



A Natural Attraction

Community Improvement Plan

Community Improvement Incentive Programs

Planning and Design

A one-time grant of 50% to a maximum of \$1,000.00 will be available toward the cost of the preparation of architectural plans for building façade improvements. The grant would be conditional on the architect being approved by the City to ensure that the Façade Study and Design Guidelines are implemented.

In addition, a one-time grant of 50% (to a maximum of \$1,000.00) will be available toward the cost of the preparation of a site plan suitable for approval by the City, in accordance with the Design Guidelines and the City's standard site plan regulations.

These grants would be paid at 50% (to a maximum of \$500.00) upon design completion and the remaining funds shall be paid after completion of the project.

Building Façade Improvements

Primary Grant

The City will provide a one-time grant of 50% (to a maximum of \$5,000.00) of the costs to assist commercial property owners to improve the building façade in accordance with the Façade Improvement Study and the Urban Design Guidelines. The grant would include building material, labour and professional fees.

Secondary Grant

Improvements to each exterior side and rear of buildings, where the building fronts onto a street, river or public area, will be eligible for a grant provided at 50% (to a maximum of \$5,000.00) of the costs per exterior side or rear building façade.

Grants are payable upon completion of the work to the satisfaction of the City based on the Façade Improvement Study and Design Guidelines.

Improved Signage

A grant of 50% (up to a maximum of \$1,000.00) will be available towards the cost of replacing an existing sign that does not comply with the Urban Design criteria, with a new sign that complies with the Façade Improvement Study and Design Guidelines, including sign lighting.

Grants will be paid in equal installments over three years. The second and third installments will only be available should the business/sign remain in the Community Improvement Area.

Landscaping and Property Improvement

A grant of 50% (up to a maximum of \$1,000.00) of the costs will be available for improving the landscape between parking areas and the roadway; including landscape materials, labour, and fencing. The grant will be payable upon completion of the work to the satisfaction of the City.

Associated Assistance Programs

Application Fees

Where a property owner or business is undertaking improvements to lands and buildings in accordance with the Façade Improvement Study and/or Design Guidelines, the City will provide a grant equivalent to the cost of the normal application fees for approved projects in accordance with the provisions of Section 69 of the Planning Act and the City's Tariff of Fees by-law.

- Site Plan Approval
- Rezoning
- Minor Variance
- Building/Demolition Permit

The grant payment will only be issued once the City has inspected and approved the completed work. The City will only approve work that has been completed in keeping with the program guidelines, approved plans and by-laws. The Applicant will be responsible for all mapping and registration costs where applicable.

Development Charges

Where a property owner or business is undertaking improvements to lands and/or buildings in accordance with the Façade Improvement Study and Design Guidelines, the City may provide a grant equivalent to the amount of the applicable Development Charge for approved projects in accordance with the City's Development Charges by-law. The grant payment will only be issued once the City has inspected and approved the completed work. The City will only approve work that has been completed in keeping with the program guidelines, approved plans and by-laws.

Property Tax Increment Assistance

Where property improvements are undertaken in a manner that implements the Façade Improvement Study and/or the Urban Design Guidelines-where such improvements have been approved by the City-result in an increased assessed value of the property and therefore increased taxes, the City will provide a grant equal to the amount of the property tax increases, as a result from the development, for up to a maximum of three years from the date of the increase in assessed value.

It is noted that the grant will be equal to the municipal portion of the increased taxes that have resulted only from the property improvements that have been undertaken in accordance with this Plan.

Participation in the Property Tax Increment Assistance program does not exempt property owners from an increase/decrease in municipal taxes due to a general tax rate increase/decrease or a change in assessment for any other reason. The Property Tax Increment Assistance Program does not exempt property owners from paying the education portion of the property tax.

Heritage Buildings

The City will assist property owners seeking Provincial financial assistance to rehabilitate buildings in the identified Community Improvement Project Area that have been designated under the Ontario Heritage Act. A municipal grant provided in accordance with this incentive program will be considered as a portion of the owners contribution to the costs as part of any Provincial funding with respect to the rehabilitation of designate heritage buildings and sites.

Building Retrofit Program

To assist property owners in the Community Improvement Project Area, the City will provide a 50% -no interest- matching loan (to a maximum of \$5,000.00) to eligible properties for the purpose of bringing buildings up to the minimum standards of the Building Code and Fire Codes including such improvements as:

- Barrier Free Access
- Fire Protection
- Roof Repair/Replacement
- Window/Door Repair or Replacement
- Structural Repairs
- Health and Safety Related Improvements

The loan shall be repayable over a five-year period. The payment structure of the loan shall be based on a fixed rate per year with a balloon payment at the end of the term of the loan. The rate of payment shall be identified in a separate loan agreement entered into between the property owner and the City.

Grant and Loan Eligibility Requirements

1. City Council shall appoint a Community Improvement Committee to review applications for financial incentives. The Committee shall review all applications based on these eligibility requirements and the degree to which the project implements the City's Strategic Plan, Façade Improvement Study and Urban Design Guidelines and will be responsible for allocation funds based on area priorities identified in this Plan.
2. No improvements carried out prior to the approval of the application will be eligible for funding. Only pre-approved projects will be eligible for grants.
3. Grants or loans would be available to a property owner or tenant occupying an assessed building in the Community Improvement Project Area upon satisfactory completion, as deemed by the City, of the project. Assistance granted under any of the financial incentive programs and/or associated programs, to a particular property are not transferable to any other property.
4. Building façade grants will be granted based on a preliminary grant for the building façade that forms the primary entrance to the building and a secondary grant for a building side or the rear of the building that faces the street, Trent River or any other public areas.

Where the primary building entrance is deemed by the Committee to comply with the objectives of the Community Improvement Plan, and no previous Façade Improvement grants have been given, the primary grant may be approved for improvements to the exterior side or rear of the building facing a street, the Trent River or a public area.

Where a building has more than two building facades abutting a street, river, or public area, the City may consider a further secondary grant based on funding availability.

5. The property owner or tenant and the City will be required to enter in to an agreement specifying the amount to be paid and the payment period. Where the agreement is between a tenant and the City, the property owner must consent to the agreement.
6. Properties and buildings shall not have any tax arrears, outstanding utility charges, work orders or any other legal claim, or lien that may affect the title of the land. A letter from the City Finance Department is required to ensure the property is up to date and in good standing.
7. The grant programs outlined may be combined in a manner that will permit more than one grant per property. Where this is done, the total grant amount

shall be based on the amounts listed, however, the expenditure on each element of the grant shall be flexible and subject to the approval of the City. In no instance shall the total grant payment exceed the cost of rehabilitation.

8. Grants will be available to tenants or property owners on the basis of one grant or combined grant (i.e. Planning and Design, Improved Signage and Façade Improvement) per assessed building.
9. Partial façade improvements are permitted only where the unimproved portion meets the design guidelines and upholds the aesthetic quality of the improved portion.
10. The Property Tax Increment Grant will only be available where the property and building improvements undertaken result in an increase in the municipal share of the increased portion of the taxes and exceeds \$200.00 per year. The actual costs associated with an individual application may be subject to an independent audit at the request of the City and at the expense of the property owner.

Application Checklist

- Have Read, Understood and Met All Eligibility Requirements
- Fully Completed Application with Signature of Owner
- Copy of Deed Provided
- Proposed Improvements Adhere to Community Improvement Plan Guidelines
- Designs/Drawing Included (if necessary)
- Copies of two Quotes Included
- Copy of Most Recent Tax Receipt



A Natural Attraction

Grant Application

Registered Business Name:	Property Address:	Business Phone: () Fax: ()
Name of Business Owner:	Home or Business Address of Owner:	Phone: ()
Applicant Name: (if different from owner)	Address:	Phone: ()

Business Details

Has the Subject Property Been Designated Under the Ontario Heritage Act? Yes___ No___
Are There any Outstanding Work Orders on the Subject Property?
Fire Prevention Yes___ No___
Property Standards Yes___ No___
Building Code Yes___ No___
By-Law Enforcement Yes___ No___
Include copies of existing work orders to this application if available
Are the Taxes Associated with the Subject Property Up to Date and in Good Standing?
Yes___ No___
Please attach a copy of your most recent tax receipt

Incentives

Please Indicate the Programs You Are Applying For:

- Planning and Design
- Buildings Façade Improvements
- Improved Signage
- Landscaping and Property Improvement

Improvements

Please Provide a Description of the Improvements you Intend to Implement:

Please include any associated drawings, measurements, designs, etc (if available)

Cost Estimates

Please attach at least two written estimates from qualified contractors/suppliers. The lowest estimate does not necessarily have to be selected.

What is the Estimated Date of Completion: _____

Owners Permission

If the applicant is not the owner of the building, the owners permission for all proposed work must be submitted with this application.

Permits

Work to be completed through this application cannot be started until written approval for the requested funding assistance is received from the City of Quinte West. All required permits must be obtained prior to the initiation of the proposed works.

Confidentiality and Consent

All information included in this application will be kept strictly confidential under the Municipal Freedom of Information Act.

The applicant consents to the use of his or her name and their business name and address in connection with any program funding announcements.

This application is being made in accordance with the City of Quinte West Community Improvement Plan. The undersigned hereby applies for the Community Improvement Incentive Programs in accordance with the application 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 City of Quinte West. **The undersigned also acknowledges that it is understood that work carried out prior to the approval of this application will not necessarily be eligible for funding.** I certify the truth of all statements or representations herein.

Signature of Owner or Authorized Applicant
(Applicant must have owners authorization)

Date

Owner's Authorization (to be completed if an applicant is used to represent the owner):

I, _____ being the registered owner of the subject property hereby authorize _____ to prepare and submit this application for the Community Improvement Incentive Program.

Signature of Owner

Date

For Office Use Only

Date Received _____

Information Complete? Yes ___ No ___

Information Verified? Yes ___ No ___

Grant Approved? Yes ___ No ___

Date Approved _____

Grant Rejected Yes ___ No ___

Date Rejected _____

Community Improvement Committee Comments:

Grant Payment Agreement

*The is based on a sample from the Muskoka Community Improvement Plan. Please advise if this is not the format in which you wish to use. This was the only loan agreement I could find on the internet based on a search of 15 cities that use a CIP.

Payment Terms

The City of Quinte West will provide a grant of 50% (to a maximum of \$5000.00) to the cost of planning and design. The grant will be issued in three equal installments over a three-year term. The first shall be paid upon completion and approval of the design plan. The second installment shall be paid upon completion of the work and subsequent approval by the City. The balance shall be paid on the first anniversary of completion and approval.

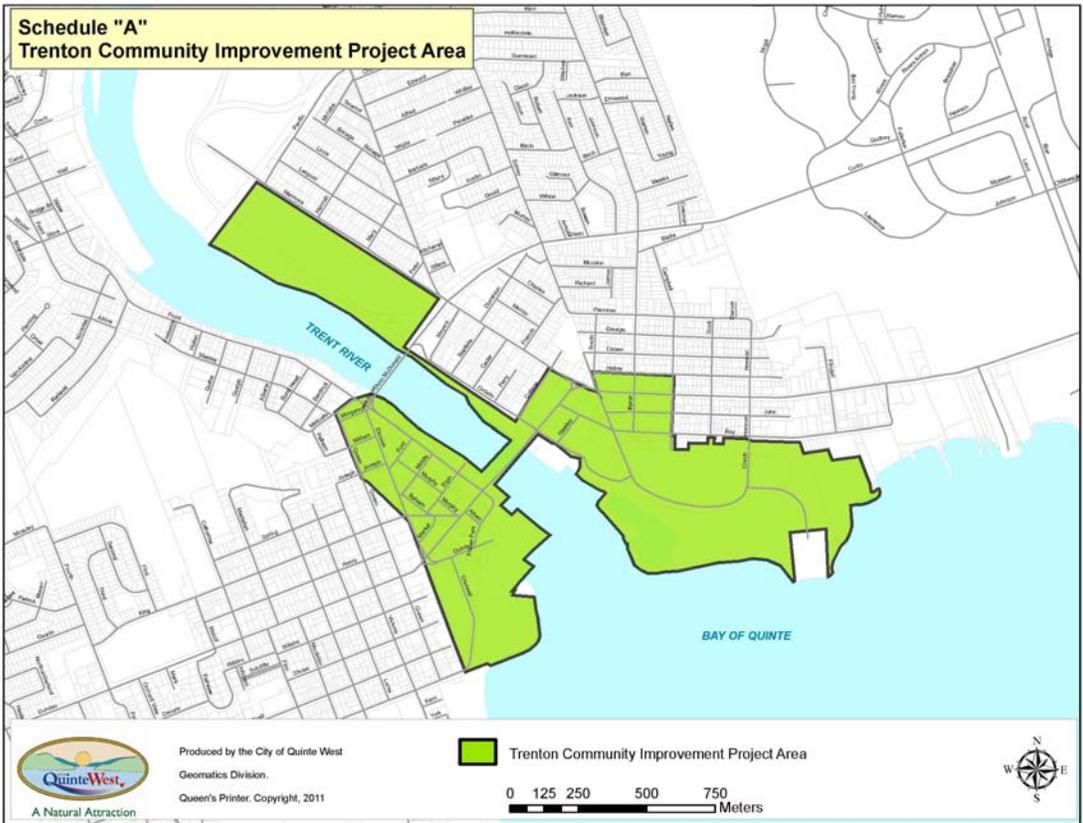
The City of Quinte West will provide a primary grant of 50% (to a maximum of \$5000.00) to the cost of building façade improvements. The grant will be issued in three equal installments over a three-year term. The first shall be paid upon completion of the work and subsequent approval by the City. The balance shall be paid in two equal installments, beginning on the first anniversary of completion and approval.

The City of Quinte West will provide a secondary grant of 50% (to a maximum of \$5000.00) to the cost of building façade improvements to the exterior sides and rear of buildings, where the building fronts onto a street, river or public area. The grant will be issued in three equal installments over a three-year term. The first shall be paid upon completion of the work and subsequent approval by the City. The balance shall be paid in two equal installments, beginning on the first anniversary of completion and approval.

The City of Quinte West will provide a grant of 50% (to a maximum of \$1000.00) for improved signage that does not comply with the Façade Improvement Study and Design Guidelines. The grant will be paid in three equal installments over a three-year term. The first will be issued after the City has approved the new signage. The second and third payments will be issued beginning on the first

anniversary of the new signage. The second and third installments will only be available should the business/sign remain in the Community Improvement Area.

The City of Quinte West will provide a grant of 50% (to a maximum of \$1000.00) for landscaping and property improvement between parking areas and the roadway. The grant will be paid in three equal installments over a three-year term. The first will be issued after completion of the work and subsequent approval by the City. The second and third payments will be issued beginning on the first anniversary of completion and approval.



Frankford Community Improvement Project Area



Produced by the City of Quinte West
 Geomatics Division.
 File: Frankford_community_improvement.mxd
 Date: March 14, 2011

Legend

 Frankford Community Improvement Project Area

