, you pay \$8000 and apply for a maximum reimbursement of \$4000.

Total of quotes for work proposed (before HST): \$ _____ (please ensure this number is applicable to the front or visible side façade only)

Grant Requested: \$ _____ (this should be 50% of the above number to a maximum of \$5000)

Total Estimated Overall Cost of Improvements to exterior and interior of building: \$ _____

ACKNOWLEDGEMENT

I hereby submit I have read and understand the Façade Improvement Grant Terms and Conditions. I also submit the attached plans, specifications and colour samples for the proposed project that must be approved by the YFS. No work shall begin until I have received necessary Permits from the Town of Yarmouth. I further understand that the project must be completed within (1) one year from the approved application date with total project funding available. The full grant sum will not be paid until the project is complete. I also agree to leave the complete project in its approved design and colours for a period of five (5) years in good maintained condition from the date of completion.

Submission of an application does not constitute a guarantee of funding under the Façade Incentive Program. I certify that all information is true and accurate to the best of my knowledge.

Applicant signature: Please print applicant name: Dated:

YFS signature: Please print YFS signature: Dated:

In the instance when the property owner is NOT the applicant:

In addition to the above, I acknowledge that I am acting with the permission of the property owner and that the required Letter of Permission is attached.

Applicant signature: Please print applicant name: Dated:

Phase 2 Façade Incentive Program Application

FAÇADE IMPROVEMENT GRANT APPLICATION

OFFICE USE ONLY

Date Application Received:

Application Complete: Yes No (if No, details)

Decision: (A minimum of two (2) members of the YFS FIP Committee shall sign the appropriate section)

1. Approve: _____

2. Approve with conditions: _____

3. Refusal: _____

Amount of Grant: \$ _____

Date of Reimbursement Review:

• YFS Treasurer confirms final invoices, proof of payment conditions met: Yes No (If No, details)

• YFS confirms project work completed is as per Application approved: Yes No (If No, details)

• Town Staff confirms no arrears in payment of Town property taxes and utilities invoices, as well no open Town Work Orders on the property: Yes No (If Yes, no payments can be dispersed by YFS until cleared).