



District of New Hazelton

Program Guide 2020

Building façade improvements in New Hazelton

NEW HAZELTON BUSINESS FAÇADE IMPROVEMENT PROGRAM

District of New Hazelton
3026 Bowser Street, VoJ 2J0
Phone: (250) 842-6571
Email: info@newhazelton.ca



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 Owner(s) stating that you are allowed to make the proposed 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)

2. Planned Start Date: _____
3. Planned Completion Date: _____
4. Estimated Total Project Cost: _____

Applicant Checklist:

- Property taxes paid
- Utility taxes paid
- Licence fees paid
- Required permit applications completed
- Building owner authorization

Attach to Application:

- Photos of existing conditions
- Detailed specifications
- Contractor's cost estimates
- Drawings
- Material & colour samples



Terms and Conditions

I, _____, of _____ have
(Applicant) (Business/Building)

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 drawings, building permits and inspections, and hiring contractors as necessary.

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

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.

Payment of approved grants will be made upon the applicant providing the District of New Hazelton proof of final completion of the proposed improvements along with verification of expenditures and proof of final inspection.

Signature: _____

Date: _____

Application received by: _____

Date: _____

PROGRAM PURPOSE AND GOALS

This program provides grants to eligible commercial properties within the municipal boundaries of New Hazelton (C1 and C2 zoning). The Business Façade Improvement Program is aimed at aiding businesses in refreshing the façade of their building to enhance the streetscape and visual impact of the downtown commercial area. It is designed to encourage such enhancements as a way of attracting locals and visitors to the downtown commercial core.

This initiative will contribute towards:

- Making New Hazelton a more inviting place to walk, bike, shop, and play;
- Promoting the marketability of retail and commercial businesses;
- Helping building owners to create value and attract and retain tenants;
- Enhancing the quality of life for residents, workers, and visitors in the downtown core; and
- Building civic pride among the business community and New Hazelton citizens.

DESIGN GUIDELINES

The Business Façade Improvement Program primarily addresses the physical appearance of the buildings in the commercial core. Improvements in the outward appearance of buildings has proven to increase the appeal of the businesses within, attract shoppers both for the goods and services they provide and for the experience of walking around an interesting downtown space.

The basic design approach is to follow the improve the look of buildings within the commercial zone in a manner that is appealing to the public. This may include such changes as siding, painting, murals, way finding signage, and other visually appealing changes to the facility.

In order to be eligible for this grant, the applicant must submit designs and costs for the project. Designs need not be done by a professional architect or designer but it is strongly encouraged that the tenant/property owner seeks professional help, keeping in mind that grants will be awarded based on merit of design and visual impact to the streetscape. Designs need to clearly outline the proposed improvements to allow the review committee to evaluate the project and clearly see that the finished product looks like what was intended during the application process.

All work is to be completed by December 31, 2020.

ELIGIBLE APPLICANTS

To be eligible to apply:

- You must be the property owner or business owner. If the applicant is the business owner, the property owner must approve of the application in writing and confirm that all improvements are to be paid by the applicant;
- Not for profit organizations (will need landlord approval if tenants of the building apply);
- Not for profit societies occupying commercial storefronts;
- Home-based businesses (eligible for wayfinding signage only*);
- All District of New Hazelton property taxes pertaining to the property are fully paid and current;
- There must be a current, valid business licence for the property (unless otherwise exempt);
- There must be no outstanding building permit, stop work orders or development permit condition requirements outstanding;
- Program application is approved; and
- You have not received a previous grant under this program for the subject property.

INELIGIBLE APPLICANTS

- Residential homes located in the designated commercial area are not eligible;
- Municipally owned buildings (even if they have business tenants);
- Government buildings;
- Apartment buildings;
- Properties outside the specified area (as defined in the District's program guidelines); and
- Non-operating businesses (business must be in operation).

ELIGIBLE 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, trim, etc.);
- Windows (only if part of larger improvements, no stand-alone entrance/doorway replacements);
- New siding;
- Façade Painting;
- Entrances and doorways (if part of larger enhancements, no stand-alone entrance/doorway replacement);
- Awnings;
- Signage (affixed to the building);
- *Way finding signage (sign located on the business property i.e. at the bottom of a driveway) Signs are eligible for 100% to a maximum of \$500 and must adhere to any signage bylaws and regulations; and
- Accessibility improvements (ramps, wider doors, etc.) to the outside of the building only AND are part of a larger façade improvement project.

INELIGIBLE 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; and
- Any improvements deemed inconsistent with redevelopment purposes and design guidelines.

ELIGIBLE COSTS/EXPENSES

- Direct project labour costs;
- Contractor fees;
- Rental of tools and equipment;
- PST;
- Shipping costs;
- Project materials and supplies; and
- Design, Architectural, Engineering fees (related to façade and signage only)

INELIGIBLE COSTS/EXPENSES

- Staff wages and/or benefits;
- Expenses related to improvement to the building façade not visible from the public right-of-way;
- Utilities (hydro, gas, etc.);
- Equipment purchased;
- GST;
- Duties;
- Permit fees; and
- Façade improvements started prior to application approval.

GRANT AMOUNTS

This program can provide grants of up to 100% of the cost of eligible improvements, to a maximum of \$5000 per building. Way finding signage grants up to 100% of the costs to a maximum of \$500.00.

Work completed by December 31, 2020 will be used in calculation of eligible costs of improvements.

BUSINESS APPLICATION PROCESS

- Pick up Program Guide and Application Package at the District of New Hazelton's front desk or from the website at www.newhazelton.ca;
- Owner/tenant submits application with designs. (Grant Application Form attached);
- The District reviews application and proposed façade improvements to ensure compliance with the District of New Hazelton form and character guidelines and the Façade Improvement Program guidelines;
- Applications must be submitted and approved prior to the start of façade improvement project in order to be eligible for funding;
- Approval or rejection of application is sent to applicant by email or letter within 20 days of review;
- For successful applications, a Letter of Understanding must be signed by the applicant and the District of New Hazelton;
- Applications are accepted on an ongoing basis as they are received and until the annual budget for the program has been allocated;
- Tenant/owner acquires building permit, if required, and completes renovation;
- Verification of expenses: invoices and confirmation of payment forwarded; and
- Project Review Committee verifies that completed renovations meet Letter of Understanding requirements, approves reimbursement, and issues cheque.

EVALUATION PROCESS

In the event that there are more eligible applicants than funds available to award, the Committee will prioritize projects based on the following ranked criteria:

- Quality of design;
- Age and condition of building; and
- Impact on streetscape.

REPORTING REQUIREMENTS

Following completion of the Business Façade Improvement project, the applicant must submit **Before and After** photos to the District of the improvements. The approved applicant must also submit any reports, links, testimonials, or other relevant information to the District. The deadline to submit this information to the District will be December 31, 2020.

ADDITIONAL INFORMATION

As a joint venture between property owners and the municipality, the New Hazelton Façade Improvement Program is an aid to beautifying our streetscape for the benefit of local citizens and visitors.

This program is administered by the District of New Hazelton, whereas the funding is provided by the Northern Development Initiative Trust.

APPLICATION DEADLINE

The application deadline is open however; all work must be completed by December 31, 2020.