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| **Business Façade Improvement Program** |

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**Program Purpose and Goals**

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| The Village of Clinton wishes to provide financial support to businesses for improvements to façades on existing commercial/business buildings.  Façade enhancements of existing commercial buildings is intended to promote economic growth and investment while upgrading main street desirability and long-term viability. The established Western Heritage Theme Guidelines identified in Section 8.4 (pages 52-54) of the Official Community Plan will be used as a façade guide.  The benefits are not only for business property owners, but also to the visitors, tenants, residents and community. The improved attractiveness will encourage community pride and assist in attracting new investment, tourism and business to the Village.  Northern Development Initiative Trust has developed the Business Façade Improvement Funding Program which provides funding for municipalities and regional districts located within their catchment area. Annual funding of up to $20,000 is available to each municipality to enhance economic development by encouraging private sector investment in business façade improvements. |

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| These program guidelines are intended to maximize the program benefit for improving aesthetics of commercial areas.  The *Village of Clinton* will provide a *maximum of 50%* reimbursement up to a maximum of *$5,000* per building/ project to improve the facades of commercial buildings.  Each building is eligible for an annual grant to a maximum of $5,000. Each year a building may access the Business Façade Improvement program for new/incremental façade improvements.  Projects must have a minimum total cost of ***$1,000*** and the application deadline is***April*** ***30th*** of each calendar year.  The Business Façade Improvement Program is offered by the Village of Clinton with funding provided by Northern Development Initiative Trust. |

**The Program**

**Eligible Properties**

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| *Only properties located on the Highway 97 Commercial Corridor in the Village of Clinton are eligible to apply for funding.* |

**Eligible Applicants**

* You must be either the property owner or the business owner. If the applicant is the business owner, the property owner must provide a letter of approval to accompany the application.
* Non-profit and enterprising non-profit organizations (tenants)
* All property taxes pertaining to the property are fully paid and current;
* There must be a current, valid business licenses for the property (unless otherwise exempt);
* There must be no outstanding building permits, stop work orders, or development permit condition requirements outstanding; and
* **Subject building has not received a previous grant under this program for the proposed improvements**
* Home based businesses which are zoned commercial, have a storefront and are within the specified area.

**Ineligible Applicants**

* Residential homes are not eligible;
* Apartment buildings
* Government owned (municipal, provincial or federal) buildings (even if they have business tenants);
* Properties outside the specified area (as defined in the community’s program guidelines);
* Empty buildings or businesses that are not operating (exception if the business is renovating or doing improvements to the building in anticipation of re-opening)

**Eligible Façade Improvements**

Eligible improvements may consist of but are not limited to:

* Exterior lighting (new but not replacement)
* Exterior architectural features
* Exterior surfaces and details (decorative details, moldings, trims etc.)
* Windows (only if part of larger enhancements, no stand-alone window replacement)
* New siding
* Façade painting
* Entrances and doorways (only if part of larger enhancements, no stand-alone entrance/doorway replacement)
* Awnings
* Signage (permanent on applicant property)
* Wayfinding signage (*sign located on the business property i.e. at the bottom of a driveway*).
  + Signs are eligible for 50% to a maximum of $500 and must adhere to any signage bylaws and regulations
* **Accessibility improvements (ramps, wider doors etc.) to the outside of the building only**
* Patios [case by case approval]

**Ineligible Façade Improvements**

The following improvements are ineligible:

* Routine maintenance
* Structural repairs
* Roofs
* Non-permanent fixtures (benches, planters, patio heaters etc.)
* Landscaping
* Paving
* Fencing
* Interior/internal improvements
* Improvements not visible from the public right of way
* Construction of additions, accessory buildings or new buildings
* Improvements that have been started prior to application approval
* Improvements deemed inconsistent with redevelopment purposes and design guidelines

**Eligible Costs/ Expenses**

* Direct project labour costs
* Design, architectural or engineering fees (related to facade only)
* Contractor fees
* Rental of tools and equipment
* Project related materials and supplies
* Shipping and/or freight
* PST

**Ineligible Costs/ Expenses**

* Staff wages and/or benefits
* Purchase of construction tools or equipment
* Operational costs including utilities (hydro, gas etc.)
* Duties
* Permit fees
* Expenses related to improvement to the building façade not visible from the public right of way
* Façade improvement expenses started prior to application approval
* GST

**Design Guidelines**

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| To be eligible for this grant, the applicant must submit designs and costing for the project. Only permanent façade improvements will be funded.  Grants will be awarded by merit of the proposal and degree of impact to the highway corridor.  Designs should clearly outline the proposed improvements and a finished look, to allow appropriate evaluation of the project.  As much as possible, projects should be consistent with the general form and character of the design guidelines set out for the area and must comply with Village policies and bylaws.  Policies and Bylaws that may affect the outcome of the project, are available on the Village website and at the Village office, including;   * Village of Clinton Official Community Plan Bylaw No. 532 * Village of Clinton Zoning Bylaw No. 439 (including any amendments) * Village of Clinton Sign Bylaw No. 477 * Village of Clinton Business License Bylaw No. 551   Building, Sign and/or other permits may be required based on the extent of the improvements to be completed. These requirements are not waived by approval for the Façade Improvement Program and should be applied for prior to, or concurrently, with the application for this program. |
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**Business Application Process**

Applications are accepted via:

Email: [cdc@village.clinton.bc.ca](mailto:cdc@village.clinton.bc.ca)

Mail: PO Box 309 Clinton, BC, V0K 1K0

In person at the Village office located at 1423 Cariboo Hwy. Clinton, BC

The submission of an application does not necessarily mean your project proposal, or a specific grant amount will be approved. All project proposals are subject to a comprehensive review, must meet high quality standards, and must reflect the spirit and intent of the Façade Improvement Program Guidelines.

Generally, the application, approval and reimbursement process is as follows:

1. Owner/Tenant contacts the Municipality to determine if the building qualifies for the Façade Improvement Program, discuss your project, and obtain the Program Guide and Application.
2. Owner/ Tenant submit a complete application with designs. All required supporting materials and documents (including owner authorization) must be received prior to be deemed complete.
3. Staff reviews the application and proposed façade improvements to ensure that improvements meet the applicable Design Guidelines and Façade Improvement Guidelines.
4. Applications are reviewed and a decision to accept or reject the application is made.
5. Applicant is advised of the decision by email and mailed letter.
6. Owner/Tenant acquires any required permits and completes the renovations.
7. Owner/Tenant provides verification of expenses (including invoices or other confirmations of payment) and submits their totals on the provided expense tracking sheet.
8. Owner/Tenant will provide before and after photos, a business testimonial, and any other supporting documentation.
9. Owner/Tenant provides proof that the improvements have passed final inspection for municipal permits (where required) and meet all building standards and codes (where required).
10. Staff verifies document completion and approves reimbursement.
11. Applicant is issued a cheque.

**Please note:**

Approved Projects must be completed not later than November 30th each year.

**Evaluation / Selection Process**

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| The project will be evaluated based on the following criteria:   * Does the project meet the applicable Design Guidelines? * Will the project or renovation have a noticeable impact on the streetscape? |