



City of Terrace

Business Façade Improvement Program

2022 Guidelines

Program Purpose and Goals

The physical environment in which we live and work has a great effect on us. A community that is more appealing to the eye gives its citizens a greater sense of place and welcomes customers and visitors. The quality and character of the building facades on the main streets in the downtown area of any community is a powerful accelerant for economic development.

This program was made possible with the financial support of Northern Development Initiative Trust (NDIT). The City of Terrace and the Terrace Downtown Improvement Area (TDIA) are proud to offer this program to improve the character and physical appearance to retail and commercial buildings in the Terrace Downtown Improvement Area (see Appendix A) and to support the Downtown Revitalization efforts currently underway. The program guidelines are intended to set the eligibility and quality standards for the types of improvements that will be reviewed by the program staff.

The Program

These program guidelines are intended to maximize the program benefit for improving aesthetics of downtown commercial areas.

The Terrace Downtown Improvement Area Façade Improvement Program will match dollar per dollar, a reimbursement **grant up to a maximum of \$5,000 or 50% of the total costs of the project**, to improve the facades of downtown buildings.

The building must be located in the Terrace Downtown Improvement Area (see Appendix A). Each building within the Improvement Area is eligible for the façade grant and once a building has been approved and the improvements completed, the building will not be eligible for future façade grants under this program.

Projects must have a **minimum total cost of \$2,000 in order to qualify** for the program.

Application deadline is May 16, 2022.

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)
- Non-profit and enterprising non-profit organizations (tenants)
- Home based businesses which are zoned commercial, have a storefront and are within the specified area
- Home based businesses without a commercial storefront (eligible for wayfinding signage only)
- Property taxes pertaining to the property are fully paid and current
- Current, valid business licenses for the property (unless otherwise exempt)
- No outstanding building permits, stop work orders, or development permit condition requirements outstanding

- The subject property has not received a previous grant under this program

Ineligible Applicants

- Residential homes located in the commercial area
- Apartment buildings
- Government owned buildings (municipal, provincial or federal; even if they have business tenants)
- Properties outside the specified area (as defined in Eligible Properties)
- Empty buildings or businesses that are not operating (exception if the business is renovating or doing improvements to the building in anticipation of re-opening)

Eligible Façade 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, trims etc.)
- Windows (only if part of larger enhancements, no stand-alone window replacement)
- New siding
- Façade painting
- Entrances and doorways (only if part of larger enhancements, no stand-alone entrance/doorway replacement)
- Awnings
- Signage (affixed to the building)
- Wayfinding signage (*sign located on the business property i.e. at the bottom of a driveway*).
 - Signs are eligible for 50% to a maximum of \$500 and must adhere to any signage bylaws and regulations
- Accessibility improvements (ramps, wider doors etc.) to the outside of the building only AND are part of a larger façade improvement project
- Patios, includes permanent patios or seasonal parklet patios. Permanent patios must comply with City of Terrace Urban Design Guidelines that can be viewed under City Hall – Departments – Development Service - Planning section of the City of Terrace website. Seasonal parklet patios are subject to the Parklet Design Guidelines that can be viewed under the Business & Development - Community Planning - Planning Documents section of the City of Terrace website.

Ineligible Façade Improvements

The following improvements are ineligible:

- Routine maintenance
- Structural repairs
- Roofs
- Non-permanent fixtures (benches, planters, 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
- Any improvements deemed inconsistent with redevelopment purposes and design guidelines

Eligible Costs/Expenses

- Direct project labour costs
- Design, architectural or engineering fees (related to facade only)
- Contractor fees
- Rental of tools and equipment
- Project related materials and supplies
- Shipping and/or freight
- PST

Ineligible Costs/Expenses

- Staff wages and/or benefits
- Purchase of construction tools or equipment
- Operational costs including utilities (hydro, gas etc.)
- Duties
- Permit fees
- Expenses related to improvement to the building façade not visible from the public right of way
- Façade improvement expenses started prior to application approval
- GST

Design Guidelines

In order to be eligible for this grant, the applicant must submit designs and costing for the project.

Grants are to be awarded based on a Project Review Committee/Selection Process. Designs need to clearly outline the proposed improvements to allow the review committee to accurately evaluate the project, and clearly see that the finished product looks like what was intended during the application process.

Projects must be consistent with the general form and character of the **City of Terrace Urban Design Guidelines** found as Appendix 'C' of the Official Community Plan.

The Urban Design Guidelines can be found on the City of Terrace website: www.terrace.ca/city-hall/departments/development-services/planning under the Current Planning section and the Official Community Plan.

Building, sign and/or other permits may be required based on the extent of the improvements to be completed. These requirements are not waived by approval for the Business Façade Improvement Program and should be applied for prior to or concurrently with application for this program.

Business Application Process

Submitting an application does not necessarily mean your project or a specific grant amount will be approved. All project proposals are subject to a comprehensive review, must meet high quality standards, and must reflect the spirit and intent of the Business Façade Improvement Program Guidelines.

1. Owner/Tenant submits application form to Terrace Downtown Improvement Association (TDIA) as provided by TDIA complete with proposed façade designs, (and approval letter from owner if applicable) and ‘before’ pictures of the building and elevation drawings of the facade to be improved. Digital photos are preferred, with a minimum resolution of 1024 x 768 pixels.
2. TDIA will forward completed applications to the City of Terrace Planning Department for review to ensure that improvements meet the Urban Design Guidelines within the Official Community Plan. The Urban Design Guidelines can be found on the City Hall – Departments – Development Service - Planning section of the City of Terrace website at [Planning | City of Terrace](#).
3. The Project Review Committee meets to review all applications and makes a recommendation to accept or reject the application.
4. Applications submitted prior to the May 16, 2022, application deadline will receive first priority. If all funds are not allocated after the first round of applications, subsequent applications will be reviewed on a first come first serve basis.
5. Approval or rejection of application is communicated to applicant by TDIA either by email or mailed letter.
6. For successful applications, a Letter of Understanding is sent to the applicant, which must be signed by the Tenant/Owner and the Project Review Committee.
7. Owner/Tenant acquires any required permits and completes the renovations.
8. Business/Owner must provide verification of expenditures with the following:
 - All copies of invoices or receipts for expenditures
 - Copies of cleared Check/Bank Statements/Credit card statements confirming payment
 - Proof that the improvements have passed final inspection (if applicable)
 - Pictures of the completed facade improvement.
 - A final testimonial of the benefits of the façade grant program

Please note: Approved projects must be completed by Year End (December 31).

Evaluation/Selection Process

The Project Review Committee will review all applications, determine eligibility of projects and make decisions on which projects should be funded. The Project Review Committee will be responsible to confirm the expenditures and that the project has been completed according to the approved plans.

In reviewing applications the Project Review Committee will consider the following.

1. Conformance with the City of Terrace Zoning Bylaw & Development Permit Area Urban Design Guidelines.
2. Age and condition of building i.e. buildings in poor condition have greater likelihood of project approval.
3. Impact on streetscape.
4. Use of a professional designer/architect.
5. Located in Terrace Downtown Improvement Area. See Appendix A - Façade Improvement Program Area Map

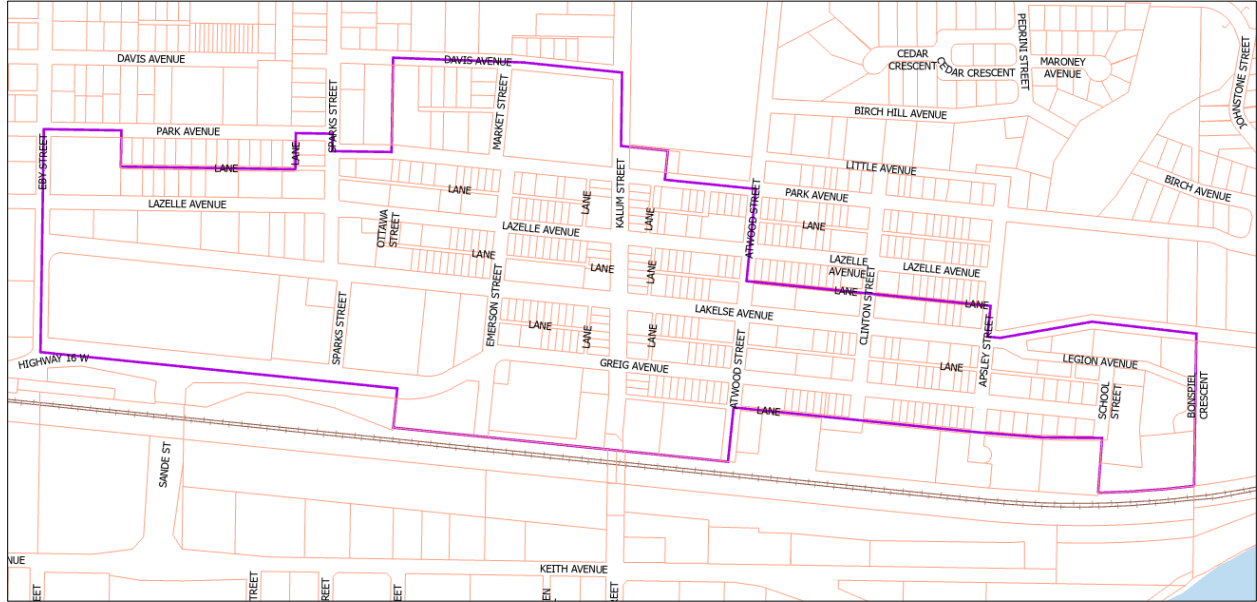
Additional Information

The City of Terrace may require development, building and or sign permits based on the extent of the improvements to be completed.

- A development permit may be required for projects in the Terrace Downtown Improvement Area
- Building permits may be required for renovations. For additional information regarding building permits please contact the City of Terrace at 250-615-4000
- Sign permits are required as per the City of Terrace Sign Regulation Bylaw

Appendix A

TDIA Boundary





terracedia@gmail.com

www.tdia.ca

FAÇADE IMPROVEMENT PROGRAM APPLICATION

May 16, 2022. Applications received after this date will be considered if grant monies are still available.

Date: _____ / _____ / _____	Applicant is the: <input type="checkbox"/> Property Owner <input type="checkbox"/> Business Owner
Applicant Name: _____	Phone: _____ Fax: _____
Mailing Address: _____	Email: _____
City: _____ P.C. _____	

Property Address: _____

The applicant must be the property or business owner, with property owner's written content:

Please attach a detailed description of the improvements that are proposed. Attach supporting materials including a description of the project, photos of the existing building façade, drawings of the proposed improvements (*if applicable*), cost estimate and a project schedule. Please ensure all attachments are clearly labelled.

Total Cost of Improvements: \$ _____ Grant requested: \$ _____

Approximate Date Project Construction will begin: _____

Proposed Completion Date: _____ **Deadline December 31, 2022**

BUILDING INFORMATION:

To your knowledge is the building a *Heritage Building*? YES NO UNKNOWN Number of Storeys: _____

Current use: Retail Restaurant Office Service Other Commercial Residential

(Please tick all appropriate boxes) Other (Please specify) _____

I understand that my submission of an application does not constitute a guarantee for funding under the Façade Improvement Program. I certify that all information is true and accurate to the best of my knowledge and, if approved, work will be completed in accordance with terms and conditions of the Performance Agreement entered into with the City of Terrace.

Applicant Signature

_____ / _____ / _____

Date

Office Use Only

Date Rec'd: _____ / _____ / _____

Date of Application Review: _____ / _____ / _____

Application Complete: Yes No (*If no, provide details*)

Decision: Approved Not Approved

Approved/Conditions

Amount of Grant: \$ _____

PLEASE ATTACH THE FOLLOWING ITEMS:

Copy of Property Title Project Description Photos of the existing building façade

Project schedule (*Starts and End Date*) Cost Estimate Description of materials

Sketch/illustration/drawings of the proposed improvements, including colour scheme

Property owner's written consent (*if required*)

APPLICANT CHECKLIST:

Property taxes current Business License current Required permit applications (*building/sign and/or other permit*)

Note: Information collected in this application form is confidential & collected for the purpose of administering the Façade Improvement Program and to maintain communications as considered necessary. Please note that the name and location of the building and façade improvement designs may be released to the various organizations, the media, and the public if the applicant receives a grant under the Façade Improvement Program.

Terms and conditions

I, _____
of _____

(Applicant)
(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, inspections, and hiring of contractors (*as necessary*).

I will allow the Terrace Downtown Improvement Area (TDIA) and the City of Terrace to use before and/or after photos of the project for the purpose of promoting the Façade Improvement Program.

I agree to not involve the Terrace Downtown Improvement Area (TDIA), the City of Terrace or the Façade Improvement Program in any legal action between myself and any contractors, estimates, employees, workers or agents arising from or out of the façade improvement project.

I give consent to the City of Terrace and the Project Review Committee to make all inspections necessary to confirm that the approved plans are implemented in accordance within this agreement.

Payment of approved grants will be made upon the applicant providing the Project Review Committee proof of final completion of the proposed improvements along with verification of expenditures and proof of final inspection (*when required*).

PROOF OF FINAL INSPECTION:

- Copies of cleared checks / bank statements confirming payment
- Photos of the completed building façade
- Testimonial stating the benefits of the Business Façade Improvement Program
- Proof of final inspection (*if required*)

Signature:
