



## **DOWNTOWN BRANTFORD FAÇADE GRANT PROGRAM**

**2013**

- **Information Bulletin**
- **Application Form**

An Initiative of the City of Brantford Supporting Downtown Revitalization

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## **Downtown Brantford Façade Grant Program Information Bulletin**

### **What is it?**

By providing financial incentives to property owners /tenants, the program seeks to stimulate private sector investment in the revitalization of existing commercial and mixed-use buildings in the Downtown Brantford Community Improvement Plan Area (CIP). The program focuses on improvements to the front façade and building elevations that can be seen from the street.

### **Who can apply?**

- Owners of Commercial and Office buildings or their designated agent (agents need to fill out Section B and C of the application form).
- Tenants in Commercial or Office buildings (to qualify must have a lease agreement and written permission of building owners).

**Please note:** past applicants in default of the previous Downtown Façade Loan Program are ineligible to apply to this program.

### **What Buildings Qualify?**

Buildings must be located in the Downtown Community Improvement Plan Project Area (see attached map). Please note this program does not apply to strictly residential buildings.

### **How does the Program work?**

The City of Brantford will provide a one-time grant up to a maximum of \$7,500 to help property owners to improve the exterior appearance and or structural quality of their building. Grants are allocated per address. To achieve the maximum grant of \$7,500, the project must have a minimum construction value of \$15,000 (exclusive of HST). Minimum grants are \$2,500 and must have a minimum construction value of \$5,000 (exclusive of HST).

Design Grant - in addition, The City of Brantford will fund up to 50% of the professional service design fees (exclusive of HST). Please note the maximum grant is \$2,000. This will help applicants hire an architect (for preparing designs, estimates, etc.), an engineer (for structural analysis) or accredited designer (landscape, interior, lighting or graphics/signage) to develop the project concept and can be applied for before the applicant applies for a grant. Design Grants

can be applied for at anytime of the year if funds are available. Please note applicants risk disqualification if they undertake work before receiving and signing an Approval Letter. Projects will not be funded retroactively.

### **What improvements are eligible for program funding?**

The grant can only be expended on eligible exterior work. Examples include, but are not necessarily limited to:

- Structural repair for exterior façade;
- Repair/replacement of windows, doors, storefronts, awnings, canopies, cornices, eaves, parapets, and other architectural details;
- Painting of existing painted surfaces visible from adjacent streets and public walkways, but not unpainted brick.
- Modifications to improve accessibility;
- “Hard” landscaping such as walkways and planters, but not including driveways and parking areas.
- Landscaping including plant materials/pavers,
- Signage (as permitted by the sign by-law, but not including back-lit plastic signs);and
- Such other similar repairs/improvements as may be approved.
- Note: Signage and Landscaping – The City grant is intended to apply to construction costs to improve (and/or restore) the visual appearance and integrity of the building fabric or facades. Funding may cover signage and landscaping costs, provided that, in the discretion of the City, no improvements to the building façade (s) are deemed necessary or advisable..

### **What are 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;
- Obtain Brantford Heritage Committee’s approval if designated;
- If building is not designated, but listed in the heritage inventory, reference to approved heritage guidelines is recommended.
- Restoration to original façade (i.e. glazing, doorways); restoration or replacement of windows to original style;
- Use of traditional or original materials
- Use of metal cladding, aluminum siding, stucco, plastic and other similar materials is discouraged on listed heritage buildings,
- Cleaning, repointing, 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 resources are available for additional assistance?**

- A Master Plan for Downtown Brantford: Towards a Stronger Future (2008)*
- Downtown Streetscape Design Plan (2011)*
- Heritage Inventory on City of Brantford Website*
- Brant Avenue Heritage Conservation District Study (1988)*
- Victoria Park Square Heritage Conservation District Study*

### **What are the time limits for the completion of an approved project?**

The work must commence within 6 months of approval, and be completed by December 31<sup>st</sup> of the calendar year. You may request extensions. The Director of Policy Planning (Community Development Services) may grant extensions when justified. Uncompleted projects risk loss of the grant allocated.

### **When will the funds be advanced?**

One lump sum cheque for exterior construction costs will be issued to the approved applicant when construction is completed and all copies of invoices have been submitted to the City of Brantford (exclusive of HST).

The Design Grant will be issued after approval of the application, drawings have been forwarded to the City of Brantford and upon receipt of the copy of the invoice for the architect, engineer or designer.

### **What other requirements must be met?**

You may require a building permit to undertake your proposed improvements. A building permit application may trigger zoning by-law, sign by-law, and building code requirements. To avoid future problems, take time to discuss your proposed improvements in their preliminary stages of development with the program administrator, the City's Building Services staff, your architect and your contractor. If a building permit is required for the work, the Building Services Division will deem the project complete upon final inspection. Grant payment will occur after the final inspection and all contract and financial requirements have been met. Projects that require scaffolding will require a Road Occupancy Permit from the Engineering Department. Encroachment agreements may be required for projecting signs.

### **What is the application process?**

- Consult with City staff regarding the proposed project to ensure eligibility.
- Fill out the attached application form.
- Attach to the application drawings of the proposed improvements eligible for program funding and two quotes from contractors for the work (one

quote may be sufficient for easily identifiable work items worth less than \$5,000).

- If a tenant is applying, a letter of approval is required from the building owner stating their agreement with the design submitted as well as the application (section B and C) providing written permission to proceed with the project if the application is approved.
- Applications can be submitted from January to early March for consideration. Second intake is from July to September, funds permitting.
- All applications will be reviewed by the Downtown Business Performance Grants Committee in mid- March. The Committee will recommend to Council approval of projects that meet all program requirements and will determine a funding amount appropriate for each individual project based on relevant costs and budgetary limitations.
- If all requested information is provided, approved applicants will be notified by early May (specific dates will vary). The building owner, agent or tenant will receive a letter of approval that will spell out the basic terms and conditions of approval (the contract). The applicant must return a signed copy of the Approval Letter, which constitutes the contract between the Applicant and the City.
- Work must not begin before receipt of the Approval Letter, otherwise the applicant risks disqualification. Work already completed will not be funded retroactively.

## **Are there any other important details (for hiring an architect / designer)?**

### **1. Letter of Engagement**

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

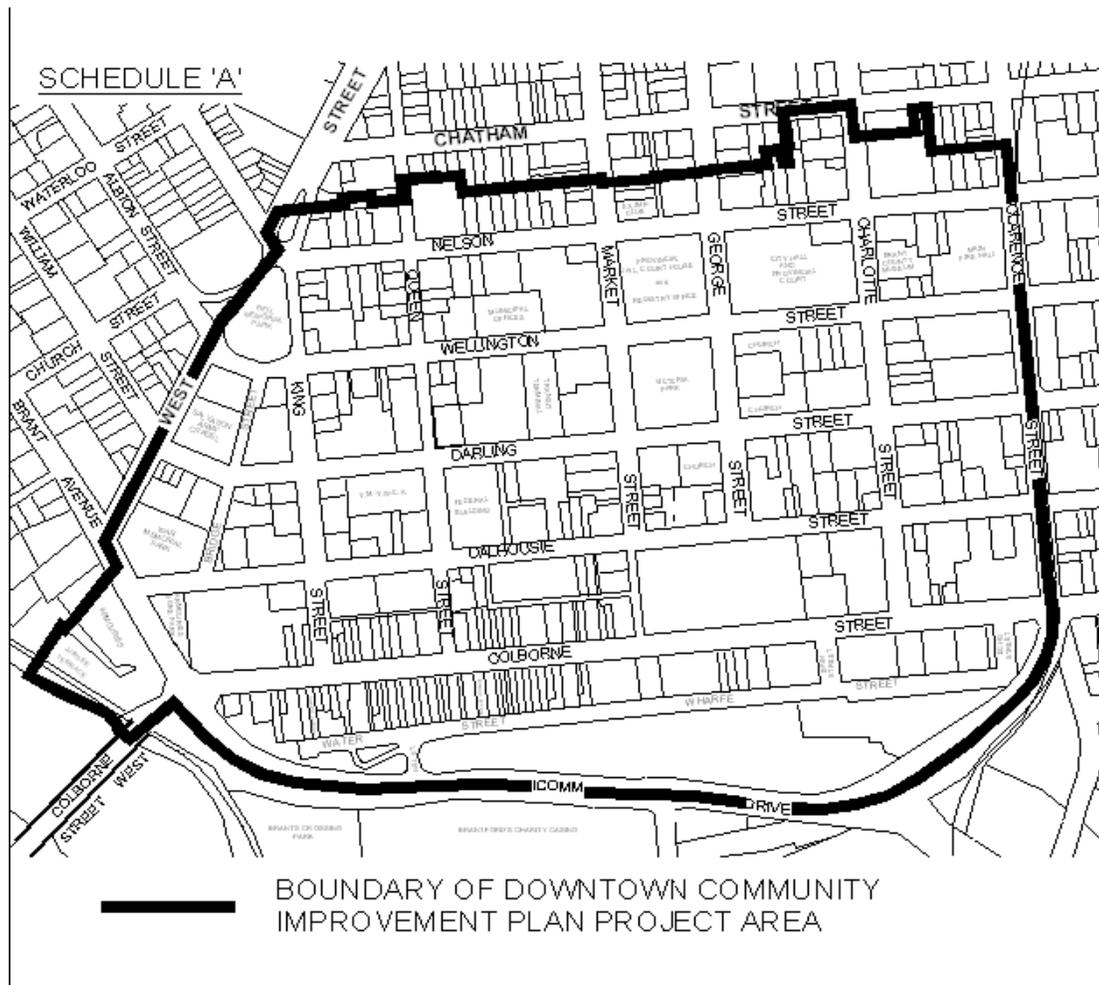
- Indicate clearly that the applicant is the purchaser of the design consultant's services;
- Require the consultant to provide design advice consistent with the design guidelines for Façade Improvements/ Heritage Buildings within Downtown Brantford;
- Specify the services to be provided, the fee structure and the anticipated product, which must include drawing(s), to qualify for City funding; and
- State that the City 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 of copies, without further permission of the applicant and the consultant.

### **2. Applicant Responsibility**

The applicant is responsible for paying the architect or engineer. Before paying the architect, the applicant should submit a copy of the architect's "product" for review by the program administrator to ensure that the work meets program objectives.

### 3. Requirements

2 copies of the "product" (i.e. drawings or written recommendations), a copy of the design professionals invoice(s) to the applicant for exterior building design services and invoices ( and /or acknowledgement that the design professional has been paid) are required in order to receive the grant.





**City of Brantford**  
**Downtown Brantford Façade Grant Program**  
**Application Form**

**A. General Information and Instructions**

1. Please read the attached information package.
2. If an agent is acting for the property owner, please ensure the required authorization is completed and executed by the owner as provided in Sections B and C of this form.
3. If you hired a design professional –the design professional selected is the choice of the applicant. 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 City to the approved applicant. Applicants are responsible for all costs. City will only reimburse the grant portion of the costs incurred.
4. Please ensure that you:
  - (a) attach a letter of engagement or contract with the specified design professional or contractor;
  - (b) that the letter of engagement/contract includes the information specified in the information bulletin;
  - (c) attach all required information (plans, design drawings, contractor quotes,) as stated in the information bulletin.
  - (d) If the application is not completed in full, it will be returned prior to any review to the applicant for completion and resubmission.
5. You may deliver your application in person, drop-off or send it by mail to Policy Planning, Planning Department, City of Brantford, City Hall 100 Wellington Square , Brantford, ON N3T-5R7 – attention: Mark Gladysz
6. Please print (or type) the information requested on the application form. There is no application fee.

If you have questions regarding the program, please contact Mark Gladysz, Senior Planner-Projects at 519- 759-4150, ext 2388 or email [mgladysz@brantford.ca](mailto:mgladysz@brantford.ca)

## **Applicant and Property Data**

**Name of Registered Property Owner**

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

**Full Mailing Address of Property Owner**

\_\_\_\_\_ Number \_\_\_\_\_ Street \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_

Province \_\_\_\_\_

Postal Code \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

### **Applicant Information** (if not the same as above)

\_\_\_\_\_ Name \_\_\_\_\_

\_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_ Phone Fax \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

### **Property Information**

Address of Property for which application is being made (list all municipal addresses):

\_\_\_\_\_

Legal Description of Property (Lot and Plan No. \_\_\_\_\_)

Property Improvements being contemplated at this time (please provide a brief written description and attach any quotes and drawings);

\_\_\_\_\_

\_\_\_\_\_

**Name and address of design professional** (associated with this project, if applicable):

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Name and Firm

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No. Street

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City Province Postal Code

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Phone

Fax

**Construction Schedule**

Approximate date of Construction Commencement

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Approximate Date of Construction Completion

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## B. Authorization and Declaration

### AUTHORIZATION OF OWNER

I/We \_\_\_\_\_ owner(s) of the property known as  
\_\_\_\_\_ hereby authorize \_\_\_\_\_ to act on  
my/our behalf in regard to the above application to the City of Brantford.

\_\_\_\_\_

(Signature of Owner) (Signature of Witness)

## C. Statutory Declaration

Dated at the \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

I, \_\_\_\_\_ of the \_\_\_\_\_ in the \_\_\_\_\_

solemnly declare that all statements contained are true and I make this  
declaration conscientiously believing it to be true and knowing that it is of the  
same force and effect as if made under oath and by virtue of *The Canada  
Evidence Act*.

Declared before me at the \_\_\_\_\_

in the \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_

(Signature of Applicant)