

# **Orono Community Improvement Plan – Grant Program**

## **Appendix 4 Grant Program**

### **1.1 Signage Program**

This grant program is intended to assist business owners with financing the design and installation of new signage within the commercial zone (Main Street) of the Community Improvement Project Plan area as set out in Schedule A 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 Orono BIA 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 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 general guidelines established during the Community Improvement Plan and in keeping with the historic character of the downtown. Backlight signs are not eligible for funding. The Planning Services Department can from our inventory of slides provide merchants with examples and potential sources of signage.

#### **General Terms of Grant Program**

Any Signage Grant will be provided as a grant to a BIA member business owner and represents an amount equivalent only to 50% of the value of the new sign with a maximum of \$2000 grant. Each business owner can receive a signage grant once in a 10 year period.

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.

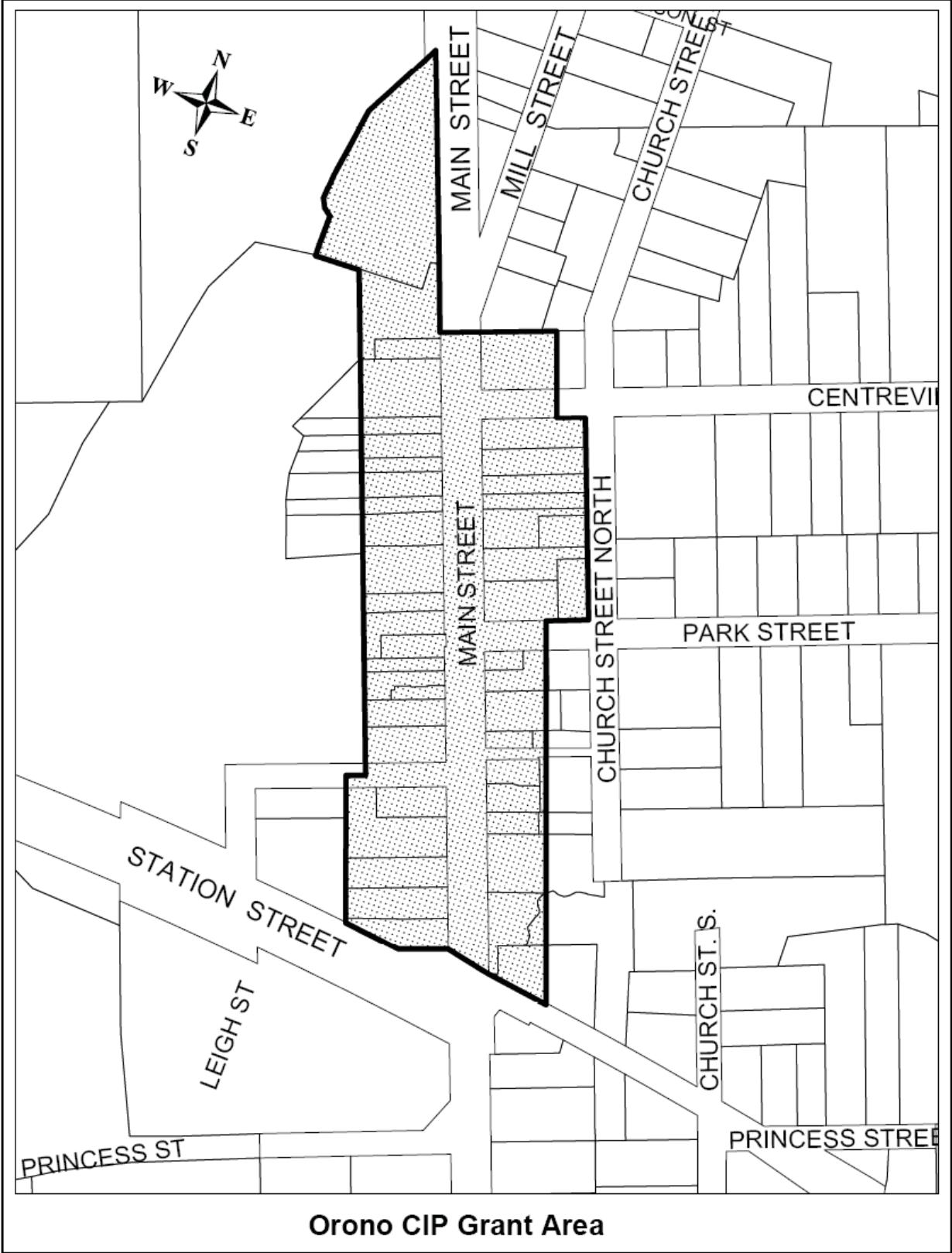
### **2. Provision of Grant**

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

## **Eligibility for Grant**

The applicants for a Signage Grant must be the registered business owner(s) and they must submit a letter from the registered property owner providing permission to install the sign with the sign permit application. Grants 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.

Signage Grant Program Samples (available upon request).



**Figure 1:** Schedule A: Orono CIP Grant Area

## **1.2 Façade improvement Grant Program**

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

### **Area of Application**

The Façade Improvement Grant Program is available to the registered property owners within the Community Improvement Project Area for the Municipality of Clarington and more specifically for the Orono BIA commercial properties as shown on Schedule A and including Orono Town Hall.

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 visible from adjacent streets or public areas;
- Replacement or repair of cornices, eaves, parapets and other architectural features visible from adjacent streets or public areas;
- Replacement or repair of windows and external doors on the street;
- Entranceway modifications including provisions to improve accessibility for the physically challenged;
- Redesign of the store front including landscaping and street furniture;
- Restoration of original façade appearance;
- Replacement or repair of canopies and awnings;
- Installation or repair of exterior lighting including façade illumination; 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 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 Façade Improvement grant.

The provision of any 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 or loan programs.

The applicant is encouraged to work with the Planning Services Department who will provide comments on potential designs and restoration works. The applicant must submit a design and quotes from contractors at the time of building permit application. The design must be in keeping with the architectural integrity of the building and is subject to the approval of the Director of Planning Services.

### **General Terms of Grant Program**

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 \$45,000 per property owner for a building with multiple street addresses or storefronts. Each business owner can receive a facade grant once in a 10 year period.

### **Other Programs**

Provided all eligibility criteria and conditions are met for this program, participation in the 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 Façade Improvement Grant Program will not be retroactively applied to works started prior to application and approval.

### **Procedures**

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

The applicant is required to submit a completed Façade Improvement Grant application form to the Director of Planning Services for approval prior to commencing any works that are the subject of the grant application. 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 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 50% limitation and the maximum of \$5,000.

### **Inspection of Façade**

Prior to approving a 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.

#### **1. 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 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.

#### **2. Expiry of Approval**

If all eligibility criteria and conditions are met and funds are available in the Façade Improvement grant fund, the Director of Planning Services or designate will approve the 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/her discretion may provide an extension of 6 months. However, if the façade improvements do not match the drawings, materials or intent of the original approval, approval may be withdrawn without appeal.

#### **3. 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.

#### **4. Provision of Grant**

Following the inspection 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.

## 5. 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.

Façade Improvements Visualizations (available upon request).

### 1.3 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 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 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 Upgrade to Building Code Grant Program will be administered on a first come first served basis to the limit of available funding in accordance with any administrative rule governing this and other grant programs.

The property owner must consult with Veridian Connections as part of the application process to determine if Veridian's concerns in regards to the potential proximity of overhead power lines can be satisfactorily addressed.

### **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 \$45,000 per property owner for a building with multiple street addresses or storefronts. Each business owner can receive an upgrade to building code grant once in a 10 year period. 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 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 \$45,000.

### **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 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 extensions. However, if the building improvements do not match the drawings, materials or intent of the original approval, approval may be withdrawn.

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 confirm with the Building Services Division that 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. Infill Project Grant Program**

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

### **Area of Application**

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

### **Eligibility for Grant**

Infill projects will qualify for funding if they are being built on lots where a brownfield is being redeveloped, a lot has become vacant as a result of a fire or disaster or a lot has become vacant through neglect and is being redeveloped by a new owner that has purchased the property through an arms length transaction. This grant program is not intended to encourage the neglect or demolition of existing buildings.

The applicants for an Infill Project Grant must be the registered owner(s) of the property and must receive site plan approval and submit a building permit application for the property in compliance with 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 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 which are to be satisfactorily addressed.

The provision of any Infill Project 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 Infill Project Grant will be provided as a one time grant to the registered owner of the property. Grants will be in the amount of \$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.

## **Other Programs**

Provided all eligibility criteria and conditions are met for this program, participation in the Infill Project 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

\$45,000. 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

\$45,000 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 Infill Project 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 Infill Project 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 to the maximum of \$10,000.

### **4. Decision of Director of Planning Services**

The final decision on whether a property is eligible for an Infill 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 Infill Project 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 infill project 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.

## 1.5 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 \$45,000 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.

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 \$45,000.

### **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.