



Program 7: Façade Improvement Rebate

What is the intent of the program?

The purpose of this program is to help reduce costs associated with renovations to rehabilitate and improve the façades of commercial, mixed-use, or institutional properties in the Downtown Improvement Area. An applicant can apply to receive one or more rebates for eligible costs associated with renovations, however they would be eligible to receive all four rebates, if they meet all criteria.

Applicants may apply for one or more of the following rebates:

Rebate A: For 100% of the costs of professional fees related to the design of façade improvements, up to a maximum of \$3,500.

Rebate B: For the costs of construction, up to 50% of the cost of improvements that satisfy design criteria set out in this document, up to a maximum of \$15,000, to front or side façades that face a street or public space.

Rebate C: For the costs of construction, up to 50% of the cost of rear façade improvements (fronting the Moira River) that satisfy design criteria set out in this document, to a maximum of \$15,000.

Rebate D: Rebate D is intended to financially support the maintenance and upgrades to designated heritage properties, as these properties often face additional fees and barriers to renovations and upgrades, preventing them from improving building aspects such as accessibility and façade improvements. For the additional costs associated with construction on a heritage building designated under Part IV of the *Ontario Heritage Act* and included on the municipal heritage registrar, eligible properties who have applied for Rebate B or C within the same application may be provided with up to 25% of eligible costs, up to a maximum of \$20,000 per eligible property.

Are you eligible to apply?

You are eligible to apply for CIP Program 7, if:

Your property is located in the Downtown Improvement Area;

You have gone through pre-consultation with City staff to discuss requirements for a complete application;

You are a property owner or tenant of a building zoned for commercial, mixed use, or institutional use;

You have gone through pre-consultation with the City in advance of applying to CIP Program 7; and,



Your proposed design meets the design standards outlined in **Appendix D** (Façade Improvement Program Design and Improvement Criteria).

If your application is approved, how do you get the incentive?

To receive the incentives for CIP Program 7 (general requirements):

The City has received your “CIP Program 7” complete application in writing:

following the pre-consultation meeting with City staff; and,

preceding the commencement of work;

You have entered into an agreement with the City;

Your approved work is in full compliance with the Façade Improvement Program Design and Improvement Criteria (**Appendix D**); and,

The City has received, within one year of the latest invoice date, proof of paid invoices for professional fees (e.g., related to the completion of design drawings or studies) or works associated with the agreed-upon façade improvement(s).

In addition to the general requirements noted above, to receive Rebate A:

You have completed the approved works under Rebate B and/or Rebate C, to the satisfaction of the City’s Policy Planning section; and,

You have agreed to undertake any approved works within two years following the date of approval, except where it can be proven to the City that a delay is due to the limited availability of specialized contractors.

In addition to the general requirements noted above, to receive Rebate B:

You have agreed to enter into an agreement with the City, which may be registered against the title to the subject property, and may specify the components of the eligible works and their estimated cost and the anticipated timing for the approved works including the estimated completion date.

In addition to the general requirements noted above, to receive Rebate C:

If you have received funding through this program within the past five (5) years, you have submitted your application during the Fall Intake Period;

You have demonstrated that your property has either:

Rear frontage along the Moira River; or,

A secondary façade that is not along the Moira River but visible from a street or public space; and,

You have agreed to enter into an agreement with the City, which may be registered against the title to the subject property, and may specify the components of the eligible



works and their estimated cost and the anticipated timing for the approved works including the estimated completion date.

In addition to the general requirements noted above, to receive Rebate D:

You have applied for Rebate B and/or Rebate C at the same time;

You have proven that your property is listed on the Heritage Register as a Designated Heritage Property;

You have demonstrated that the costs to renovate or improve the building are more expensive due to the building's heritage status; and,

The property is undergoing renovations or improvements that are made more expensive due to the building's heritage status.

Additional Considerations

- Applications that address traditional façades (as described in **Appendix D.1.4**) or designated heritage properties will be evaluated first.
- It is the City's preference that applications to the Façade Improvement Rebate are supported by two itemized independent quotes (note: up to 50% of renovation costs eligible for rebate up to the program maximum, when you provide two itemized independent quotes); however, due to the specialized nature of some work in particular on buildings designated under the Ontario Heritage Act, the City may accept a single quote (note: up to 40% of renovation costs eligible for rebate up to the program maximum, when you provide one itemized independent quote). Where one quote is provided, it may be subject to a comparison with invoices for similar projects where available. The quotes must be received from qualified contractors, and include the name of the contractor who will be undertaking the renovation.
- If a building tenant is the applicant and paying for the renovation, then the signature of the building owner will also be required on the application to acknowledge that the City will issue the rebate to the tenant rather than the owner.
- To receive the rebate, proof will be provided to demonstrate that renovations to the façade (front, side, or rear) have been completed in conformity with the Façade Improvement Program Design and Improvement Criteria (**Appendix D**), and the terms of any agreements with the City.
- At the City's discretion, documentation required to support the application may include:
 - Photographs of the existing building;
 - Historical photographs of the building, if available;
 - Confirmation of an approved Heritage Permit, if applicable; and,
 - Elevation drawings to illustrate the full scope of the proposed façade improvements.



By signing below, the Applicant/Agent confirms review and understanding of the requirements for Program 7: Façade Improvement Rebate.

Applicant/Agent Signature: _____

Date: _____