

General Information and Procedures Downtown Brooklin Community Improvement Plan Facade Improvement and Design Grant Programs



Please refer to the Downtown Brooklin Community Improvement Plan for more information: whitby.ca/cip

Questions should be directed to: **Strategic Initiatives Division, Office of the CAO, Town of Whitby, 575 Rossland Road East, Whitby, Ontario, L1N 2M8. Telephone: 905-444-3164 Email: downtowns@whitby.ca**

What is the Downtown Brooklin Community Improvement Plan (CIP)?

The Downtown Brooklin Community Improvement Plan seeks to stimulate private sector investment for the revitalization of existing commercial buildings in Downtown Brooklin.

The Town of Whitby will provide a one-time Façade Improvement Grant of 50% or up to a maximum of \$5,000 to assist with exterior appearance and/or structural quality improvements.

A Design Assistance Grant, for professional design services to prepare plans for the façade improvement, is available for 50% of the professional design fees to a maximum of \$1,500.

The Town grant is 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 landscaping costs at the discretion of the Town.

The main focus is on improvements to the building streetscape but also encourages structural and weather/water proofing repairs that may be required to maintain overall building integrity. Restoration of original building features including windows is strongly encouraged.

A map showing the Downtown Brooklin Community Improvement Project Area can be referred to in Figure 1.

Who can apply?

- Commercial building owners (or their agents)
- Commercial Tenants

What buildings qualify?

- Buildings must be located in the Downtown Brooklin Improvement Project Area (CIPA).
- Buildings must not have applied for a Façade Improvement Grant or Design Grant within the past 5 years.
- Existing commercial buildings.

When will the funds be advanced?

The approved grant cheque amount for construction costs (exclusive of HST) will be issued to the applicant when construction is completed, contractors have been paid, invoices submitted to the Town and final inspection has occurred.

Please note the grant program does not reward poor stewardship. As a result, the Town of Whitby reserves the right to withhold the payment of a grant to work/projects that are substandard or completed poorly.

Existing buildings may be eligible to make use of the following grants:

*These programs **do not apply** to buildings that are strictly zoned as **residential**.

Façade Improvement Grant

A program to stimulate commercial façade improvements within the CIPA to enhance the aesthetic quality and architectural character of the area, including the heritage character.

Design Grant

A program to provide assistance with professional fees associated with the façade improvement grant program.

The total cost of all grants, incentives and/or tax assistance provided in respect of a single project in this Community Improvement Plan shall not exceed the eligible cost of the project.

Important:

1. **The Town reviews each application and determines funding appropriate to individual projects based on relevant costs;**
2. **This is not a maintenance and repair program; such requests will not be approved;**
3. **Consideration will be given to those applicants who have not applied within the last 5 years;**
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 risk your project being disqualified; and**
6. **You must not be in default of any municipal taxes, local improvements or any other money payable to the Town of Whitby (fees or penalties). Failure to meet this requirement will result in disqualification from the program.**

What requirements must be met?

To avoid any delays, discuss your proposed improvements in their preliminary stages of development with the Strategic Initiatives Division, the Town'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 Services Division. If scaffolding is required, please call the Town of Whitby Building Department 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 Planning and Development Department at 905-430-4306, or email heritage@whitby.ca.

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

Contact:

Planning and Development
905-430-4306

Building Division
905-430-4305

Public Works Department
905-430-4307

What is the Application Process?

- **Step 1:** Consult with Staff from Strategic Initiatives Division regarding the proposed project to ensure eligibility.
- **Step 2:** Fill out the application form.
- **Step 3:** Attach a photograph of the existing façade. If the application is for a corner building, please provide pictures of both façades/sides (two photographs).
- **Step 4:** 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, including proposed signage.
- **Step 5:** Provide two quotes from contractors for the work.
- **Step 6:** Return application form with accompanying photographs, drawings/sketches, and contractor quotes to the Strategic Initiatives Division. Once received, and all requested information is provided, the application review will take approximately 2 weeks.
- **Step 7:** Once the application is approved by the Strategic Initiatives Division, work can commence immediately and must be completed by December 31st, of applied year. The Director of Strategic Initiatives may grant discretionary extensions when justified.

Façade Improvement Grant Program

What improvements are eligible for funding?

The grant 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:

- Structural/safety replacement and repair for exterior facade;
- Repair/replacement of windows, doors, storefronts, awnings, canopies, cornices, eaves, parapets and other architectural features;
- Installation of appropriate new signage or improvements to existing signage, as recommended in the Heritage Sign Guidelines, and/or the Brooklin Heritage Conservation District Plan, and as permitted by the Town of Whitby's Sign By-law No. 7379-18;
- Installation or repair of exterior lighting;
- Cleaning/painting of facades visible from adjacent streets and public walkways;
- Entrance modifications, including the installation of ramps for accessibility purposes;
- Repair of facades visible from adjacent streets and public walkways;
- "Hard" landscaping such as walkways and planters, but not including driveways or parking areas;
- Landscaping including plant materials/pavers;
- Exterior fire safety upgrades to code;
- Water/flood/weather proofing;
- Structural repairs to walls, floors and foundations; and,
- Other capital improvements which the Town, in its sole discretion, determines are important to incorporate as an integral part of the total façade improvement design.

What improvements are not eligible for funding?

- New construction (unless signage);
- Roof repairs/replacement;
- Insulation;
- Manufacture of commemorative plaques;
- Renovation or restoration of building interiors;
- Security systems;
- Interior window coverings; and
- Sandblasting of brick.

The following limitations apply:

- A property owner/tenant of a given property may only apply for a Façade Improvement and Design Grant once every five years. Funds may be advanced prior to the five year timeline at the discretion of the Town if the application uptake is low for a particular year. This will be reviewed in September of each calendar year.
- Eligible grant amount(s) are based on costs exclusive of HST.

Design Grant

What is it?

The Town of Whitby also offers a Design Grant which can be applied for in conjunction with a Façade Improvement Grant. This program will help incur the costs of professional design services that are inherent (but may not be required) in applying for the grant program.

An applicant may select their own accredited design professional. Please note the use of a design professional is not mandatory.

Note: A list of qualified designers, contractors and architects that specialize in heritage properties is available on the Town's website:

www.whitby.ca/heritage

Figure 1: Downtown Brooklin Community Improvement Project Area

