

Newcastle Village Community Improvement Plan – Grant Program

Appendix 4 – Grant Programs

1.1 Site Plan Control Fee Grant Program

This grant program is intended to assist commercial zone property owners with financing the cost of development process by providing grants to offset the amount of the Site Plan Control Fee to a maximum of \$3,000 per property.

Area of Application

The Site Plan Control Fee Grant Program is available to all registered property owners within the Community Improvement Project Area as shown on Schedule A.

Eligibility for Grant

The applicants for a Site Plan Control Fee Grant must be the registered owner(s) of the property and must receive SPC approval and submit a building permit application for property in compliance with the approved site plan within the Community Improvement Project Area. Municipal staff will conduct a title search of the property and review property tax records. Property owners who are in arrears of property taxes are not eligible to receive the Grant.

The provision of any Site Plan Control Fee Grant will be administered on a first come first served basis to the limit of available funding in accordance with any administrative rules governing this and other grant programs.

General Terms of Grant

Any Site Plan Control Fee Grant will be provided as a grant to the registered owner of the property. Grants will be in the amount of 100% of the eligible fees in accordance with Municipality's schedule of fees to a maximum of \$3,000 per property.

Other Programs

Provided all eligibility criteria and conditions are met for this program, participation in the Site Plan Control Fee Grant Program does not preclude the owner from being eligible for other grant programs offered under the Community Improvement plan. However, at no time shall the total amount of grants provided to a property owner or for an individual property exceed \$45,000. However, lands that are developed by means of registered plans of condominium or are developed by successive phases of a comprehensive site plan agreement are eligible to receive a maximum of \$45,000 in grants per phase of a site plan agreement.

Procedures

1. Grant Application Submitted at Time of Site Plan Control Application

The applicant is required to submit a completed Site Plan Control Fee Grant application form to the Director of Planning Services for approval prior to commencing construction. The application will include a copy of the Site Plan Control. This may require drawings to be prepared by a Professional Engineer or Architect.

2. Provision of Grant

Following the completion of the work and final inspection by the Engineering Services department the grant will be provided for approved projects providing that the property owner is not in tax arrears.

1.2 Infill Project Grant Program

This grant program is intended to assist property owners with financing the cost of the development process by providing a one-time grant to offset the amount of the construction to a maximum of \$10,000. All buildings are to be designed to be in keeping with the historical context of Newcastle Village.

Area of Application

The Infill Project Grant Program is available to all registered property owners within the Community Improvement Project Area as shown on Schedule A.

Eligibility for Grant

The applicants for an Infill Project Grant must be the registered owner(s) of the property and must receive site plan approval and submit a building permit application for the property in compliance with the approved site plan within the Community Improvement Project Area. Municipal staff will conduct a title search of the property and review property tax records. Property owners who are in arrears of property taxes are not eligible to receive the Grant.

The provision of any Infill Project Grant will be administered on a first come first served basis to the limit of available funding in accordance with any administrative rules governing this and other grant programs.

General Terms of Grant

Any Infill Project Grant will be provided as a one-time grant to the registered owner of the property. Grants will be in the amount of \$10,000 and will only apply to buildings constructed with an approved design.

Other Programs

Provided all eligibility criteria and conditions are met for this program, participation in the Infill Project Grant Program does not preclude the owner from being eligible for other grant programs offered under the Community Improvement plan. However, at no time shall the total amount of grants provided to a property owner or for an individual property exceed \$45,000. However, lands that are developed by means of registered plans of condominium or are developed by successive phases of a

comprehensive site plan agreement are eligible to receive a maximum of \$45,000 in grants per phase of a site plan agreement.

Procedures

1. Grant Application Submitted at Time of Site Plan Control Application

The applicant is required to submit a completed Infill Project Grant application form to the Director of Planning Services for approval prior to commencing construction. The application will include a copy of the Site Plan, the building permit application and the building permit drawings. This may require drawings to be prepared by a Professional Engineer or Architect.

2. Provision of Grant

Following the completion of the work and final inspection by the Engineering Services Department, the grant will be provided for approved projects and providing that the property owner is not in tax arrears.

3. Description of Eligible Works and Submission of Quotations

The Infill Project Grant application will include a description of the eligible works, elevation drawings, and an estimate of the works to be undertaken in order to construct the building. The grant will be provided to the maximum of \$10,000.

4. Expiry of Approval

If all eligibility criteria and conditions are met and funds are available in the grant fund, the Director of Planning Services or designate will approve the Infill Project grant. A letter from the Director to the applicant will represent a commitment and will be valid for a period of 6 months. The Director at his discretion may provide extensions. However, if the infill project does not match the drawings, materials or intent of the original approval, approval may be withdrawn.

5. Inspection of Completed Work

Staff from the Planning Services Department will conduct an inspection to ensure the works are in keeping with the intent of the drawings and materials as originally approved. The applicant must finalize their building permit inspections with the Building Services Division.

6. Provision of Grant

Following satisfactory inspections of the work the grant cheque will be issued providing that the property owner is not in tax arrears. The grant will be advanced to the applicant only upon completion of works and progress payment will not be made.

1.3 Building Façade Improvement Grant Program

This grant program is intended to assist property owners with the financing of existing building façade improvements.

Area of Application

The Façade Improvement Grant program is available to all registered property owners within the Community Improvement Project Area for the Municipality of Clarington as shown in Schedule A. A heritage building is determined by the Heritage Resource Inventory of the Municipality.

Eligible works for existing buildings include:

- Repainting or cleaning of the façade and those parts of the building visible from adjacent streets or public areas;
- Restoration of façade masonry, brickwork or wood and metal cladding
- Replacement, repair or restoration of cornices, eaves, parapets and other architectural features;
- Entranceway modifications including provisions to improve accessibility for the physically challenged;
- Removal of inappropriate signage and installation of appropriate new signage, in keeping with the heritage theme;
- Restoration of original façade appearance;
- Replacement or repair of canopies and awnings;
- Installation or repair of exterior lighting, in compliance with municipal guidelines;
- Installation of public art that support a heritage theme on exterior walls theme; and
- Such other similar improvements to the building exterior as may be approved by the Director of Planning Services.

Additional eligible works for heritage buildings:

- Replacement, repair or restoration of original windows or replacement with similar reproduction windows; and
- Redesign of the store front, in keeping with the originally identified heritage features or pictorial evidence
- Additional eligible works for non-heritage buildings:
- Replacement or repair of windows and external doors; and
- Redesign of the store front including landscaping and street furniture in keeping with the heritage character of the street

Eligibility for Grant

The applicants for a Façade Improvement Grant must be the registered owner(s) of the property. Municipal staff will conduct a title search of the property and review property tax records. Property owners who are in arrears of property taxes are not eligible to receive the Façade Improvement Grant.

The provision of any Façade Improvement Grant will be administered on first come first served basis to the limit of available funding in accordance with any administrative rule governing this and other grant programs.

If a heritage building is designated under the Ontario Heritage Act, the proposed improvements will require review and comments from the Clarington Heritage Committee (CHC).

General Terms of Grant

The grant covers up to 50% of the costs of the eligible work per building to a maximum of \$10,000 per municipal street address or storefront, subject to an overall maximum of \$45,000 per property owner for a building with multiple street addresses or storefronts. Eligibility for a building façade improvement grant will be renewed for each address after 10 years.

Other Programs

Provided all eligibility criteria and conditions are met for this program, participation in the Façade Improvement Grant Program does not preclude the owner from being eligible for other grant programs offered under the Community Improvement Plan. However, at no time shall the total amount of grants provided to a property owner exceed \$45,000.

Procedures

1. Grant Application Submitted at Time of Building or Street Occupancy Permit Application

The applicant is required to submit a completed Façade Improvement Grant application form to the Director of Planning Services for approval. The application will include a copy of the Street Occupancy and/or Building Permit application, if applicable, and drawings detailing the proposed improvement works. This may require drawings to be prepared by a Professional Engineer or Architect.

2. Description of Eligible Works and Submission of Quotations

The Façade Improvement Grant application will include a description of the eligible works and an estimate of the works to be undertaken in order to rehabilitate the façade. The estimate shall be supported by a minimum of two estimates from qualified contractors for undertaking the eligible works and shall be consistent with the cost estimate indicated on the accompanying building permit application. The cost estimate should indicate a breakdown of items, description of works to be performed, etc. The grant will be provided on the basis

of the cost of the actual works not to exceed the 50% limitation and the maximum of \$10,000.

3. Inspection of Façade

Prior to approving a Façade Improvement Grant, Municipal staff may inspect the building to review the condition of the façade and the proposed improvement. A subsequent inspection may be done during the work.

4. Decision of Director of Planning Services

The final decision as to how much of the proposed work, if any, is eligible for funding under the Façade Improvement grant program will be made by the Director of Planning Services or designate. Prior to issuing a decision, the Director may request further drawings, cost estimates or other information.

5. Expiry of Approval

If all eligibility criteria and conditions are met and funds are available in the grant fund, the Director of Planning Services or designate will approve the Façade Improvement grant. A letter from the Director to the applicant will represent a commitment and will be valid for a period of 6 months. The Director at his discretion may provide extensions. However, if the façade improvements do not match the drawings, materials or intent of the original approval, approval may be withdrawn.

6. Inspection of Completed Work

Staff from the Building Services Division of the Engineering Services Department will conduct an inspection of the completed work. Staff from the Planning Services Department will conduct an inspection to ensure the works are in keeping with the intent of the drawings and materials as originally approved.

7. Provision of Grant

Following satisfactory inspections of the work and the receipt of invoices from the applicant the grant cheque will be issued providing that the property owner is not in tax arrears. The grant will be advanced to the applicant only upon completion of works and progress payment will not be made.

8. Maintenance

The property owner is obligated to take proper actions to maintain the improved and finished facades to the satisfaction of the Municipality. Future modifications that change the integrity of the architectural appearance are subject to the approval of the Municipality (at building permit time) and may be denied if they diminish the investment made by the Municipality in the façade.

1.4 Upgrade to Building Code Grant Program

This grant program is intended to assist property owners with the financing of building improvements required to bring existing older buildings into compliance with the current Ontario Building Code.

Area of Application

The Upgrade to Building Code Grant Program is available to all registered property owners or commercial tenants with a signed consent form for the improvements within the Community Improvement Project Area for the Municipality of Clarington as shown on Schedule A.

Eligible works include:

- Installation of fire protection systems;
- Relocation or installation of fire escapes;
- Reinforcement of floors, ceilings and/or walls;
- Required improvements to ventilation system;
- Improvements for barrier-free accessibility;
- Construction or alteration of required window opening for upper storey residential units; and
- Other improvements, at the discretion of the Director of Planning Services, related to Building Code upgrades that address health and safety issues.

Eligibility for Grant

The applicants for the Upgrade to Building Code Grant Program must be the registered owner(s) of the property or commercial tenants with a lease agreement that extends a minimum of 2 years beyond the approval of the grant. Municipal staff will conduct a title search of the property and review property tax records. Property owners who are in arrears of property taxes are not eligible to receive the Grant.

The provision of any Upgrade to Building Code Grant Program will be administered on first come first served basis to the limit of available funding in accordance with any administrative rule governing this and other grant programs.

General Terms of Grant

The grant covers up to 50% of the costs of the eligible work per building to a maximum of \$10,000 per municipal street address or storefront, subject to an overall maximum of \$45,000 per property owner for a building with multiple street addresses or storefronts. Eligibility for an upgrade to building code grant will be renewed for each address after 10 years.

Other Programs

Provided all eligibility criteria and conditions are met for this program, participation in the Upgrade to Building Code Grant Program does not preclude the owner from being eligible for other grant programs offered under the Community Improvement Plan.

However, at no time shall the total amount of grants provided to a property owner exceed \$45,000.

Procedures

1. Grant Application Submitted at Time of Building Permit Application

The applicant is required to submit a completed application form to the Director of Planning Services for approval. The application will include a copy of the Building Permit application including drawings detailing the proposed improvement works. This may require drawings to be prepared by a Professional Engineer or Architect.

2. Description of Eligible Works and Submission of Quotations

The Upgrade to Building Code Grant Program application will include a description of the eligible works and an estimate of the works to be undertaken in order to meet the requirements of the building code. The estimate shall be supported by a minimum of two estimates from qualified contractors for undertaking the eligible works and shall be consistent with the cost estimate indicated on the accompanying building permit application. The cost estimate should indicate a breakdown of items, description of works to be performed, etc. The grant will be provided on the basis of the cost of the actual works not to exceed the 50% limitation and the maximum of \$10,000.

3. Inspection of Building

Prior to approving an Upgrade to Building Code Grant, Municipal staff may inspect the building to review the conditions and the proposed improvement. A subsequent inspection may be done during the work.

4. Decision of Director of Planning Services

The final decision as to how much of the proposed work, if any, is eligible for funding under the Upgrade to Building Code Grant Program will be made by the Director of Planning Services or designate. Prior to issuing a decision, the Director may request further drawings, cost estimates or other information.

5. Expiry of Approval

If all eligibility criteria and conditions are met and funds are available in the Upgrade to Building Code Grant fund, the Director of Planning Services or designate will approve the grant. A letter from the Director to the applicant will represent a commitment and will be valid for a period of 6 months. The Director at his discretion may provide extensions. However, if the building improvements do not match the drawings, materials or intent of the original approval, approval may be withdrawn.

6. Inspection of Completed Work

Staff from the Building Services Division of the Engineering Services Department will conduct an inspection of the completed work. Staff from the Planning Services

Department will confirm with the Building Services Division that the works are in keeping with the intent of the drawings and materials as originally approved.

7. Provision of Grant

Following satisfactory inspections of the work and the receipt of invoices from the applicant the grant cheque will be issued providing that the property owner is not in tax arrears. The grant will be advanced to the applicant only upon completion of works and progress payment will not be made.

8. Maintenance

The property owner and grant recipient is obligated to take proper actions to maintain the improvements to the satisfaction of the Municipality. Future modifications that change the integrity of the improvements are subject to the approval of the Municipality (at building permit time) and may be denied if they diminish the investment made by the Municipality.

1.5 Signage Grant Program

This grant program is intended to assist business owners with financing the design and installation of new signage within the Community Improvement Plan area by providing a grant equivalent to 50% of the amount of the new signage or \$2,000, whichever is smaller.

Area of Application

The Signage Grant Program is available to all business owners within the Community Improvement Plan area for the Municipality of Clarington as shown in Schedule A.

Eligibility for Grant

The applicants for a Signage Grant program must be the registered business owner(s) and must install a new business sign within the Community Improvement Plan area, with the agreement of the property owner(s).

The provision of the Signage Grant program will be administered on a first come first serve basis to the limit of available funding in accordance with any administrative rules governing this and other grant programs.

The design of the sign must be in keeping with the historic character of the downtown. Backlight signs are not eligible for funding. The Planning Services Department can provide merchants with examples of suitable types of signs from the Municipality's current inventory of sign types and formats.

General Terms of the Grant Program

Any Signage Grant will be provided as a one-time grant to a business owner and represents an amount equivalent to 50% of the value of the new sign or \$2,000, whichever is smaller.

The applicant will be required to submit an application for a sign permit and pay the applicable application fee. The Signage Grant will be provided to eligible applicants following final inspection by the Planning Services Department representative. Eligibility for a signage grant will be renewed for each business after 10 years.

Other Programs

Provided all eligibility criteria and conditions are met for this program, participation in the Signage Grant Program does not preclude the owner from being eligible for other grant programs offered under the Community Improvement Plan. However, at no time shall the total amount of grants provided to a property owner exceed \$45,000.

Procedures

1. Grant Application Submitted at Time of Permit Application

The applicant is required to submit a completed Signage Grant Application form to the Director of planning Services for approval. The applicant will include a copy of the Sign Permit Application including drawings detailing the proposed sign to be installed and an estimate for the cost of the sign and the installation.

2. Provision of Grant

The Signage grant will be provided for approved projects following approval of a sign permit application, the completion of the work and final inspection by the Planning Services Department.

1.6 Accessibility Grant Program

This grant program is intended to assist property owners with the financing of improvements required to bring older buildings into greater compliance.

Area of Application

The Accessibility Grant Program is available to all registered property owners or commercial tenants with a signed consent form for the improvements within the Community Improvement Plan Area for the Municipality of Clarington as shown on Schedule A.

Eligible works include:

- Installation of hand railings on steps
- Elimination of steps and/or provision of a ramp
- Widening of doorways and thresholds to accommodate accessibility devices
- Installation of automatic door openers
- Changing of door knobs to levers
- Washroom renovations (i.e. grab bars, raised toilets)

Other improvements, at the discretion of the Director of Planning Services and in consultation with the Accessibility Co-ordinator that address accessibility issues.

Eligibility for Grant

The applicants for the Accessibility Grant Program must be the registered owner(s) of the property or commercial tenants with a lease agreement that extends a minimum of 2 years beyond the approval of the grant. Municipal staff will conduct a title search of the property and review property tax records. Property owners who are in arrears of property taxes are not eligible to receive the grant.

The provision of any Accessibility Grant Program will be administered on first come first served basis to the limit of available funding in accordance with any administrative rule governing this and other grant programs.

General Terms of Grant

The grant covers up to 50% of the costs of the eligible work per building to a maximum of \$10,000 per municipal street address or storefront, subject to an overall maximum of \$45,000 per property owner for a building with multiple street addresses or storefronts. The grants will be provided at the discretion of the Director of Planning Services. Eligibility for an accessibility grant will be renewed for each address after 10 years.

Other Programs

Provided all eligibility criteria and conditions are met for this program, participation in the Accessibility Grant Program does not preclude the owner from being eligible for other grant programs offered under the Community Improvement Plan. However, at no time shall the total amount of grants provided to a property owner exceed \$45,000.

Procedures

1. Grant Application Submitted

The applicant is required to submit a completed application form to the Director of Planning Services for approval. The application will include a copy of the work to be completed including drawings detailing the proposed improvement works. This may require drawings to be prepared by a Professional Engineer or Architect.

2. Description of Eligible Works and Submission of Quotations

The Accessibility Program application will include a description of the eligible works and an estimate of the works to be undertaken. The estimate shall be supported by a minimum of two estimates from qualified contractors for undertaking the eligible works and shall be consistent with the cost estimate indicated on the accompanying building permit application. The cost estimate should indicate a breakdown of items, description of works to be performed, etc. The grant will be provided on the basis of the cost of the actual works not to exceed the 50% limitation and the maximum of \$10,000.

3. Inspection of Building

Prior to approving an Accessibility Grant, Municipal staff may inspect the building to review the conditions and the proposed improvement. A subsequent inspection may be done during the work.

4. Decision of Director of Planning Services

The final decision as to how much of the proposed work, if any, is eligible for funding under the Accessibility Grant Program will be made by the Director of Planning Services or designate. Prior to issuing a decision, the Director may request further drawings, cost estimates or other information.

5. Expiry of Approval

If all eligibility criteria and conditions are met and funds are available in the Grant fund, the Director of Planning Services or designate will approve the grant. A letter from the Director to the applicant will represent a commitment and will be valid for a period of 6 months. The Director at his discretion may provide extensions. However, if the improvements do not match the drawings, materials or intent of the original approval, approval may be withdrawn.

6. Inspection of Completed Work

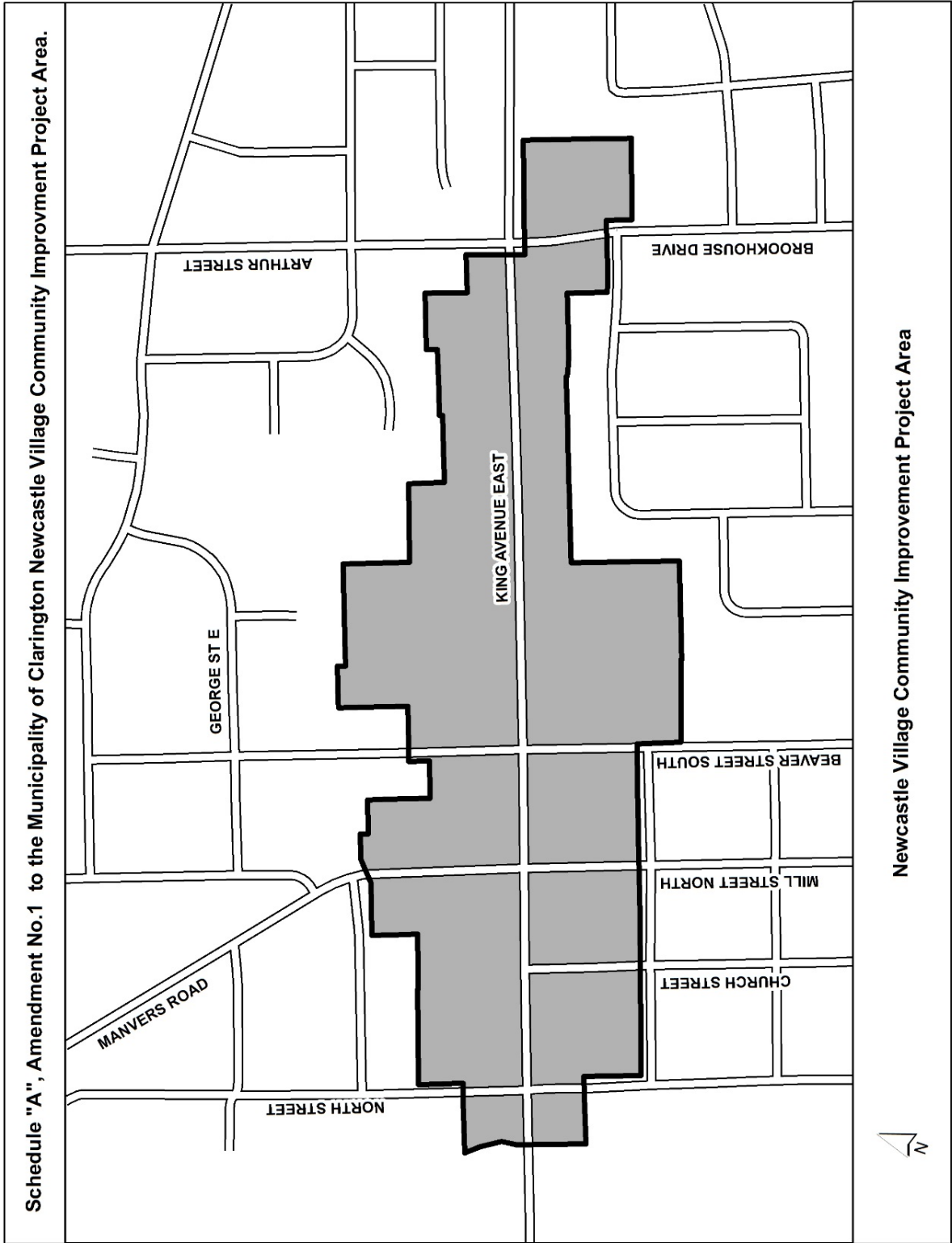
Staff will conduct an inspection of the completed work. Staff from the Planning Services Department will confirm the works are in keeping with the intent of the drawings and materials as originally approved.

7. Provision of Grant

Following satisfactory inspections of the work and the receipt of invoices from the applicant the grant cheque will be issued providing that the property owner is not in tax arrears. The grant will be advanced to the applicant only upon completion of works and progress payment will not be made.

8. Maintenance

The property owner and grant recipient is obligated to take proper actions to maintain the improvements to the satisfaction of the Municipality. Future modifications that change the integrity of the improvements are subject to the approval of the Municipality (at building permit time) and may be denied if they diminish the investment made by the Municipality.



Schedule "A", Amendment No.1 to the Municipality of Clarington Newcastle Village Community Improvement Project Area.

Newcastle Village Community Improvement Project Area

Figure 1 – Appendix 5 – Schedule A