



Engineering & Development Services  
Policy Planning Section  
Phone: (613) 967-3224  
[planning@belleville.ca](mailto:planning@belleville.ca)

## Application for Community Improvement Plan Downtown Revitalization Program

### General Information and Procedures

The applicant acknowledges that the application and any attached supporting documentation is collected and maintained specifically for the purpose of creating a record available to the general public. The applicant is responsible for notifying the City of Belleville on any errors, omissions, or changes in the information contained below. Personal information on this form is collected under the authority of the *Municipal Act, 2001*, as amended, and the *Planning Act*, as amended, and will be used for the purposes of processing this application.

This application consists of two parts:

Part 1 – Downtown Revitalization Community Improvement Plan Application

Part 2 – Downtown Revitalization Community Improvement Plan Information

All application submissions are to be made through our online CityView portal  
<https://building.belleville.ca/cityviewportal>

Applications will not be processed where application forms and / or fees are incomplete and when pre-consultation has not occurred.

### Part 1: Downtown Revitalization Community Improvement Plan Programs

Please check off the incentives for which this application applies. Applicants may be eligible for funding consideration under more than one program per application request subject to program criteria, limitations and restrictions.

More detailed information on the CIP programs is available on our website at [www.belleville.ca/CIP](http://www.belleville.ca/CIP).

Program 7: Façade Improvement Rebate

Rebate A: Cost of Professional Design Fees

Rebate B: Front Façade, Costs of Construction



Rebate C: Rear Façade (fronting Moira River), Costs of Construction

Rebate D: Financial Support of Designated Heritage Properties

Program 8: Signage Grant

Program 9: Built-Form Security Measures Grant

Program 10: Downtown Accessibility Grant

## Applicant Information

Name: \_\_\_\_\_

Mailing Address (including postal code):  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## Owner's Information (if different from applicant)

Name: \_\_\_\_\_

Mailing Address (including postal code):  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## Property Details

Municipal Address: \_\_\_\_\_

Existing Uses: \_\_\_\_\_

Proposed Uses: \_\_\_\_\_



Has the property been designated under the Ontario Heritage Act, R.S.O. 1990, c.0.18?

Yes

No

## Proposal Details

Please describe the proposed improvements, addressing each grant and/or rebate program being applied for under the Downtown Revitalization Program (for example, Program 7 Rebate A, Program 7 Rebate B, Program 8, Program 9, etc.):

## Quote Information:

Quote 1:

Name of Contractor: \_\_\_\_\_

Quote Amount (excluding taxes): \_\_\_\_\_

Quote 2:

Name of Contractor: \_\_\_\_\_

Quote Amount (excluding taxes): \_\_\_\_\_



## Application Eligibility and Submission Guidelines

Please check off the information that has been provided (refer to Appendix 'D' Design and Improvement Criteria in the CIP):

Completed application form

Detailed drawings of proposed work

Detail on proposed building materials to be used

Detail on proposed colours to be used

Two (2) independent itemized quotes from qualified contractors

Property taxes in good standing

## Owner's Authorization

I, \_\_\_\_\_ am the owner of the land that is subject to this application. I authorize the following to prepare and submit this application on my behalf:

Signature of Owner: \_\_\_\_\_

Date: \_\_\_\_\_

## Sworn Declaration of Applicant

This Application is being made in accordance with the "City of Belleville Community Improvement Plan". The undersigned hereby applies for a Grant and/or Rebate in accordance with the Application, drawings, specifications and quotes herewith submitted and acknowledges that the proposed work must comply with the provisions of the Building Code Act and the Ontario Building Code and any other statutes or regulations of the Province of Ontario, and all by-laws of The Corporation of the City of Belleville. I certify the truth of all statements or representations contained herein.

Signature of Applicant and / or Agent: \_\_\_\_\_

Date: \_\_\_\_\_



## Part 2 – CIP Downtown Revitalization Program Information

### What is it?

The purpose of the Downtown Revitalization Community Improvement Plan (CIP) is to encourage upgrades and investment into the City's core, which services a large catchment area that extends beyond its municipal boundaries. The goal of the downtown incentives are to encourage downtown property and business owners to improve properties and build upon the traditional character of the downtown as a means to attract visitors and investment to the Downtown, as well as to encourage the creation of new residential units.

The incentive programs of the Downtown CIP are intended to reduce the cost of development and redevelopment in Downtown Belleville in order to:

- 1) Revitalize the existing building inventory in the downtown;
- 2) Conserve the traditional and the heritage attributes within the downtown streetscape and encourage improvement that is compatible and sympathetic to the history of the area;
- 3) Encourage improvements to all façades including those facing municipal parking lots and rear façades which face the Riverfront Trail;
- 4) Encourage investment in the downtown that improves the economic climate of the core area and enhances the quality of the public realm; and,
- 5) Increase the residential population of the downtown.

All proposed improvement projects will be assessed under three main considerations:

- Consistencies with the design guidelines and the original architectural design of the building;
- The extent to which a project improves the overall appearance of the property and of adjacent and nearby buildings; and
- The overall benefit to the downtown and consistency with the City's Official Plan and other applicable policies.

### Intake Periods

Most applications are accepted on a first-come, first-served rolling basis until the annual program budget has been fully allocated.

A specific intake period applies to repeat applicants of Program 7 (Façade Improvement Rebate). While a property may generally receive funding from a specific program only once, an exception allows properties to reapply for Program 7 five years after a previous project was completed. To prioritize new applicants, these repeat applications are only



accepted during the Fall Intake Period, which begins September 1st of each year. After September 1st, applications under Program 7 – Rebate C may be considered for any property with a secondary façade that face a public street or public space.

## **Who can apply?**

- Commercial or institutional building owners (or their agents);
- Commercial or institutional building tenants – **must** have owner's approval.

## **What buildings qualify?**

- Buildings must be located in The Downtown Improvement Area (see Figure 1 Map of CIP Program Areas);
- Buildings that have not received funding under the previous CIP's façade improvement program within the last five (5) years. However, exceptions can apply where funding is still available;
- Existing Commercial, Mixed Use and Institutional buildings. This **does not apply** to buildings that are strictly zoned Residential.

## **What Improvements are eligible for funding?**

The Downtown Revitalization program can only be used on eligible exterior work. Restoration of original building features including windows is strongly encouraged. Examples of eligible improvements include, but are not necessarily limited to:

- Masonry restoration and stabilization;
- Installation of storefront awnings;
- Replacement of back-lit signs with decorative front-lit signage;
- Painting of woodwork and metal;
- Architectural lighting improvements;
- Renovation of storefronts; and
- Entranceway modifications to improve accessibility for people with disabilities.

Please click [here](#) to review Appendix D: Design and Improvement Criteria, for further information.

## **What improvements are ineligible for funding?**

- Interior work and building insulation;
- Normal maintenance and repairs such as a roof replacement.



## What requirements must be met?

To avoid any delays, discuss your proposed improvements in their preliminary stages of development with the Policy Planning Division, the City's Building Division, and your design professional or contractor.

You may require a building permit to undertake your proposed improvements. If a building permit is required for the work, the project will be deemed complete upon final inspection by the Building Division. A building permit application triggers zoning by-law, sign by-law, and building code requirements. If scaffolding is required, please call the City of Belleville Building Division for an inspection once erected.

You may require a Heritage Permit if the property is designated under Part IV or Part V of the Heritage Act. If you are unsure of your property's status, please contact the Policy Planning Division.

If required, please ensure that a Road/Sidewalk Occupancy Permit is obtained before construction has commenced. If any sidewalk closures are necessary, it will be dealt with through the Transportation Department.

### Contact:

Policy Planning Division: 613-967-3224

## What is the application process?

The steps for making an application to an incentive program are as follows:

- Pre-application consultation:** Schedule a meeting with City staff to review any preliminary plans and factors such as program eligibility, scope of work, and project timing. Download the pre-consultation application from the main webpage and email it to [planning@belleville.ca](mailto:planning@belleville.ca)
- Submission of a complete application:** Submit the completed application form and required supporting materials such as detailed work plans, cost estimates, and reports, where applicable (see Part 4 CIP Incentive Programs for full details). If approved, a letter and/or agreement will be provided, and project work may begin. City Staff shall review the application based on the criteria contained herein, and may require a visual inspection of the subject property in order to fully assess the application.
- Undertake project work:** Obtain relevant permits from the City during the project. All costs will be borne by the applicant, unless otherwise stated within the detailed program descriptions. Depending on the nature of the work, it may be required to be undertaken in accordance with a commitment agreement made with the City.



4. **Payment:** Submit evidence of paid invoices and other supporting documentation, as required. The Chief Building Official (CBO) or designate may inspect the completed project to ensure compliance with the requirements of the program. The CBO or designate may obtain assistance from the City staff as necessary. Once all program requirements have been met, the payment of the approved incentive will be issued as a cheque or an electronic funds transfer (EFT) payment, in accordance with the general and specific program eligibility requirements. If actual costs are less than what were approved under the letter and/or agreement, the dollar amount of the payment may be reduced; however, if costs are higher, the payment shall not be increased without the approval of City Council.

**Please note:**

1. The City reviews each application and determines funding appropriate to individual projects based on relevant costs;
2. If the application is approved, the building owner/agent will receive a letter of approval that will outline the basic terms and conditions of approval;
3. If you undertake work prior to your application being granted and receiving your approval letter, you are doing so at your own risk; and,
4. You must not be in default of any municipal taxes, local improvements, or any other money payable to the City of Belleville (fees or penalties). Failure to meet this requirement will result in disqualification from the program.

**What is the completion time limit?**

Completion time limit (and to receive funding) shall fall within one year of the latest invoice date, proof of paid invoices for professional fees (e.g. related to completion of design drawings or studies) or works associated with agreed-upon façade improvement(s).

**Please note:**

***The Downtown Revitalization Program does not reward poor stewardship. As a result, the City of Belleville reserves the right to withhold payment of a rebate to work/projects that are substandard or completed poorly; inconsistent with the Downtown Revitalization Program Application; or that requires a building permit and inspections have not been conducted.***