

# Downtown Conception Bay South Business Improvement Association Façade Improvement Program 2019

## Purpose

The Façade Improvement Program aims to help build civic pride among the local business community and promote the overall marketability of the Conception Bay South Business Improvement Area.

The Program may provide matching funding, up to a maximum of \$2,000, towards the completion of exterior enhancements of a business structure or grounds. These improvements must improve the overall appearance of the property, thus enhancing the appeal of Conception Bay South's downtown core.

## Who Is Eligible?

- Commercial (non home-based) businesses that are located within the designated downtown Business Improvement Area;
- Businesses who are in good standing with respect to payment of the BIA Levy;
- Applicants who have not received grants for two consecutive years prior to the current calendar year.

## Eligible Work May Include:

- Design consultant fees;
- Restoration, repair, and enhancements to a structure;
- Signage that is uniquely designed to integrate into building architecture;
- Repair or replacement of storefront windows and doors;
- Exterior lighting;
- Design and installation of awnings and signs;
- Removal of materials that cover architectural details;
- New architectural or property details;
- Landscaping or other property improvements.

## Financial Assistance

There is no application deadline - applications will be accepted and reviewed on a first come, first served basis in 2019 until all available funding is exhausted.

Applications may be dropped off in person to the Conception Bay South Town Hall (11 Remembrance Square) or emailed to [ecdev@conceptionbaysouth.ca](mailto:ecdev@conceptionbaysouth.ca).

Upon review and project approval, a Letter of Agreement will be issued detailing terms of conditions and the amount of funding approved. Payment of claims will be contingent upon the completion of

proposed work, the submission of a detailed Claim Form (provided with Letter of Agreement), and submission of copies of all invoices and cancelled cheques to the Evaluation Committee.

**All required permits must be obtained from the Town of Conception Bay South prior to the commencement of any work supported through the Façade Improvement Program; proof of all applicable permits must be included with submitted claims.**

Applications must be received and reviewed by the Façade Improvement Program Evaluation Committee before construction begins; grants will not be awarded to façade improvement projects that are under construction or completed.

### **Time Frame**

Applications will be reviewed on a first come first serve basis in 2019; funded projects must be completed by December 31, 2019.

### **Evaluation Committee**

- The Evaluation Committee will review applications based upon the project's overall benefits to Downtown Conception Bay South and its impact on increased aesthetic appeal and property value;
- Projects that are recommended for approval by the Committee will be submitted to the Board of Management for final endorsement;
- The Board reserves the right to turn down an application if it feels the proposed project does not fit within the spirit and intent of the Façade Improvement Program;
- Unsuccessful applications may be re-submitted the following calendar year.

### **Submissions**

Applications must include the following materials as applicable for consideration by the Evaluation Committee. Applicants that do not include all pertinent information may be asked to resubmit their application to include the necessary information or may not be considered for funding.

- a) Current photo(s) of the proposed project site (can be emailed to [ecdev@conceptionbaysouth.ca](mailto:ecdev@conceptionbaysouth.ca));
- b) Rendering or sketch of proposed improvements;
- c) Architectural plans, including dimensions/measurements;
- d) Color and materials samples for paint, awning, signs, etc.;
- e) Sign plans or awning design;
- f) Historical significance designation (if applicable);
- g) A Business Tax Statement from the Town of Conception Bay South with a zero balance (or confirmation of enrollment in the equal payment plan) for the BIA Levy for the current calendar year.
  - a. For more information and to obtain this statement, please call 834-6500 ext. 201.

### Estimated Costs and Timing

Please provide copies of vendor bids/estimates or other documentation of cost estimates for all proposed façade work.

Water clean exterior	\$ _____
Exterior preparations and paint	\$ _____
Window replacements/repair	\$ _____
Door replacement/foyer repairs	\$ _____
Exterior lighting	\$ _____
Façade restoration/rehabilitation	\$ _____
Architectural/design fees	\$ _____
Landscape/hardscape improvements	\$ _____
Building permit/planning fees	\$ _____
Other proposed improvements (specify)	\$ _____
Signage	\$ _____
Awnings	\$ _____
Subtotal	\$ _____
<b>TOTAL ESTIMATED COST</b>	<b>\$ _____</b>
Estimated Date of Completion	_____

### More Information

For more information, please contact the Downtown Conception Bay South Business Improvement Association at 834-6500 ext. 701 or email [ecdev@conceptionbaysouth.ca](mailto:ecdev@conceptionbaysouth.ca).

### Disclaimer

Neither the Downtown Conception Bay South Business Improvement Association Board of Management nor the Façade Improvement Program Evaluation Committee, nor the Town of Conception Bay South, nor any affiliates, shall be responsible for the planning, design, or construction of improvements to property that is owned by the applicant. No warranties or guarantees are expressed or implied by the description of, application for, or participation in the Façade Improvement Program. The applicant is advised to consult with licensed architects, engineers, or building contractors before proceeding with final plans or construction.

### Signatures

Signed: \_\_\_\_\_  
Property Owner(s) Signature(s)

Signed: \_\_\_\_\_  
Applicant(s) Signature(s)