

APPLICATION FOR FAÇADE GRANT

The Corporation of the Town of Whitby – Planning Department
575 Rossland Road East, Whitby Ontario, L1N 2M8
Telephone: 905-430-4306 ~ Facsimile: 905-668-7812



PLEASE READ THE ENTIRE APPLICATION FORM PRIOR TO COMPLETING

GENERAL INFORMATION AND PROCEDURES

The attached application is to be used by persons or public bodies as an application for a Building Façade Grant. This application and any attached supporting documentation, contains information collected and maintained specifically for the purpose of creating a record available to the general public and is open to inspection by any person during normal office hours. Personal information on this application is collected under the authority of the *Municipal Act*, as amended, and will be used in the processing of the application. Questions regarding this collection should be directed to: **Director of Planning, Planning Department, Town of Whitby, 575 Rossland Road East, Whitby, Ontario, L1N 2M8 (Telephone 905-430-4306).**

Façade Grant Program

What is it?

The Façade Grant Program is an initiative for Whitby's Historic Downtown Community Improvement Areas and an Action Program for Downtown Whitby and Downtown Brooklin.

The program seeks to stimulate private sector investment for the revitalization of existing commercial and mixed-use buildings in the Whitby and Brooklin Downtown Community Improvement Plan (CIP) areas.

The Town of Whitby will provide a one-time grant up to 50% or a maximum of \$5,000 to assist exterior appearance and/or structural quality improvements.

The Town grant is intended to apply to construction costs to improve (and/or restore) the visual appearance and integrity of the building fabric or exterior façade(s). Funding may cover signage and landscaping costs at the discretion of the Town.

The main focus is on improvements to the building streetscape but also encourages structural and weather/water proofing repairs that may be required to maintain overall building integrity. Restoration of original building features including windows is strongly encouraged.

Who can apply?

- Commercial building owners (or their agents)
- Commercial Tenants - **must** have a minimum 5 year lease agreement & owners approval

What buildings qualify?

- Buildings must be located in the Community Improvement Plan (CIP) areas for Downtown Whitby/Brooklin (See attached maps for boundaries)
- Buildings must not have applied for a Façade Grant within the past 5 years (exceptions may be granted)
- The priority target areas are located along major streets within these areas
- Existing Commercial & Mixed use buildings

Please Note:

This program does not apply to buildings that are strictly zoned Residential.

What Improvements are eligible for funding?

The grant can only be used on eligible **exterior work**. Restoration of original building features including windows is strongly encouraged. Examples of eligible improvements include, but are not necessarily limited to:

- structural/safety replacement and repair for exterior facade;
- repair/replacement of windows, doors, storefronts, awnings, canopies, cornices, eaves, parapets and other architectural details;
- signage (as permitted by the Town's sign by-law);
- cleaning/painting of facades visible from adjacent streets and public walkways;
- entrance modifications including wheelchair accessibility;
- repair of facades visible from adjacent streets and public walkways;
- "hard" landscaping such as walkways and planters, but not including driveways or parking areas;
- exterior fire safety upgrades to code;
- roof repairs/replacement;
- water/flood/weather proofing;
- structural repairs to walls, floors and foundations;
- landscaping including plant materials/pavers; and,
- such other similar repairs/improvements as may be approved, in conjunction with the eligible items.

What is the General Design Criteria?

General principles that should be followed when preparing plans for building improvements include:

- sensitivity to existing streetscape with respect to proportions, materials, colour, signage and architectural detail;
- meet Local Architectural Conservation Advisory Committee (LACAC) Heritage Whitby requirements if building is designated;
- if building is not designated, but listed in the heritage inventory, consultation with LACAC Heritage Whitby is encouraged;
- restoration to original facade (ie. glazing, storefronts, doorways);
- restoration or replacement of windows to original style;
- use of original materials and historic colours where feasible;
- use of metal cladding, vinyl and aluminum siding and other similar materials is discouraged;
- cleaning, repainting of painted surfaces and replacement of original brick as required;
- preservation, restoration of architectural detail; and,
- well-designed signage in proportion to building, sensitive to the appearance of the entire streetscape.

What requirements must be met?

To avoid any delays, discuss your proposed improvements in their preliminary stages of development with the Downtown Development Office, the Town's Building Department and your design professional or contractor.

You may require a building permit to undertake your proposed improvements. If a building permit is required for the work, the project will be deemed complete upon final inspection by the Building Services Division. A building permit application triggers zoning by-law, sign by-law and building code requirements. If scaffolding is required, please call the Town of Whitby Building Department for an inspection once erected.

If required, please ensure that a Road Occupancy Permit is obtained before construction has commenced. If any sidewalk closures are necessary, it will be dealt with through the Public Works Department Road Occupancy process.

Contact:

Downtown Development Office
905-430-4306

Building Department
905-430-4305

Public Works Department
905-430-4307

What is the Application Process?

- Consult with Downtown Development Staff regarding the proposed project to ensure eligibility
- Fill out the attached application form, attach drawings of proposed improvements, required appropriate approvals (see above) and return by noted deadline
- Provide two quotes from contractors for the work (one quote is usually sufficient for easily identifiable work items worth less than \$5,000)
- Once received, and all requested information is provided, application review will take approximately 4 weeks

Please Note:

1. The Town reviews each application and determines funding appropriate to individual projects based on relevant costs;
2. This is not a maintenance & repair program; such requests will not be approved;
3. Consideration will be given to those applicants who have not applied within the last 5 years;
4. If the application is approved, the building owner/agent will receive a letter of approval that will outline the basic terms and conditions of approval; and,
5. **If you undertake work prior to your application being granted and receiving your approval letter, you risk your project being disqualified.**

What is the completion time limit?

Once the application is approved by the Downtown Development Office, work can commence immediately and must be completed by December 31st, of applied year.

The Director of Planning may grant discretionary extensions when justified.

When will the funds be advanced?

The approved grant cheque amount for construction costs will be issued to the applicant when construction is completed, contractors have been paid and invoices submitted to the Town.

A partial advance at substantial completion may be considered, but will be provided at the sole discretion of the Director of Planning.

Design Assistance Grant

What is it?

The Town of Whitby also offers a Design Assistance Grant which can be applied for in conjunction with a Façade Improvement Grant. The grant is 50% of the professional design fees to a maximum of \$1,500.00, whichever is the lesser. This program will help incur the costs of professional design services that are inherent (but may not be required) in applying for the Façade Improvement Grant program.

To ensure that the work meets program objectives, the applicant should submit to the Downtown Development Office:

- 2 copies of the "product" (ie. Drawings/recommendations);
- 1 copy of the design professional's invoice(s) for exterior building design services.

The applicant must attach to the application an executed copy of a contract or letter of undertaking between the applicant and the selected design consultant. The Town's interest in contract documentation is limited to those aspects of the consultant's design services relating to building facade(s) and structural work. The contract or letter of engagement for professional services furnished to the Town should:

- indicate clearly that the applicant is the purchaser of the design consultant's services;
- require the consultant to provide design advice consistent with the design guidelines for Facade Improvement/Heritage Buildings within the Whitby or Brooklin Downtown CIP areas;
- specify the services to be provided, the fee structure and the anticipated product, which must include drawing(s); and,
- state that the Town has full access to the consultant's drawings and other documents resulting from the professional services provided for the exterior of the building, including the making or copies, without further permission from the applicant and consultant.

When will the funds be advanced?

The approved Design Assistance Grant cheque will be issued to the applicant in conjunction with the Façade Grant Application Grant Cheque (see page iii).

An applicant may select their own accredited design professional or from the following list of local professionals provided for your convenience. The list included below does not represent an endorsement of the firms listed. Please note, the use of a design professional is not mandatory.

Design Professional List:

Nexus Architects
70 Yorkville Ave. Unit #31
Toronto, ON M5R 1B9
416-962-8047

Lennis Trotter Architect
168 Centre St. S.
Oshawa, ON L1H 4A6
905-576-6869

Barry-Bryan Associates Limited
11 Stanley Ct. Unit #1
Whitby, ON L1N 8P9
905-666-5252

Mills and Associates Ltd. Architect
57 Simcoe St. S
Oshawa, ON L1H 4G4
905-579-6911

What resources are available?

The proposed improvements shall have regard to the following reports:

- Facade Improvement Guidelines Volumes I and II
- Heritage Guidelines
- Heritage Sign Guidelines
- Brooklin Heritage Conservation District Plan

Reports are available at:

- Downtown Development Office
- Whitby Public Library
- www.downtownwhitby.ca
or
www.downtownbrooklin.ca

If you have questions regarding the program, please contact the Manager of Downtown Development, Whitby Planning Department at 905-430-4306, ext. 2205; Fax 905-668-7812 or e-mail ddco@whitby.ca

Submission of Application

1. Please complete one (1) copy of the application form in full by deadline and submit to the Downtown Development Office, Whitby Planning Department, 575 Rossland Road East, Whitby, ON, L1N 2M8 with the following:
 - attached drawings of proposed improvements, appropriate approvals (as required);
 - provide two quotes from contractors for the work (one quote is usually sufficient for easily identifiable work items worth less than \$5,000).
2. Applications will not be processed where application forms are incomplete, please note there is no fee.
3. The Town of Whitby reserves the right to withdraw funds for projects subject to any terms and conditions that are violated in the application approval contract. In particular, projects initiated before receipt of an Approval Letter will be disqualified.
4. If an agent is acting for the property owner, please ensure that the required authorization is completed and executed by the owner.
5. The applicant may choose their own design professional or alternatively the design professional may be selected from the attached list. In both instances, it is the responsibility of the applicant to contact and formally retain the services of the selected architect or designer. The grant will be paid by the Town to the approved applicant. Any costs incurred above and beyond the grant amount are the sole responsibility of the applicant.

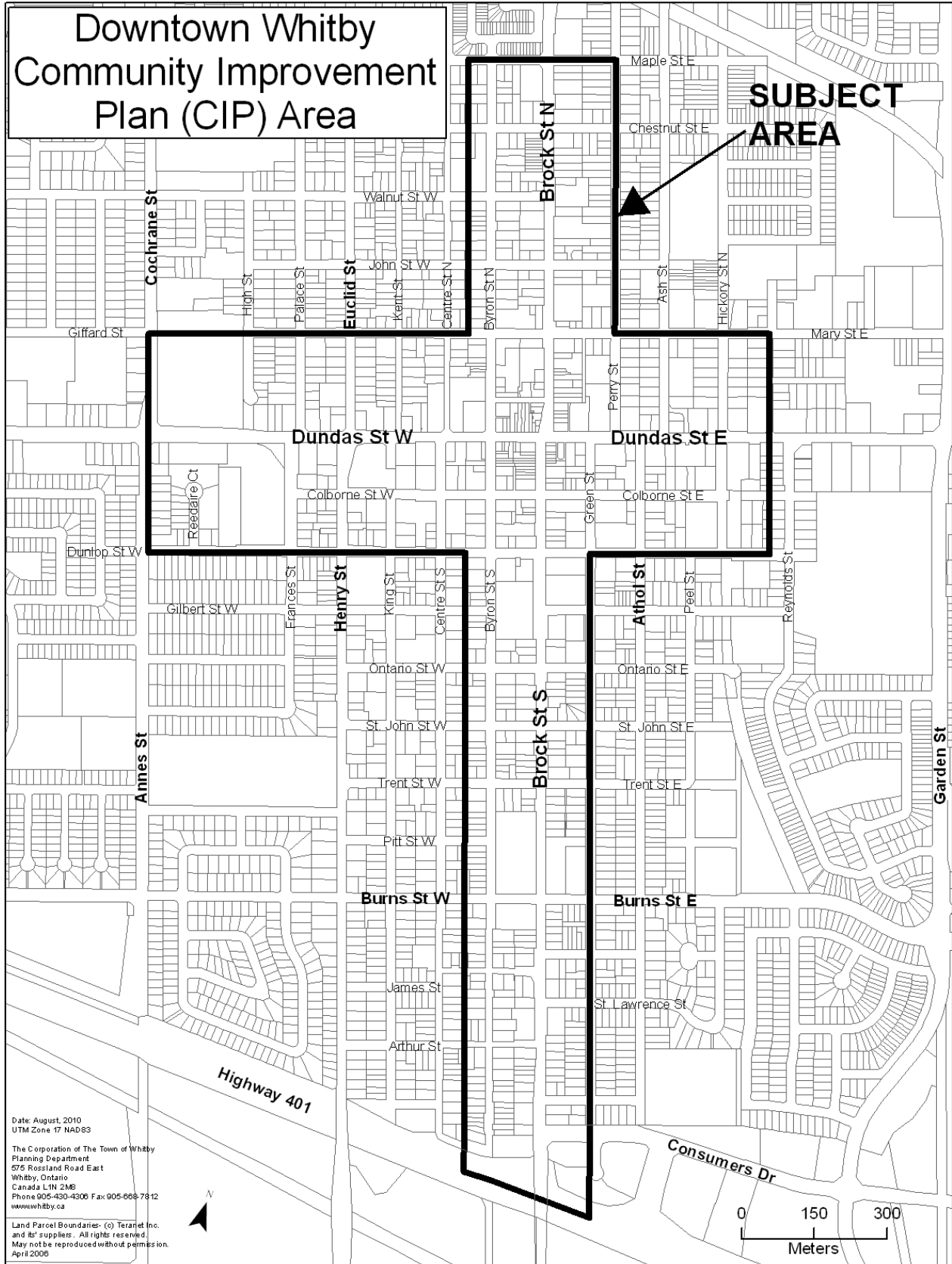
Please ensure that you:

- a. attach a letter of engagement or contract with the specified design professional;
- b. that the letter of engagement/contract includes the information specified in the information bulletin; and,
- c. attach all required information (plans, design drawings, contractor quotes, invoices) as stated in the information bulletin.

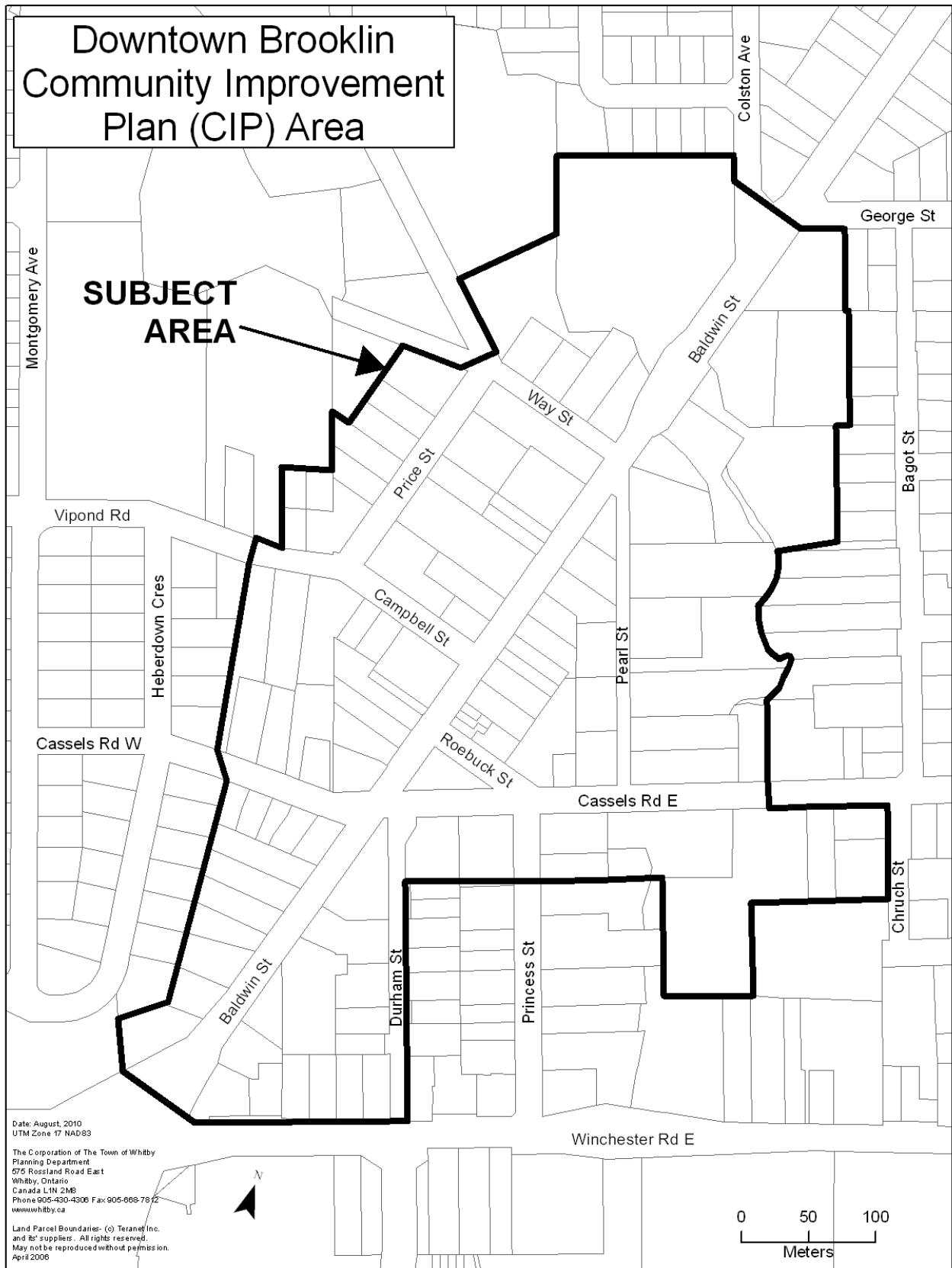
The completed application is to be submitted to:

**Manager of Downtown Development
Town of Whitby Planning Department
575 Rossland Road East
Whitby, Ontario L1N 2M8
(Telephone: 905-430-4306 ~ Fax: 905-668-7812)**

Downtown Whitby Community Improvement Area



Downtown Brooklin Community Improvement Area



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SHADED AREAS FOR OFFICE USE ONLY

Date Received:	Date Approved:	Approved By (Initials):
Grant Amount Approved:	Design Grant Applied for: Yes <input type="checkbox"/> No <input type="checkbox"/> Amount:	

PART I – APPLICANT INFORMATION

1. **Owner / Applicant / Agent / Architect:**

Please list the contact information for each of the following (if applicable):

Name	Mailing Address & Postal Code	Contact Information
Owner:*		Telephone:
		Fax:
		Email:
Applicant:**		Telephone:
		Fax:
		Email:
Agent or Solicitor:**		Telephone:
		Fax:
		Email:
Architect/Contractor:		Telephone:
		Fax:
		Email:

* If there is more than one owner, attach a list of each owner. If the owner is a company, provide the name and address of company owner(s).

**An Owner's authorization is required if the applicant is not the owner. If the applicant is a prospective purchaser, also attach a copy of the Offer to Purchase.

2. **Primary Contact:**

Correspondence relating to this application should be sent to (select one only):

Owner Applicant Agent / Solicitor Architect / Contractor

PART II – PROPERTY INFORMATION

3. **Property Information:**

3.1 Location and Description of Subject Land(s):

Municipal Address (Street # and Street Name)	Assessment Roll #
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Registered Plan(s)	Lot(s) / Block(s) #	Reference Plan(s)	Part(s) #
Lot(s)	Concession(s)	Approximate Area (hectares)	

3.2 Property improvements being applied for: *(please provide a brief description)*

4. Design Professional Information (if applicable):

Name	Mailing Address & Postal Code	Contact Information
Design Professional:		Telephone:
		Fax:
Email:		
Firm Name:		Telephone:
		Fax:
		Email:

5. Construction Schedule:

Approximate date of construction commencement: _____

Approximate date of construction completion: _____

6. Applicant's Acknowledgement:

The Applicant hereby acknowledges:

- that this application and the attached supporting documentation, information and materials, if any, contains information collected and maintained specifically for the purpose of creating a record available to the general public and is open to inspection by any person during normal office hours pursuant to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*;
- that conceptual development plans and/or drawings submitted with this application are not reviewed for compliance with the Ontario Building Code (O.B.C.) and/or related regulations;
- that submission of this application constitutes tacit consent for authorized Town staff representative(s) to inspect the subject lands or premises, and to carry out any inspections, tests and investigations as may be required;
- that additional fees and/or charges (e.g. building permit fees, parkland dedication fees, development charges) associated with any development approved in conjunction with this application may be required;
- that additional information and/or materials may be required, and therefore, the application may not be deemed complete, nor processed unless the additional information and/or materials are submitted.

Questions about the collection and inspection of this information should be directed to: **Director of Planning, Town of Whitby, 575 Rossland Road East, Whitby, Ontario, L1N 2M8, Telephone: 905-430-4306.**

7. Owner's Authorization:

If the applicant is not the owner of the land that is the subject of this application, then written authorization by the owner, authorizing the applicant to prepare and submit the application must be attached, or the owner must complete the authorization set out below.

Is written authorization attached?

Yes No

If **No**, then the following Owner's Authorization for the Agent to prepare and submit the Application must be completed:

I, _____, am the owner of the land that is the subject of this application and
(Please print)
I authorize _____ to prepare and submit this application on my behalf.
(Please print)

Signature of Owner

Date

8. Declaration:

I, _____, of the _____,
(Please print) *(e.g. Town of Whitby)*
in the _____, make oath and say (or solemnly
(e.g. Region of Durham)
declare) that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the Sections above is true.

Sworn (or declared) before me at the _____, in the
(e.g. Town of Whitby)
_____, this _____ day of _____, in the year _____.
(e.g. Region of Durham)

Applicant

Commissioner of Oaths

**Applications will not be processed
where application forms are incomplete**