



## Township of North Huron

### North Huron Community Improvement Plan Application

#### Package

In 2018 North Huron Council approved the development of a Community Improvement Plan (CIP) for the Wingham and Blyth main streets. In 2019 it was amended to add a second program and opportunity for applicants to apply for grants. The Project Area for the CIP was also expanded to include properties in Belgrave.

We are now accepting applications for projects applicable for the Commercial Facade Improvement Grant Program and the Structural Improvement Grant Program, and projects that seek to achieve the goals identified in the CIP.

Before completing an application form, applicants should read the North Huron Community Improvement Plan. Information on the grant programs are found in the General Eligibility Requirements in Section 8.1 The information from the CIP appendices for the Façade Improvement Grant and Direct Grant for Structural Work Eligibility Criteria are included in this package.

Prior to submission of a complete Grant Application form, applicants are also required to arrange and participate in a **pre-application consultation meeting** with one or more members of the North Huron Community Improvement Plan Review Team in order to discuss and confirm application requirements, program eligibility, proposed scope of work, project timing, supporting documentation and other requirements.

The application intake period is from January 1<sup>st</sup> 2020 to February 28<sup>th</sup> 2020. Applications must be received by the deadline to be considered for this calendar year's available funding.

We are excited about this project and the benefits it will bring to our community. With collaboration, shared investment, and a unified vision, together we can build better communities and continued interest in our commercial areas.

Submit Applications to:  
Carson Lamb, Clerk of the Township of North Huron  
clamb@northhuron.ca  
Box 90, 274 Josephine St., Wingham ON, N0G 2W0  
519-357-3550



# North Huron Community Improvement Plan Application Package

## COMMUNITY IMPROVEMENT PLAN GRANT PROGRAM- INFORMATION

*Please retain for your records*

### **PURPOSE OF THE GRANT**

This grant may only be used for the purposes of community features and commercial façade or structural improvements as indicated on the application form. The improvements must also be eligible for grant approval under the terms of the program.

The grant assignment is non-transferable between properties, property owners, authorized tenant or another individual or corporation.

### **MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION PRIVACY ACT**

Applications made under the terms of this program are made publicly available.

### **PAYMENT OF THE GRANT**

Applicants of approved projects will be notified in writing and will be required to enter into an Execution Agreement with the Township. The payment of the grant will be disbursed by cheque made payable to the owner/tenant (named applicant) following:

- Completion of approved improvements in its entirety
- Proof of payment of all invoices (copies stamped paid)
- Confirmation that taxes are paid current
- Compliance with all terms and conditions of the application procedure, inspection procedures and completion of work within the prescribed time frame that is eighteen (18) months from the approval date of the application

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## **LIMITATIONS OF LIABILITY AND INDEMNIFICATION, FURTHER CONDITIONS**

Staff, officers and agents shall be saved harmless arising out of any actions or approvals granted, or any building code infractions of the Township of North Huron associated with the completed work.

The Township of North Huron shall be entitled to at any time impose such additional terms and conditions on the use of the grant which, in its sole discretion, it deems appropriate.

## **GRANT REPAYMENT**

The grant recipient (applicant) must repay the whole or any portion of the grant, if the recipient (applicant):

- Knowingly provides false information on the application form, or throughout the process of the application.
- Uses grant monies for anything other than approved works forming part of the application.
- Breaches any terms or conditions of the grant.

## **UNUSED PORTIONS OF THE APPROVED GRANT**

The Township of North Huron may withhold any portion of the grant above the final construction costs if the final cost differs from the estimates provided with the application.

Proper accounting procedures must be used in relation to the payment of invoices for improvements and works constructed under the terms of the grant.



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## Description of Terms and Conditions

If the grant application is approved, the applicant will receive information detailing the terms and conditions of the grant and listing permits etc. that may be required.

Requirements that frequently appear:

### **Building Permits**

Are required for various types of construction/ renovation to facades i.e. stucco. Building Permits may also be required for awnings or replacing windows and/or doors.

### **Sign Permits**

Are required for various types of signs including awnings with lettering. Signs must also be in conformity with the current Sign By-Law.

### **Road Occupancy Permits**

Are often required to temporarily close access to municipal sidewalks or lane ways in order to provide safety to the public. Contact the Public Works Department.

### **Encroachment Agreements**

If an improvement to a property is located entirely or partly in, on under or above the Township's property, an Encroachment Agreement may be required.

Note: Building Permits, Sign Permits, Road Occupancy Permits, and Encroachment Agreements must be obtained prior to the commencement of work.

### **Who can complete the Renovations?**

Many repairs and renovations to buildings - including stucco, siding, masonry work, framing, replacement of windows, etc.- must be completed by a contractor/contracting business that has their Trade License to engage in the business of carrying out repairs or renovations of buildings.

ESA (Electrical Safety Authority) License -most electrical work requires the services of a licensed electrical contractor.

Please note that Building Code, Fire Code, or Property Standards Violations must be rectified and property taxes must be paid in full prior to grant monies being advanced for completed work and that no grant funds will be paid out until the condition is met.



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## **Façade Improvement Grant Eligibility Criteria**

Building owners or tenants within the CIP Project area are eligible for a grant of up to 50% (unless noted) of the eligible improvement costs up to a maximum grant of \$10,000.

The following types of front or exterior sidewall façade improvements are eligible:

- Repair/replacement of storefront, including repair or replacement of doors and windows;
  - Preference will be given to projects which:
    - retain and restore original elements such as windows, doors, chimneys, masonry or other architectural details;
    - maintain the location, size and shape of all original windows facing, or visible from the street;
    - enhance the accessibility of the storefront entrance; and
    - locate meters, vents, and service connections (wires) away from street façade.
- Repair/replacement of façade masonry and brickwork in accordance with approved methods recommended by a heritage professional and/or architect. Sandblasting and other methods which have the potential to damage the brick will not be funded;
- Façade painting and cleaning treatments;
  - Funding is available to repaint existing painted masonry. New painting of masonry will not be eligible.
- Repair/replacement of architectural details;
- Repair/replacement of retractable awnings, canopies and fixed fabric awnings;
  - Wood, aluminum and metal fixed awnings are not eligible.
- Restoration to or replacement of building signage in accordance with the municipal sign by-law to a maximum of 50% of the total grant amount.
  - Signage should be contained within the signboard above the main floor display windows or perpendicular to the façade. Free standing signs are not eligible.
  - Signage should be compatible with the character of the building and should not detract from or obscure any important features. Signage should be subordinate in terms of the overall visual impact of the property.
  - Digital, internally lit or plastic signage is not eligible.
  - Signage lighting should be achieved with light fixtures attached to building façade.
- Addition of new lighting or upgrading of existing fixtures on exterior façade;
  - Lighting will be directed downwards to avoid light pollution.
- Architectural/design fees required for eligible works to a maximum of 30% of the grant amount provided the design is prepared by a licensed Architect, a member of the Canadian Association of Heritage Professionals, or a similarly qualified person.
- Other similar repairs/improvements may be approved at the discretion of Council.

Ineligible costs include but are not limited to:

- labour provided by the applicant;
- expenses occurred prior to the approval of the application for funding;
- general maintenance costs (e.g. repair/replacement of roof, eavestroughs, etc.); and fees associated with any planning applications and/or building permits required.



# North Huron Community Improvement Plan Application Package

## Direct Grant for Structural Work Eligibility Criteria

Grant assistance is provided in the form of an up to 50% matching grant, which is paid upon completion of the previously approved work. Please review the specific grant program terms and conditions.

To qualify for a structural grant applicants must employ the services of an architect or registered professional consulting engineer to design, approve and implement the construction work.

Under Section 7.0 of the Community Improvement Plan the Township could offer grant funding inside the CIP Project Area for significant commercial, residential or institutional redevelopments that accomplish more than one of the following:

- a) address structural and life safety issues to create usable and efficient floor space;
- b) improve property standards or preserve architectural significance;
- c) upgrade public infrastructure such as sanitary sewer, water, storm water drainage, roadway, sidewalks;
- d) preserve or enhance employment opportunities;
- e) improve accessibility;
- f) create affordable housing in a range of occupancies;
- g) enhance fire protection such as sprinkler systems, fire separations and similar;
- h) improve energy efficiency or reduce water and sewer needs;
- i) enhance urban design on and around the subject lands and adjacent public space as well as linkages to trails, parks, core areas and other focal points.
- j) support planting, replacement and enhancement of healthy trees and landscaping; and
- k) implement sound watershed planning practices that help mitigate, protect or reduce flooding impacts within the Maitland River watershed or other local or rural drainage areas.

Preference shall be given to projects that demonstrate the highest community benefit by addressing a greatest number of the criteria in this Section.

Below are criteria the Township seeks to address when to evaluating structural grant applications. When marking for a project indicate with a number whether the work is:

Minor = 1

Moderate = 2

Major = 3

### 1. Building Structural Integrity – Total = \_\_\_\_\_

Footing = \_\_\_\_\_

Foundation = \_\_\_\_\_

Floor Joists = \_\_\_\_\_

Ceiling Joists = \_\_\_\_\_

Other \_\_\_\_\_ = \_\_\_\_\_

Walls = \_\_\_\_\_

Rafters/Trusses = \_\_\_\_\_

Main Beam(S) = \_\_\_\_\_

### 2. Life Safety/Emergency – Total = \_\_\_\_\_

Exit Signage = \_\_\_\_  
Extinguishers = \_\_\_\_  
Fire Doors = \_\_\_\_  
Sprinkler = \_\_\_\_  
Other \_\_\_\_\_ = \_\_\_\_

Emergency Lighting = \_\_\_\_  
Fire/CO2 Alarms = \_\_\_\_  
Firewall Separation = \_\_\_\_  
Siamese Connection = \_\_\_\_

3. Usable And Efficient Floor Space – Total =

Increased Density = \_\_\_\_  
Increase Ceiling Height = \_\_\_\_  
Accessible Washroom = \_\_\_\_  
Architectural Restoration/Retention = \_\_\_\_  
Other \_\_\_\_\_ = \_\_\_\_

Accessible Entrance = \_\_\_\_  
Upper Floor Residential = \_\_\_\_  
Main Floor Commercial = \_\_\_\_

4. Brownfield Remediation – Total =

Phase 1 = \_\_\_\_  
Phase 2 = \_\_\_\_  
Site Specific Risk Assessment = \_\_\_\_  
Other \_\_\_\_\_ = \_\_\_\_

Record of Site Condition = \_\_\_\_  
Monitoring Program = \_\_\_\_

5. Improve Environment – Total =

Tree Planting = \_\_\_\_  
Windbreak = \_\_\_\_  
Buffer Zone = \_\_\_\_  
  
Riverbank protection/enhancement = \_\_\_\_  
Other \_\_\_\_\_ = \_\_\_\_

Landscape Plan = \_\_\_\_  
Species at Risk = \_\_\_\_  
Manage Storm Water = \_\_\_\_  
Add/Protect Habitat = \_\_\_\_

6. Upgrade/Improve Public Infrastructure – Total =

Oversizing of Main = \_\_\_\_  
Roadway Widening = \_\_\_\_  
Road Turning Lane = \_\_\_\_  
Curb and Gutter = \_\_\_\_  
Sanitary Sewer Collection Main = \_\_\_\_  
LED Street Lighting On-Site Storm Water Retention = \_\_\_\_  
Other \_\_\_\_\_ = \_\_\_\_

Public Sidewalk = \_\_\_\_  
Water Distribution Main = \_\_\_\_  
Energy Efficient Lighting = \_\_\_\_

7. Employment Opportunities – Total =

Fills Market Demand = \_\_\_\_  
Retains Existing Jobs = \_\_\_\_  
Construction/Spin-Off Jobs = \_\_\_\_  
Other \_\_\_\_\_ = \_\_\_\_

Creates New Direct Jobs = \_\_\_\_  
Addresses Skill Shortage = \_\_\_\_

8. Housing – Total =

Housing for Seniors = \_\_\_\_  
New Affordable Rental Housing = \_\_\_\_  
Affordable Condominium Housing = \_\_\_\_

Special Needs Housing = \_\_\_\_



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Affordable Freehold Semi or Townhouse = \_\_\_\_  
Other \_\_\_\_\_ = \_\_\_\_

9. Energy Efficiency – Total =

Low Flow Fixtures = \_\_\_\_  
Solar Technology = \_\_\_\_  
Graywater Recycling = \_\_\_\_  
Alternative Energy = \_\_\_\_  
New Furnace/Cooling Technology = \_\_\_\_  
Other \_\_\_\_\_ = \_\_\_\_

Increased Insulation = \_\_\_\_  
Window/Door Upgrade = \_\_\_\_  
Passive Energy Benefit = \_\_\_\_  
Rainwater Harvesting = \_\_\_\_

10. Enhance Urban Design – Total =

Native Species = \_\_\_\_  
Sidewalk/Trail Link = \_\_\_\_  
Design Consistency = \_\_\_\_  
Architectural Rehab = \_\_\_\_  
Professional Landscape Plan = \_\_\_\_  
Exterior Accessibility (ramps etc.) = \_\_\_\_  
Other \_\_\_\_\_ = \_\_\_\_

LED Street Lighting = \_\_\_\_  
Boulevard Tree Planting = \_\_\_\_  
Contribution to Parkland = \_\_\_\_  
Compatible Façade Design = \_\_\_\_

11. Total 1 through 10 Grand Total =

The leverage ratio and the total score assist provide a numerical basis to help compare applications and establish funding amounts. Final decision rests with Township Council.

12. Calculate Leverage Ratio

Total Project Cost \$ \_\_\_\_\_  
Total Funding Requested \$ \_\_\_\_\_

**Leverage Ratio \$/\$**

**e.g. \$200,000                      \$40,000**  
**\$ \_\_\_\_\_                      \$ \_\_\_\_\_**

**5:1**  
**Leverage Ratio \_\_\_\_: \$1**





# North Huron Community Improvement Plan Application Package

**Are you applying for the:**

**Direct Grant for Structural Work**

If yes, please review the Direct Grant for Structural Work Eligibility Criteria and complete the criteria calculations by filling out the applicable sections and totaling the score and leverage ratio. Submit with the remainder of the application below.

**Façade Improvement Grant**

If yes, please review the Façade Improvement Grant Eligibility Criteria and check off the applicable improvements from the list. Submit with the remainder of the application below.

**Please submit one application per grant request. If applying to both grant programs, please submit two (2) separate applications explaining the proposed improvements and each grant value requested.**

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# North Huron Community Improvement Plan Application Package

## Owner Information

Name of Owner	
Contact Name	
Mailing Address	
City & Postal Code	
Telephone Number	
Cell Number	
Email	
If Corporation or Partnership, Date of Incorporation/ Registration of Business	
Name of Registered Shareholders/Partners (include percentages of ownership)	

## Applicant Information\* (Only complete this section if the applicant is not the owner)

Is the applicant the owner of the property?	<i>If yes, please do not complete this section.</i>
Name of Applicant	
Contact Name	
Mailing Address	
City and Postal Code	
Telephone Number	
Cell Number	
Email	



# North Huron Community Improvement Plan Application Package

## Property Information

Property Address	
Is the property designated under the Ontario Heritage Act?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Name of Business	
Nature of Business	

## Work Estimates

Please attach one (1) independent contractor estimate for each component of the proposed improvement. Grant will not necessarily be awarded based upon the lowest bid. Contractors must provide a copy of their WSIB Clearance Certificate with the estimate. Please attach additional pages if necessary.

Contractor and Contact Info	
Estimated Cost	
Estimated Cost	
Total Grant Requested (\$)	



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## Description of Proposed Improvements

Please provide a written description of the proposed improvements and the community benefit they will provide (attach a second page if necessary). Attach the following items: (1) photographs of the existing condition of the property; (2) historical photographs and/or drawings of the property (if possible); (3) building drawings prepared by a professional, (4) a work plan for the improvements; and (5) a cost estimate for eligible work provided by a licensed and insured contractor. Please attach additional pages if necessary.


## Signature of Owner/Authorized Agent; Affidavit or Sworn Declaration Date of Application Submission

I, \_\_\_\_\_, solemnly declare that the information contained in this application is true, and that the information contained in the documents that accompany this application is true.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

### Authorization:

*If the applicant is not the owner of the land that is the subject of this application, written authorization of the Owner that the applicant is authorized to make the application must be included in this application.*

*The personal information on this form is collected under the legal authority of the Planning Act, Section 28. The personal information will be used for determining your eligibility for a grant.*



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## COMMUNITY IMPROVEMENT PLAN GRANT PROGRAM

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

### AUTHORIZATION OF OWNER FOR AGENT TO MAKE THE APPLICATION

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize \_\_\_\_\_, to make this application on my behalf.

\_\_\_\_\_  
Name of Owner (Please Print)

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

\_\_\_\_\_  
Date

### CONSENT OF THE OWNER TO USE AND DISCLOSURE OF PERSONAL INFORMATION

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

\_\_\_\_\_  
Name of Owner (Please Print)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner