

# **Bowmanville Community Improvement Plan**

## **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 a portion of the applicable Building Permit Fee for rehabilitation or improvement of property in the community improvement plan area to a maximum of \$3,000.

#### **Area of Application**

The Building Permit Fee Grant Program is available to all registered property owners or commercial tenants that have a minimum of a 5-year lease and are within the Community Improvement Project 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 commercial tenants with a signed consent form and must submit a building permit application for property within the Community Improvement Project Area. Municipal staff will conduct a title search of the property and review property tax records. Properties where the property owner is in arrears of 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 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 of \$3,000.00. Eligibility for a building permit fee grant will be renewed for each address after 10 years.

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 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 providing the property owner is not in tax arrears.

## **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 a portion of the Site Plan Control Fee for rehabilitation or improvement of property in the community improvement plan area 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 Project 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 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 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, the grant will be provided for approved projects and providing that the property owner is not in tax arrears.

### **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 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 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;
- Replacement, repair or restoration of original windows or replacement with similar reproduction 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 or pictorial evidence;
- 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 the 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. Eligibility for a heritage 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 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 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. 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 as a condition to receive the grant.

## 9. Heritage Designation

### 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 historic downtown and estate retail portions of 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 long term commercial 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 33% 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. 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 \$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 33% 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 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 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 Reconstruction Grant Program**

This grant program is intended to assist property owners with financing the cost of the reconstruction process by providing a one-time grant to offset the amount of reconstruction to a maximum of \$10,000. All reconstructed buildings are to be designed to be in keeping with the historical context of Bowmanville and in-keeping with the heritage streetscape context.

#### **Area of Application**

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

#### **Eligibility for Grant**

Reconstruction projects will qualify for funding if they are being redeveloped as a result of fire or other natural disaster. This grant is intended to fund the redevelopment of a building or structure on the same land that has been destroyed in whole or in part by fire, explosion or Act of God and has to be in whole or part demolished and reconstructed for the same purpose. In a loss due to fire, the Ontario Fire Marshall has to have ruled "no malfeasance".

The Reconstruction Grant is intended to provide the owner with additional funds to enhance the front façade of the impacted building over and above the monies collected for functional replacement purposes through the insurance funding. The designer/owner shall involve the Planning Services staff in the design process to ensure that the front façade meets the criteria.

Individuals and/or corporations applying for a Reconstruction Grant must be the registered owner(s) of the property and must receive site plan approval and obtain a building permit for the property in compliance with the provisions of 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 Reconstruction Grant.

The property owner must consult with applicable utility companies as part of the application process to determine if there are concerns in regards to the potential proximity of overhead lines and/or underground utilities.

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

### **General Terms of Grant**

Any Reconstruction Grant will be provided as a one time grant to the registered owner of the property. Grants will be in the amount of up to \$10,000 and will only apply to buildings constructed with an approved design. The grants will be provided at the discretion of the Director of Planning Services. This grant program is not intended to encourage the neglect or demolition of existing buildings.

### **Other Programs**

Provided all eligibility criteria and conditions are met for this program, participation in the Reconstruction 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 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 Reconstruction 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 reconstruction 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 up to a maximum of \$10,000.

### 4. Decision of Director of Planning Services

The final decision on whether a property is eligible for an Reconstruction Grant will be at the discretion of the Director of Planning Services.

### 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 Reconstruction 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 Reconstruction Grant does not match the drawings, materials or intent of the original approval, approval may be withdrawn.

### 6. 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 prior to any funds being released.

### 7. 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.

## **1.6 Signage Grant Program**

This grant program is intended to assist business owners with financing the design and installation of new signage within the commercial area of the Community Improvement Project area by providing a grant equivalent to 50% of the amount of new signage, not to exceed \$2000.

### **Area of Application**

The Signage Grant Program is available to all business owners within the Community Improvement Project Area 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 Project Area, with the agreement of the property owner(s).

The provision of the Signage Grant Program 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.

The design of the sign will follow the guidelines established during the Community Improvement Plan and be in keeping with the historic character of the downtown and the Sign By-law. Backlight signs are not eligible for funding. The Planning Services Department can from our inventory of photos provide merchants with examples and potential signage.

## **General Terms of Grant Program**

Any Signage Grant will be provided as a grant to a business owner and represents an amount equivalent only to 50% of the value of the new sign with a maximum of \$2000 grant. Eligibility for a signage grant will be renewed for each address after 10 years.

At the time of sign permit application, the applicant will pay all applicable application fees. If eligible, the Signage Grant will be provided following final inspection by the Planning Services Department representative.

## **Other Programs**

Provided all eligibility criteria and conditions are met for this program, participation in the Signage Grant Program does not preclude the business and/or property owner from being eligible for other grant programs offered under the Community Improvement Plan.

## **Work Already Commenced**

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

## **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 constructed and an estimate for the work to be undertaken.

## 1. Provision of Grant

Following the completion of the work and final inspection by the Planning Services Department, the Signage Grant will be provided for approved projects.

### 1.7 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 Project 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 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 \$50,000 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.

## **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 \$50,000.

## **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.

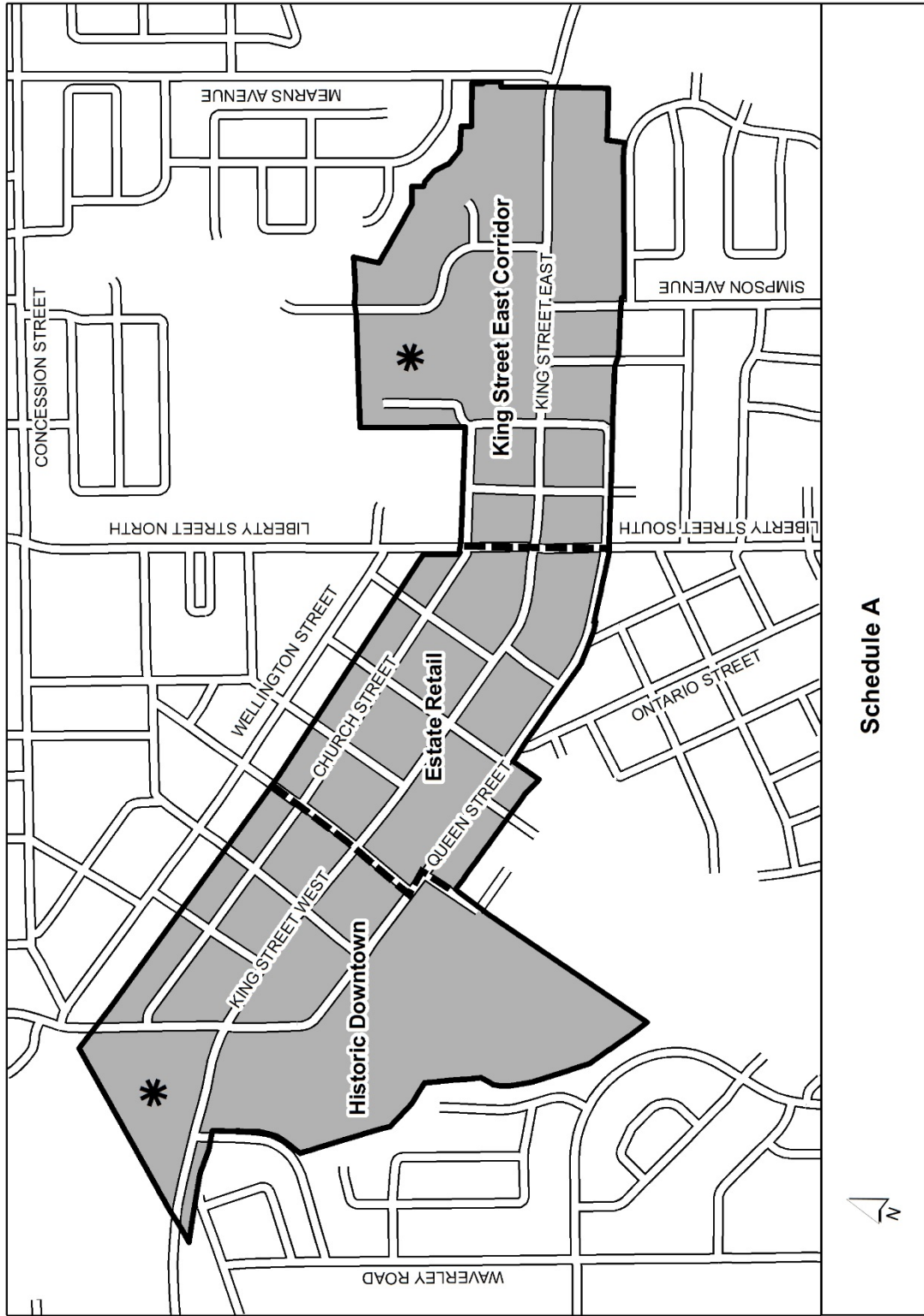
7. Provision of Grant

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

Figure 1 – Schedule A