

# FACADE IMPROVEMENT PROGRAM GUIDELINES

## SBA MEMBERS CAN RECEIVE UP TO \$5,000 FOR LANDSCAPING IMPROVEMENTS

The Sackville Business Association offers a Façade Improvement Program to help members invest in façade renovations and storefront upgrades.

### PROGRAM DETAILS

- The Façade Improvement Program covers up to 50 per cent of the cost of eligible renovations, to a maximum of \$5,000.\*

\*Contingent on funding

### ELIGIBILITY

- The program is open to members of the Sackville Business Association, both business and commercial property owners.
- The property must lie within the boundaries of the Sackville Business Improvement District.
- Business and building owners are encouraged to work together on developing a design and submitting applications. If a tenant wishes to apply, written permission from the building owner is required.

### ELIGIBLE IMPROVEMENTS

- Eligible improvements are limited to the exterior of the front-facing or highly-visible side of the building.
- Improvements may include but are not limited to: upgrades to exterior architectural and decorative details, landscaping, painting, exterior surfaces, windows, doors, entrance ways, awnings and lighting. Other improvements may be considered.

### REQUIREMENTS

- Applicants must complete an application form and submit a drawing of the proposed changes. Where possible, a design professional should be hired to produce an attractive product.
- Proposed upgrades must be approved by Halifax Regional Municipality and the necessary permits must be obtained before construction begins.
- Construction cannot start before the reimbursement agreement is signed. **Funding is not provided retroactively.**

## HOW THE PROCESS WORKS:

Generally, the grant process works as follows:

1. Contact the Sackville Business Association for an application form.
2. Contact HRM Planning to ensure the proposed upgrades will meet HRM bylaw requirements.
3. Submit a completed application, along with two contractor quotes for the project.
4. The Project Review Committee evaluates the application.
5. The applicant is notified in writing if the application has been approved, refused, or if additional information is required.
6. If the project is approved, the SBA and the applicant sign a reimbursement agreement spelling out the project details, what costs will be reimbursed, and any conditions.
7. Construction begins.
8. The applicant supplies the SBA with proof of payment of all suppliers and contractors.
9. Project is inspected by the SBA's project manager.
10. The SBA issues reimbursement for the amount specified in the agreement.

## GRANT APPROVAL

- Grants are allocated on a case-by-case basis as long as funding is available.
- Project proposals are subject to a review of the existing building storefront and façade, must meet high quality standards, and must reflect the spirit and intent of the design guidelines.
- Submitting an application does not guarantee a grant or a specific grant amount. The decision of the Project Review Committee is final and not subject to appeal.
- The applicant is responsible for ensuring the project meets HRM bylaws and obtaining the required permits.

**\*See next page for application form**

**FACCADE APPLICATION**

Applicant Name

Date

Applicant is the:

Property Owner  Business Owner  Agent Of The Property Owner

Address

Telephone

Cell

Email

Fax

Property Owner Name

Address

Telephone

Cell

Email

Fax

Address and Civic Lot Number of property where project will occur

Total Overall Cost of Improvements

Amount of Funding Requested

Approximate Date Work Will Begin

Proposed Completion Date

**BUILDING INFORMATION**

Number of Stories

Total Square Feet of Ground Floor

Current Use:

Retail  Restaurant  Office  Other Commercial  Residential  Other

TENANCY

List of Current Tenants

[Redacted area]

Number of Square Feet Occupied

Number of Square Feet Vacant

[Redacted area]

Please attach the following items:

- Project description
- After sketch/illustration/drawing including colour scheme.
- Detailed line item budget for project.
- Two contractor quotes for work to be completed under the grant
- A description of the materials to be used.
- A signed letter from the building owner indicating permission if applicant is not the building owner.

ACKNOWLEDGEMENT

I understand that my submission of an application does not constitute a guarantee for funding under the Façade Improvement Plan. I certify that all information is true and accurate to the best of my knowledge, and if approved, work will be completed in accordance with the terms and conditions of the Reimbursement Agreement entered into with the SBA.

Applicant Signature

Dated

[Redacted area]

OFFICE USE ONLY

Date Received

Application Complete

[Redacted area]

YES NO

If no, details

[Redacted area]

Date of application review

Amount of grant:

[Redacted area]

Decision:

Approve  Approve with conditions  Refusal

IMPORTANT

If the proposed improvements begin prior to approval, you will be ineligible for the grant, Transfer of grant monies to the applicant is conditional on the applicant entering into a Reimbursement Agreement with the Sackville Business Association,

THIS IS NOT A DEVELOPMENT OR BUILDING PERMIT.

\*Permits for exterior or interior renovations including building permits and development permits remain the responsibility of the building/property owner.

\*\*Information collected in this application form is confidential and collected for the purpose of administering the Façade Improvement Program and to maintain communications as necessary. Please note that the name and location of the buildings and façade improvement designs may be released to various organizations, the media and public, insofar that the building received a grant under the Façade Improvement Program.