

## APPENDIX 5 GRANT PROGRAMS

### 1.1 Building Permit Fee Grant Program

This grant program is intended to assist property owners with financing the cost of the development process by providing a grant to offset the amount of the applicable Building Permit Fee to a maximum of \$3,000.

#### Area of Application

The Building Permit Fee Grant Program is available to all registered property owners or merchants that have a minimum of a 5-year lease and are within the Community Improvement Area, except for greenfield development areas as shown in Schedule A.

#### Eligibility for Grant

The applicants for a Building Permit Fee Grant must be the registered owner(s) or tenants with a signed consent form and must submit a building permit application for property within the Community Improvement 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 Building Permit Fee Grant.

The provision of any Building Permit 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 or loan programs.

#### General Terms of Grant

Any Building Permit Fee Grant will be provided as a one time grant to the registered owner or long-term tenant of the property and represents an amount equivalent only to the Building Permit Fees of the Municipality of Clarington to the upset limit.

At the time of building permit application, the applicant will pay all applicable Building Permit Fees.

Grants will be in the amount of the lesser of the following:

1. 100% of the eligible Building Permit Fees; or
2. A maximum of \$3,000 per building permit application.

#### Other Programs

Provided all eligibility criteria and conditions are met for this program, participation in the Building Permit 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 \$50,000. 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 \$50,000 in grants or loans per registered plan of condominium or per phase of a site plan agreement.

#### Work Already Commenced

The Grant Program will not be retroactively applied to development where building permits were issued prior to the commencement of the program.

#### Procedures

1. Grant Application Submitted at Time of Building Permit Application.

The applicant is required to submit a completed Grant application form to the Director of Planning Services for approval prior to commencing construction. The application will include a copy of the Building Permit application including drawings detailing the proposed work. 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 building inspection by the Building Services Division of the Engineering Services Department, the Building Permit Fee Grant will be provided for approved projects.

## 1.2 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 a grant to offset the amount of the Site Plan Control Fee to a maximum of \$3,000.

### Area of Application

The Site Plan Control Fee Grant Program is available to all registered property owners within the Community Improvement Area , except for greenfield development areas 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 any commercial zone of the Community Improvement Plan. 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 one time 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 the upset of \$3,000.

### 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 \$50,000. 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 \$50,000 in grants or loans per registered plan of subdivision or 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 Planning Services and Engineering Services Department.

### 1.3 Heritage Building Façade Improvement Grant Program

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

#### Area of Application

The Heritage Façade Improvement Grant program is available to all registered property owners within the Community Improvement 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 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 or repair of cornices, eaves, parapets and other architectural features;
- Replacement or repair of windows;
- Entranceway modifications including provisions to improve accessibility for the physically challenged;
- Redesign of the store front, in keeping with the originally identified heritage features;
- 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; and
- Such other similar improvements to the building exterior as may be approved by the Director of Planning Services.

#### Eligibility for Grant

The applicants for a Heritage 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 Heritage Façade Improvement Grant.

The provision of any Heritage 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.

The proposed improvements will require review and comments from LACAC. Unless the building is designated under the Ontario Heritage Act, LACAC approval will not be required; however, the LACAC comments will be considered by the Director of Planning Services in determining if the façade improvements are in keeping with the architectural character of the building and qualify for the heritage façade improvement grant.

### **General Terms of Grant**

The grant covers up to one third 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 \$50,000 per property owner for a building with multiple street addresses or storefronts.

### **Other Programs**

Provided all eligibility criteria and conditions are met for this program, participation in the Heritage 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 \$50,000.

### **Work Already Commenced**

The Heritage Façade Improvement Grant Program can be retroactively applied to works started prior to the commencement of the program providing the works are not complete and meet the criteria of the program.

### **Procedures**

1. **Grant Application Submitted at Time of Building or Street Occupancy Permit Application**  
The applicant is required to submit a completed Heritage 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 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 Heritage 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 one third limitation and the maximum of \$10,000.
3. **Inspection of Façade**  
Prior to approving a Heritage 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 Heritage 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 Heritage 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 an extension of 6 months. However, if the heritage façade improvements do not match the drawings, materials or intent of the original approval, approval may be withdrawn without appeal.

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. 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. Depending on the improvements made to the building and the investment by the Municipality the owner may be required to designate the building under the Ontario Heritage Act.

## **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 within the historic downtown and estate retail portions of the Community Improvement 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 long term tenants with at least a 5 year lease agreement. 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 or loan programs.



## General Terms of Grant

The grant covers up to 50% of the costs of the eligible work per building to a maximum of \$5,000 per municipal street address or storefront, subject to an overall maximum of \$50,000 per property owner for a building with multiple street addresses or storefronts.

### 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 \$50,000.

### Work Already Commenced

The Upgrade to Building Code Grant Program can be retroactively applied to works started prior to the commencement of the program providing the works are not complete, have already received a building permit and meet the criteria of this program.

### 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 \$5,000.

#### 3. Inspection of Building

Prior to approving a 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 an extension of 6 months. However, if the building improvements do not match the drawings, materials or intent of the original approval, approval may be withdrawn without appeal.

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. 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.