



# Terrace Downtown Improvement Area Facade Improvement Program Grant Application

## Applicant information

Applicant Name:

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Mailing Address:

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Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Building Address:

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Email:

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If you are applying as the tenant of a building please provide the following information and attach a letter of consent from the owners stating that you are allowed to make these changes to the building.

Owner's Name:

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Address:

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Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

## Project Description

Describe the proposed project: (attach any extra sheets, photos, designs, samples, Etc.)

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2. Planned Start Date:

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3. Planned Completion Date:

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4. Estimated Total Project Cost:

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5. Project Cost Components  
(Estimates):

### Materials Labour

Design \$ \_\_\_\_\_ \$ \_\_\_\_\_

Mechanical \$ \_\_\_\_\_ \$ \_\_\_\_\_

Electrical \$ \_\_\_\_\_ \$ \_\_\_\_\_

Structural \$ \_\_\_\_\_ \$ \_\_\_\_\_

Other \$ \_\_\_\_\_ \$ \_\_\_\_\_

## **Applicant Checklist:**

- Property taxes paid
- License fees paid
- Required permit applications completed (Building and or Development permits)

## **Attach to application:**

- Photos of existing conditions
- Detailed specifications and associated costs
- Cost estimates from contractors
- Drawings
- Material and colour choice
- Building Owner Authorization Letter (if required)

## **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 and inspections, and hiring of contractors as necessary.

I will allow the Terrace Downtown Improvement Area (TDIA) and the City of Terrace to use photos before and/or after pictures of the project for the purpose of promoting this program in the future.

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

I give my consent to the City of Terrace and the Project Staff 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 Project Review Committee proof of final completion of the proposed improvements along with verification of expenditures and proof of final inspection(when required).

Signature:

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Date:

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Application received by:

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Date:

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## **Submitting Your Application**

Completed funding applications (with all required attachments) should be submitted by e mail to [terracetdia@gmail.com](mailto:terracetdia@gmail.com)



City of Terrace

# **Business Façade Improvement Program**

## **2020 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. 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 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 per building/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 31<sup>st</sup>, 2020.***

## 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

## Ineligible Façade 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
- 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.

As far as possible, projects must be consistent with the general form and character of the design guidelines set out for the area.

***Downtown Design Guidelines can be found on the City of Terrace website: [www.terrace.ca](http://www.terrace.ca)***

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 with designs (and approval letter from owner if applicable) complete with 'before' pictures, and 'after' building elevation drawings of the facade to be improved.
2. City of Terrace planning department reviews application and proposed façade improvements to ensure that improvements meet the Terrace Downtown Design Guidelines
3. The Project Review Committee makes a recommendation to accept or reject the application.
4. Approval or rejection of application is communicated to applicant by email or mailed letter.
5. 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
6. Tenant/Owner completes renovations.
7. Business/Owner must provide verification of expenditures with the following:
  - All copies of invoices or receipts
  - Copies of cleared Check/Bank Statements/Credit card statement's confirming payment
  - Proof that the improvements have passed final inspection (if applicable)
  - Pictures of the completed facade improvement. **Please note:** Approved projects should 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.

1. Conformance with the City of Terrace Zoning Bylaw & Development Permit Area Downtown 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

