



City of Belleville

## ***Community Improvement Plan Façade Improvement Rebate Programs***

### **General Information and Procedures**

The attached application is to be used by persons or public bodies as an application for funding through the City of Belleville Community Improvement Plan (CIP) regarding the Façade Improvement Rebate Programs. This application and any attached supporting documentation, contains information collected and maintained specifically for the purpose of creating a record available to the general public and is open to inspection by any person during normal office hours. Personal information on this application is collected under the authority of the Municipal Act, as amended, and will be used in the processing of the application.

This application consists of two parts:

- Part 1 – CIP Façade Improvement Rebate Application
- Part 2 – CIP Façade Improvement Rebate Information

The completed application is to be e-mailed to [planning@belleville.ca](mailto:planning@belleville.ca) or submitted to:

Engineering & Development Services Department  
Planning Section  
City Hall  
169 Front Street  
Belleville, ON.,  
K8N 2Y8  
Phone: (613) 967-3288  
Fax: (613) 967-3262

### **Part 1 – CIP Façade Improvement Rebate Application**

Please check off the incentives for which this application applies. Applicants may be eligible for funding consideration under more than one program per application request subject to program criteria, limitations and restrictions.

More detailed information on the CIP programs is available on our website at [www.belleville.ca/CIP](http://www.belleville.ca/CIP).



Program 10: Façade Improvement Design Rebate

Program 11: Façade Improvement Renovation Rebate

Program 12: Façade Improvement Renovation Rebate – Rear Façade

**Property Details**

Municipal Address: \_\_\_\_\_

**Applicant Information**

Name: \_\_\_\_\_

Mailing Address (including postal code):

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Owner's Information (if different from the applicant)**

Name: \_\_\_\_\_

Mailing Address (including postal code):

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_



**Existing Uses:** \_\_\_\_\_

**Proposed Uses:** \_\_\_\_\_

**Has the property been designated under the Ontario Heritage Act, R.S.O 1990, c.0.18?**

Yes

No

**Which facades are to be repaired?**

Front

Rear

Side

**Please describe the proposed façade improvements:**

**Quote Information:**

Quote 1:

○ Name of Contractor: \_\_\_\_\_

○ Quote Amount (excluding taxes): \_\_\_\_\_

Quote 2:

○ Name of Contractor: \_\_\_\_\_

○ Quote Amount (excluding taxes): \_\_\_\_\_



**Will project funding be requested through Trenval Business Development Corporation?**

Yes

No

**Application Eligibility and Submission Guidelines**

Please check off the information that has been provided (refer to Appendix 'C' Façade Improvement Program Design and Improvement Criteria of the CIP):

Completed application form

Detailed drawings of planned work

Detail on building materials to be used

Detail on colours to be used

Two (2) independent itemized quotes from qualified contractors

Property taxes in good standing

**Owner's Authorization**

I, \_\_\_\_\_ am the owner of the land that is subject to this application.

I authorize the following to prepare and submit this application on my behalf:

\_\_\_\_\_

Signature of Owner: \_\_\_\_\_

Date: \_\_\_\_\_



This Application is being made in accordance with the "City of Belleville Community Improvement Plan". The undersigned hereby applies for a Rebate in accordance with the Application, drawings, specifications and quotes 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 Corporation of the City of Belleville. I certify the truth of all statements or representations contained herein.

Signature of Owner or Authorized Agent/Tenant: \_\_\_\_\_  
(Agent/Tenant must have owner's authorization)

Date: \_\_\_\_\_

## **Part 2 – CIP Façade Improvement Rebate Information**

### **What is it?**

The Façade Improvement Rebate Programs are an initiative for properties located within Belleville's Downtown Façade Area (See Map 1: Program Areas of the CIP for more information).

The program seeks to stimulate encourage preservation of the architectural traditions upon which the character of the downtown is based.

The City of Belleville will provide non-repayable financial contributions up to \$3000.00 for the costs of professional fees related to the design of façade improvements, up to \$12,000.00 for improvements and rehabilitation of front façades and up to \$12,000.00 for improvements and rehabilitation of façades which back on to the Moira River. The City Rebates are intended to apply to construction costs to improve (and/or restore) the visual appearance and integrity of the building fabric or exterior façade(s). Funding may cover signage and painting costs at the discretion of the City.

All proposed improvement projects will be assessed under three main considerations:

- Consistencies with the design guidelines and the original architectural design of the building;



- The extent to which a project improves the overall appearance of the property and of adjacent and nearby buildings; and
- The overall benefit to the downtown and consistency with the City's Official Plan and other applicable policies.

### **Intake Periods**

Spring Intake Deadline: May 31st

Fall Intake Deadline: September 1st

All applications submitted before May 31st will be considered as part of the first intake period. Any applications received after the spring intake period will be considered first come first served basis, provided that funding is still available.

Any properties that have received funding under the facade improvement program(s) within the last five years may be considered following the fall intake deadline of September 1st, provided that funding is still available.

### **Who can apply?**

- Commercial or institutional building owners (or their agents).
- Commercial or institutional building tenants - **must** have owner's approval.

### **What buildings qualify?**

- Buildings must be located in the Downtown Façade Area.
- Buildings that have not received funding under the previous C.I.P's façade improvement program within the last five (5) years. However, exceptions can apply where funding is still available after the fall intake period.
- Existing commercial, mixed use, and institutional buildings.

### **Please Note:**

This program does not apply to buildings that are strictly zoned Residential.



### **What improvements are eligible for funding?**

The façade rebate program can only be used on eligible **exterior work**. Restoration of original building features including windows is strongly encouraged. Examples of eligible improvements include, but are not necessarily limited to:

- masonry restoration and stabilization;
- installation of storefront awnings;
- replacement of back-lit signs with decorative front-lit signage;
- painting of woodwork and metal;
- architectural lighting improvements;
- renovation of storefronts; and
- entranceway modifications to improve accessibility for people with disabilities.

### **What improvements are ineligible for funding?**

- landscaping;
- building insulation; and
- interior work.

### **What are the general design criteria?**

General principles that should be followed when preparing plans for building improvements are provided in the CIP Appendix C: Facade Improvement Program Design and Improvement Criteria and include:

- Sensitivity to existing streetscape with respect to proportions, materials, colour, signage and architectural detail;
- If building is designated as heritage approval from Heritage Belleville must be granted;
- If building is not designated, but listed in the heritage inventory, consultation with Heritage Belleville is strongly encouraged;
- Restoration to original facade (i.e. glazing, storefronts, doorways);
- Restoration or replacement of windows to original style;
- Use of original materials and historic colours where feasible;
- Use of metal cladding, vinyl and aluminium siding and other similar materials is discouraged;



- Cleaning, repainting of painted surfaces and replacement of original brick as required;
- Abrasive cleaning such as sandblasting is not supported by this program.
- Preservation, restoration of architectural detail; and,
- Well-designed signage in proportion to building, sensitive to the appearance of the entire streetscape.

### **What requirements must be met?**

To avoid any delays, discuss your proposed improvements in their preliminary stages of development with the Policy Planning Division, the City's Building Division, and your design professional or contractor.

You may require a building permit to undertake your proposed improvements. If a building permit is required for the work, the project will be deemed complete upon final inspection by the Building Division. A building permit application triggers zoning by-law, sign by-law, and building code requirements. If scaffolding is required, please call the City of Belleville Building Division for an inspection once erected.

You may require a Heritage Permit if the property is designated under Part IV or Part V of the Heritage Act. If you are unsure of your property's status, please contact the Policy Planning Division.

If required, please ensure that a Road/Sidewalk Occupancy Permit is obtained before construction has commenced. If any sidewalk closures are necessary, it will be dealt with through the Transportation Department.

### **Contact:**

Policy Planning Division 613-967-3288

### **What is the Application Process?**

- Consult with Planning Staff regarding the proposed project before submission to ensure eligibility.
- Fill out the attached application form.
- Attach a photograph of the existing façade. If the application is for a corner building, or if application is for front and rear façades, please provide pictures of both façades/sides (two photographs).





- Attach drawings/sketches of proposed improvements. Drawings/sketches must indicate what areas of the facade are to be cleaned, repaired, painted, rebuilt, resurfaced, replaced, etc., or what new features will be installed.
- Provide quotes from contractors for the work.
- Return application form with accompanying photographs, drawings/sketches, approvals and contractor quotes to the Policy Planning Section on the Second Floor of City Hall. Once received, and all requested information is provided, application review will take approximately 4 weeks.

**Please Note:**

1. The City reviews each application and determines funding appropriate to individual projects based on relevant costs;
2. Normal maintenance and repairs such as replacement of roof, will not be approved;
3. Consideration will be given to those applicants who have not applied within the last year;
4. If the application is approved, the building owner/agent will receive a letter of approval that will outline the basic terms and conditions of approval;
5. If you undertake work prior to your application being granted and receiving your approval letter, you are doing so at your own risk; and,
6. You must not be in default of any municipal taxes, local improvements, or any other money payable to the City of Belleville (fees or penalties). Failure to meet this requirement will result in disqualification from the program.

**What is the completion time limit?**

Once the application is approved by the Policy Planning Division, work can commence immediately and proof of paid invoices for work undertaken must be submitted to the City within one (1) year of the latest invoice date.

The Director of Engineering and Development Services may grant discretionary extensions when justified.

**When will the funds be advanced?**

The approved rebate cheque amount for construction costs will be issued to the applicant when construction is completed, contractors have been paid and invoices submitted to the City.



**Please note the rebate program does not reward poor stewardship. As a result, the City of Belleville reserves the right to withhold payment of a rebate to work/projects that are substandard or completed poorly; inconsistent with the Façade Improvement Program Application; or that requires a building permit and inspections have not been conducted.**