

# General Information and Procedures Downtown Whitby Community Improvement Plan Maintenance and Improvement Grant Programs



Please refer to the Downtown Whitby Community Improvement Plan for more information: [whitby.ca/cip](http://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](mailto:downtowns@whitby.ca)**

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## What is the Downtown Whitby Community Improvement Plan (CIP)?

The goal of the Community Improvement Plan is to transform Downtown Whitby into a dynamic social and cultural district by incentivizing new positive downtown developments and investing in Whitby's Historic Commercial Core.

The Community Improvement Project Area (CIPA) is centred at the intersection of Brock Street and Dundas Street, extending to the CP Railway in the north, Highway 401 in the south, Garden Street in the east and Cochrane Street in the west. Please refer to Figure 1.

A priority area referred to as the "Historic Downtown Whitby Priority Area" is inclusive of the commercially zoned properties within the larger CIPA bounded by John Street in the north, Ontario Street in the south, Hickory Street in the east and Henry Street in the west. Please refer to Figure 2.

## Who can apply?

- Commercial building owners (or their agents)
- Commercial Tenants
- Mixed Use Properties
- Institutionally Zoned Properties

## What buildings qualify?

- Buildings must be located in the Downtown Whitby Community Priority Area (CIPA). Qualified grant amounts differ for buildings located within the Historic Downtown Whitby Priority Area.
- Buildings must not have applied for a Façade Improvement Grant, Sign Grant, Interior Heritage Building Grant or Design Grant within the past 5 years.
- Existing commercial, institutional and mixed use 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/institutional façade improvements within the CIPA to enhance the aesthetic quality and architectural character of the area, including the heritage character.

**Interior Heritage Building Grant**

A program to encourage the protection, enhancement and safety of Downtown Whitby's built heritage assets, as they contribute to the heritage character and economic vitality of the area.

**Sign Grant**

A program to stimulate commercial/institutional signage improvements within the CIPA to enhance the historic look of Downtown Whitby, and to improve wayfinding and accessibility for both pedestrians and motorists.

**Design Grant**

A program to provide assistance with professional fees associated with the façade improvement, sign and interior heritage building grant programs.

Applicants may apply for more than one incentive program for the same project, although individual program applications shall be completed and evaluated separately. 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.**

## Community Improvement Plan Grants Summary Chart

<b>Grant</b>	<b>Properties within Historic Priority Area</b>	<b>Properties outside of the Historic Priority Area</b>
<p><b>Façade Improvement Grant</b></p> <p>Must be Commercial or Institutional Property</p>	<p>50% of costs up to maximum of \$10,000</p> <p>Multiple street addresses/ storefronts/commercial units: 50% of costs up to maximum of \$30,000</p>	<p>50% of costs up to maximum of \$7,500</p> <p>Multiple street addresses/ storefronts/commercial units: 50% of costs up to maximum of \$22,500</p> <p>Commercial / Institutional Part IV Designated Heritage Property: 50% of costs up to maximum of \$10,000</p>
<p><b>Sign Grant</b></p> <p>Must be Commercial or Institutional Property</p>	<p>50% of costs up to a maximum of \$2,000</p> <p>Min. 5 years between applications, unless ownership changes (in this case, the maximum grant is 50% of costs up to \$1,000)</p>	<p>50% of costs up to a maximum of \$2,000</p> <p>Min. 5 years between applications, unless ownership changes (in this case, the maximum grant is 50% of costs up to \$1,000)</p>
<p><b>Interior Heritage Building Grant</b></p>	<p>50% of costs of internal improvements, up to a maximum of \$10,000</p> <p>Must be a Designated Heritage or Listed Heritage Commercial / Institutional Property</p>	<p>50% of costs of internal improvements, to a maximum of \$10,000</p> <p>Must be a Designated Heritage or Commercial / Institutional Property</p>
<p><b>Design Grant</b></p>	<p>50% of costs up to maximum of \$2,000</p>	<p>50% of costs up to maximum of \$2,000</p>

## 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](mailto: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). If the application is for the Interior Heritage Building Grant, please provide additional photos of the current condition of the interior space that will be reconfigured.
- **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 and interior alterations.
- **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 31<sup>st</sup>, 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 or repair of exterior lighting;
- Cleaning/painting of facades visible from adjacent streets and public walkways;
- Repair/ restore historic masonry;
- Entrance modifications, including the installation of ramps for accessibility purposes;
- Repair of facades visible from adjacent streets and public walkways;
- Landscaping such as walkway, planters and permanent plantings;
- Exterior fire safety upgrades to code;
- Water/flood/weather proofing;
- Structural repairs to walls and foundations;
- Installation, repair or reinstall of cable, telephone, fibre and other service specific installations to support business development and growth to the Historic Downtown Whitby Priority Area; 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?

The following types of projects are not eligible:

- New construction (unless signage);
- Roof repairs / replacement (unless considered a decorative element) at the discretion of the Town;
- General maintenance and repairs at the discretion of the Town;
- Security systems;
- Insulation;
- Sandblasting and high-pressure water blasting of brick;
- Painting historic masonry;
- Driveway paving / widening for parking areas;
- Manufacturing of commemorative plaques; and
- Interior window coverings.

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.

## Sign Grant

### What improvements are eligible for funding?

This grant is available for existing and new buildings that are commercially or institutionally zoned properties in the CIPA. Eligible projects include:

- Construction and installation of new signage including the use of frosted glass, projecting signs and/or appropriate window signs;
- Refurbishment of existing signage; and
- Decorative lighting improvements associated with signage.

### What improvements are not eligible for funding?

The following types of signs are not eligible:

- Internally illuminated signs;
- “Open” signs (electronic);
- Hours of Operation signs (electronic);
- Digital signs; and
- Temporary signs.

**Note:** The sign must be in accordance with the Town’s Permanent Sign By-law and associated Heritage Sign Guidelines.

**Sign By-law:** [https://www.whitby.ca/en/resources/cs-bylaw\\_signspermanent.pdf](https://www.whitby.ca/en/resources/cs-bylaw_signspermanent.pdf)

**Heritage Sign Guidelines:** [https://www.whitby.ca/en/resources/guideline\\_historicsignage.pdf](https://www.whitby.ca/en/resources/guideline_historicsignage.pdf)

## Interior Heritage Building Grant

### What improvements are eligible for funding?

This grant is limited to designated and/or listed heritage properties (as per the Ontario Heritage Act) within the Historic Downtown Whitby Priority Area and designated properties in the larger CIPA that are commercially or institutionally zoned. Eligible projects include:

- Interior modifications to provide barrier-free accessibility;
- Installation/upgrading of fire protection systems;
- Structural repairs to walls, ceilings, floors and foundations;
- Water, flood, weatherproofing;
- Extension/upgrading of plumbing and electrical services for the creation of retail and office spaces;
- Required improvements to heating and ventilations systems;
- Interior works specifically referred to in the Reasons for Designation of a designated property, including but not limited to: woodwork, plasterwork, wall or ceiling murals, or metal work and other decorative features;
- Comprehensive improvements to building systems for the purpose of activating previously unused space or to make the buildings more attractive to potential leasers; and
- Other similar repairs/improvements related to health and safety issues, as may be approved by the Town.

## What improvements are not eligible for funding?

The following types of projects/works are not eligible:

- General maintenance and repair;
- Security systems; and
- New additions or construction.

The following limitations apply:

- Proposed works under \$1,000 per property are not eligible.
- An owner of a given property may only apply for an Interior Heritage Building Grant once every five years.

## 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, Sign Grant, or Interior Heritage Building Grant. This program will help incur the costs of professional design services that are inherent (but may not be required) in applying for grant programs.

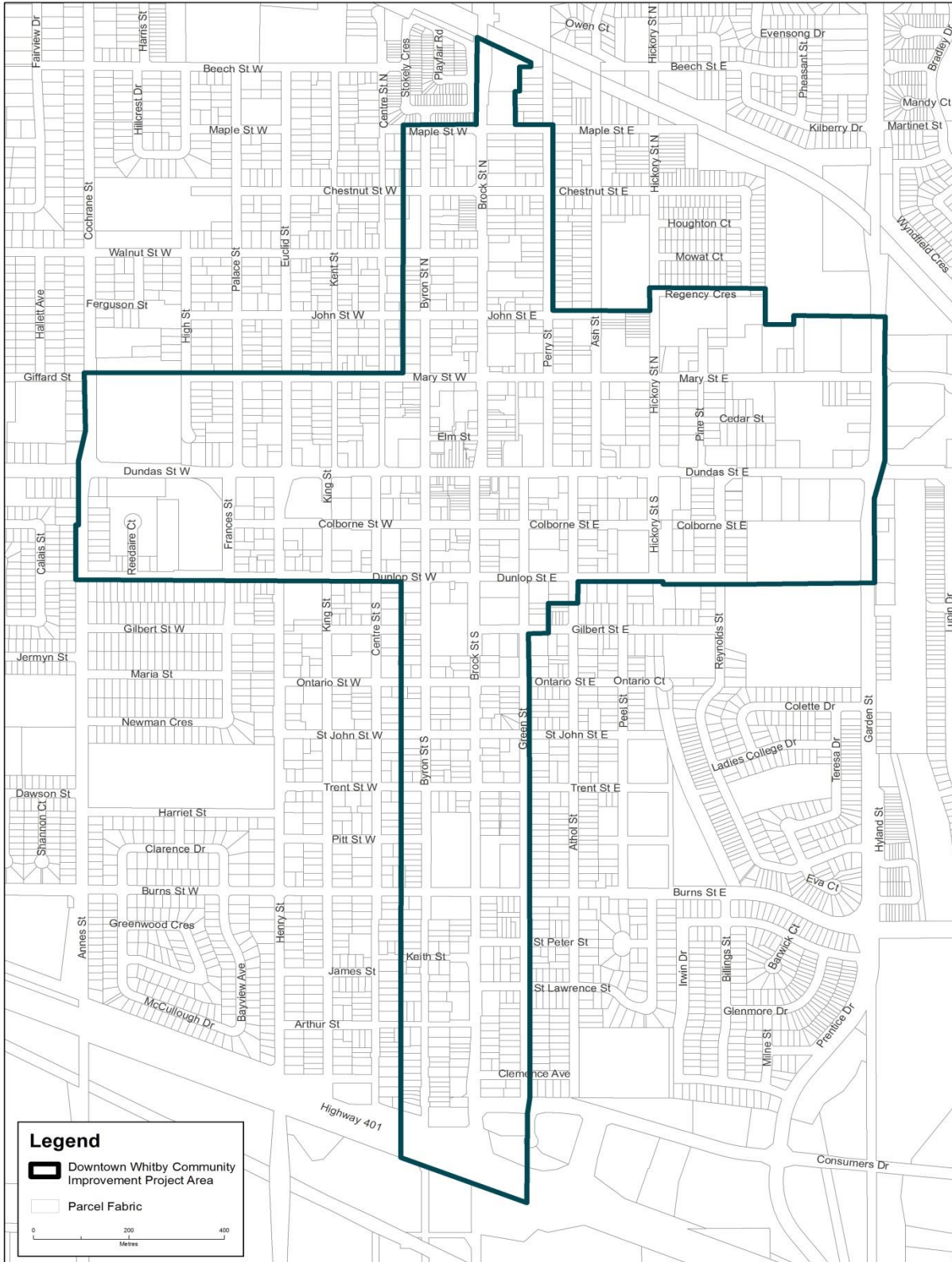
An applicant may select their own accredited design professional. Please note the use of a design professional is not mandatory.

**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](http://www.whitby.ca/heritage)



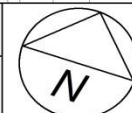
### Figure 1: Downtown Whitby Community Improvement Project Area



Town of Whitby Planning and Development Department

Downtown Whitby Community Improvement Project Area

Date:  
January 2018





### Figure 2: Historic Downtown Whitby Priority Area

