

# Municipality of North Perth

## Façade Improvement Program

FINAL

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Prepared By: Economic Development



Municipality of North Perth  
330 Wallace Avenue North  
Listowel, ON N4W 1L3  
P: 519-291-2950 F: 519-29101804  
[www.northperth.ca](http://www.northperth.ca)

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## 1.0 Introduction

The North Perth Façade Improvement Program (FIP) allows property owners within the downtowns of Listowel, Atwood, and Monkton, to apply for grants to improve the façades of existing commercial or mixed-use buildings as per North Perth's Community Improvement Plan (CIP). The boundaries for this project are defined by the Downtown Community Boundaries (see Appendix A).

The FIP will help finance façade improvements that would otherwise be considered cost prohibitive to a property owner. In doing so, the FIP will promote the improvement of the physical condition of private property in the downtown communities, which will create a more engaging commercial space that will invite more participation in the local economy. The Municipality will also benefit from property tax increases as a result of the property improvement. Currently, this program is funded by the Municipality of North Perth, but it was developed in part thanks to funding from OMAFRA's Rural Economic Development (RED) program and the Listowel BIA.

## 1.1 Eligible Improvements

The following building façade improvements are eligible under this program:

- Redesign the storefront,
- Restore the original façade appearance,
- Repaint or clean the façade,
- Replace or repair windows and doors,
- Replace or repair canopies and awnings,
- Modify entranceways including improving/providing barrier-free accessibility,
- Replace, install or repair signage,
- Install street murals/public art along the building's façade,
- Install flower boxes.

Other projects that will improve the conditions of the property may be approved at the discretion of Council or a Council delegate. Façade restoration of the existing materials is preferred over replacement of materials and/or parts for historic buildings. Please note that backlit or internally lit signage will not be supported through FIP funding.

## 1.2 Maximum Grant Amount

Following the completion of an approved project, a grant will be awarded that is equivalent to up to 50% of the total construction cost, to a maximum of \$7,500.00 for any of the above projects, or any combination thereof. Funding is available for a limited number of projects subject to the annual budget.



	<b>Total Project Cost (before HST)</b>	<b>Total Grant</b>
Example #1	\$2000	\$1000
Example #2	\$5000	\$2500
Example #3	\$10,000	\$5000
Example #4	\$15,000	\$7500
Example #5	\$20,000	\$7500
Example #6	\$25,000	\$7500

### 1.3 Public Art Grant

The Public Art Grant is meant to encourage and promote mural work, sidewalk art, and commemoration to brighten and liven up North Perth's downtown communities. It is a one-time grant that amounts to 100% of eligible costs of the art-related work up to a maximum of \$3,000. Public art generated by this grant is to be located within the downtown boundaries.

### 1.4 Who Can Apply?

Business owners or commercial property owners within the downtown boundaries of Listowel, Atwood and Monkton are eligible to apply. If you operate a business but do not own the property, you may still apply for this program if you submit the written authorization of the property owner with your application (Section 4).

North Perth's downtown communities vary in size and activity. To reflect this, FIP funding will be distributed between the three downtown communities. This will be done by allocating annual funding as such:

- 60% for downtown Listowel
- 20% for downtown Atwood
- 20% for downtown Monkton

As conditions change and our communities grow, Council or a Council delegate may wish to adjust how funding is distributed amongst North Perth's downtown communities.

### 1.5 When Can I Apply?

The Municipality of North Perth plans to offer this program annually. The Municipality will offer two intake periods per annum:

- Intake #1: February 1<sup>st</sup>
- Intake #2: June 1<sup>st</sup>

Applicants will have the opportunity to apply for Intake #1 starting on February 1<sup>st</sup>. The 60/20/20 split outlined above will apply only during Intake #1. Intake #2 will begin June 1<sup>st</sup>, at which point FIP funding will become available for all businesses across the downtown communities and will be awarded as applications are received.

### **1.6 Is There a Fee to Apply?**

There is no fee to apply for the FIP. However, if approved, applicants may be required to get permits depending on the project. The FIP funding will not cover such fees associated with project approval. Applicants may be asked to provide a detailed design as part of the application package. Costs associated with the design will not be covered unless the application is approved and the costs are deemed reasonable. HST is also ineligible for FIP funding.

### **1.7 Is There a Deadline For Project Completion?**

Projects must begin within 6 months of approval and must be complete within 12 months of approval. If applicants do not meet either of these deadlines, the Municipality may choose to deduct 25% of the grant it awarded to the applicants.

### **1.8 Payment**

The Municipality will provide grants on a one-time basis upon completion of the proposed project, provided it meets the conditions agreed upon in the original application approved by a Council delegate. It is the property owner's responsibility to arrange an inspection with the Municipality. Applicants must submit original invoices. Funds will not be processed without proof of payment for work completed.

Applicants must notify the Municipality during the agreement signing if they cannot submit the final payment for the completed project without the assistance of the grant money. An agreement may be struck where the Municipality pays the contractor directly with a portion of the grant. The applicant must submit a letter of understanding from the contractor with the application.

### **1.9 Project Approval**

Applicants will be notified in writing regarding the status of their application. Once approved, applicants are required to enter into an agreement with the Municipality.

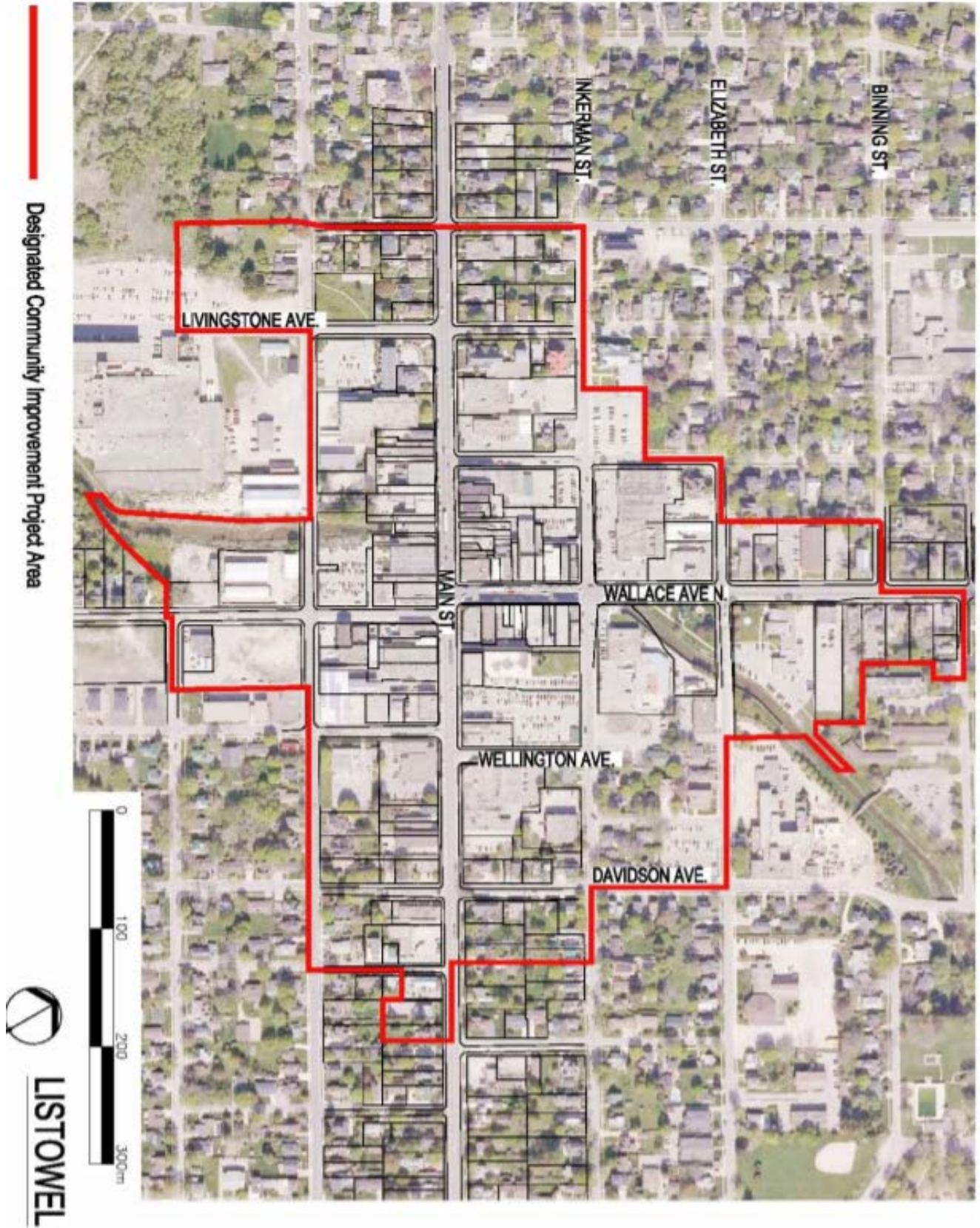
## 2.0 Program Requirements

1. Applicants applying for the FIP must be business or property owners within the downtown community boundaries identified in Listowel, Monkton, and Atwood.
2. Before completing the FIP Application, applicants must meet with the project administrator for a pre-consultation meeting. The purpose of this meeting will be to discuss the general procedures of the program, the design guidelines in place, and the details of your proposed project.
3. A completed application as outlined in Section 4 must be submitted to the project administrator before any work on a property commences. The Municipality will not grant funds to applicants who have begun construction prior to approval.
4. If the applicant is not the owner of the property, the applicant must have written consent from the property owner. This must be submitted with the formal application.
5. An application for the FIP must include a description of the project, drawings, at least two estimates provided by two different contractors, and photographs of the current conditions of the property. The applicant must indicate how their proposal conforms to the Municipality's guidelines and procedures.
6. Proposed works, approved drawings and as-built projects approved under the FIP must conform to the Downtown Commercial Design Guidelines, applicable By-laws, and relevant policies.
7. For buildings designated under the Ontario Heritage Act, the Municipality may require that proposed facade restoration, building maintenance and improvement works that are the subject of the application be supported by documentation in the form of historic photographs, drawings or other evidence clearly showing the feature(s) to be restored or reconstructed.
8. Once the application is submitted, the project administrator will review the application and accompanying materials to ensure that the application meets the standards and guidelines in place. If the application is in good order, the project administrator will make a recommendation to Council or a Council delegate for approval (see Appendix 2).
9. If the application is incomplete, or not approved by Council or a Council delegate, the applicant will be notified by the project administrator and will have the opportunity to resubmit.
10. As a condition of approval, the applicant will be required to enter into a grant agreement with the Municipality. This agreement will specify the terms, duration and default provisions of the

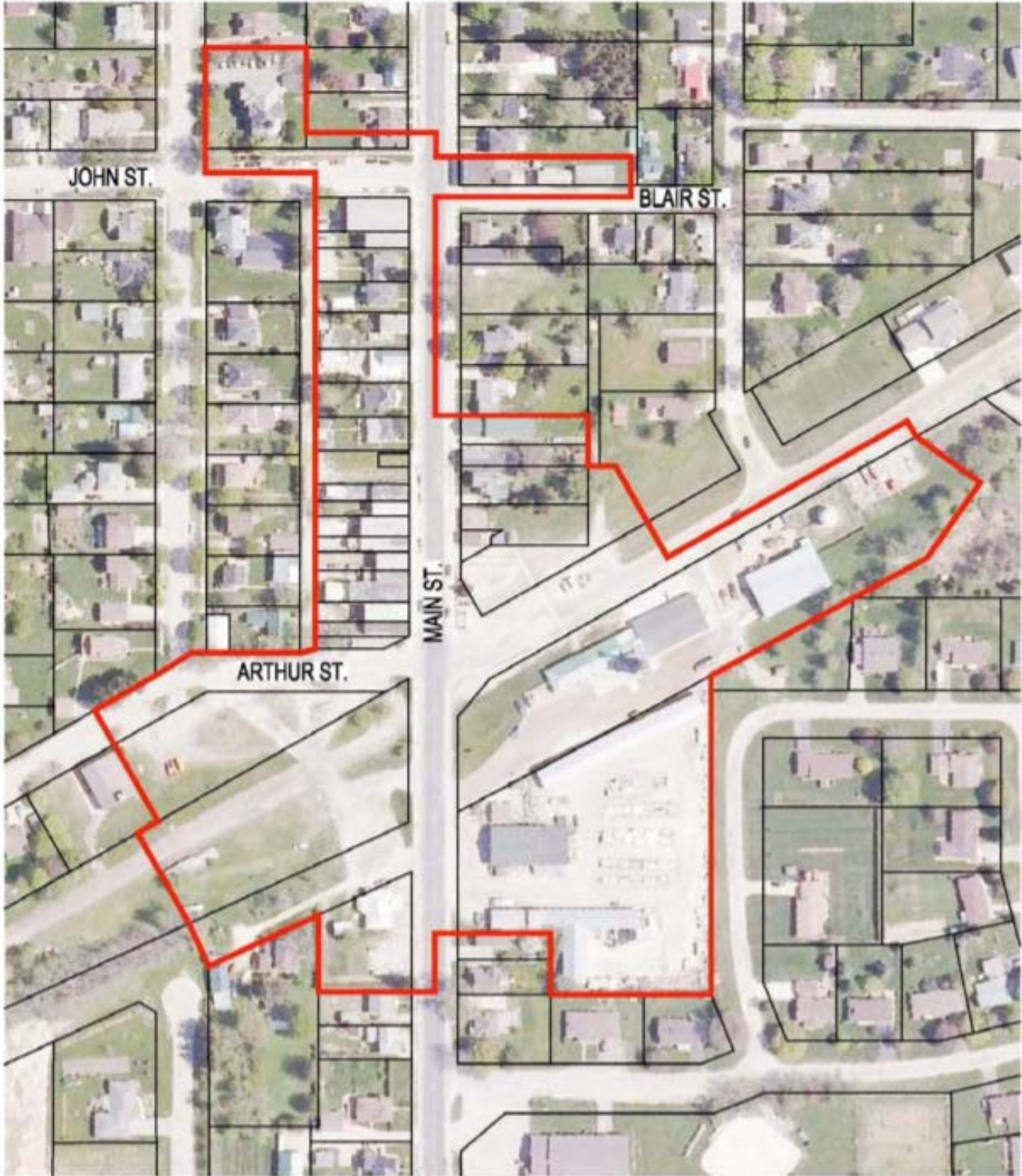
grant to be provided. This agreement is also subject to approval by Council or Council's delegate. The agreement must be completed prior to commencing the project.

11. All work completed must comply with the description of the project within the application form and contained in the program agreement, with any amendments as approved by the Municipality.
12. The Municipality reserves the right to audit the cost of any and all works that have been approved under this program, at the expense of the applicant.
13. If the applicant does not live up to the general or program specific requirements, or any other requirements of the Municipality, the Municipality may delay, reduce or cancel the approved grant, and require repayment of the approved grant.
14. The Municipality may discontinue the FIP at any time, but applicants with approved grants will still receive said grant money, subject to meeting the general and program specific requirements.
15. All improvements made to buildings and/or land shall be made pursuant to a Building Permit, and/or other required permits, and constructed in accordance with the Ontario Building Code and all applicable zoning requirements and planning approvals.
16. Property taxes must be in good standing at the time of program application and throughout the entire length of the grant commitment.
17. Municipal staff may inspect any property that is the subject of an application for the FIP prior to application approval, or after application approval at any time during the term of the grant.
18. Grants awarded under the FIP are only available to the owner or tenant that signed the original grant agreement and are not transferable. If all or part of a property is sold within a grant eligibility period, all grant payments would immediately be discontinued and all outstanding payments would be immediately payable to the Municipality. However, the Municipality may, at its discretion, transfer all or part of a grant amount to a new property owner, subject to the new property owner entering into an agreement (where applicable) with the Municipality that fulfills the requirements of the original agreement, plus any new requirements as specified by the Municipality.
19. All successful applicants agree to participate in promotional initiatives coordinated by the Municipality to highlight and promote the program and larger economic development initiatives, including the publication of business name, grant details, amount, and nature of the approved project.

Appendix A (Downtown Community Boundaries)

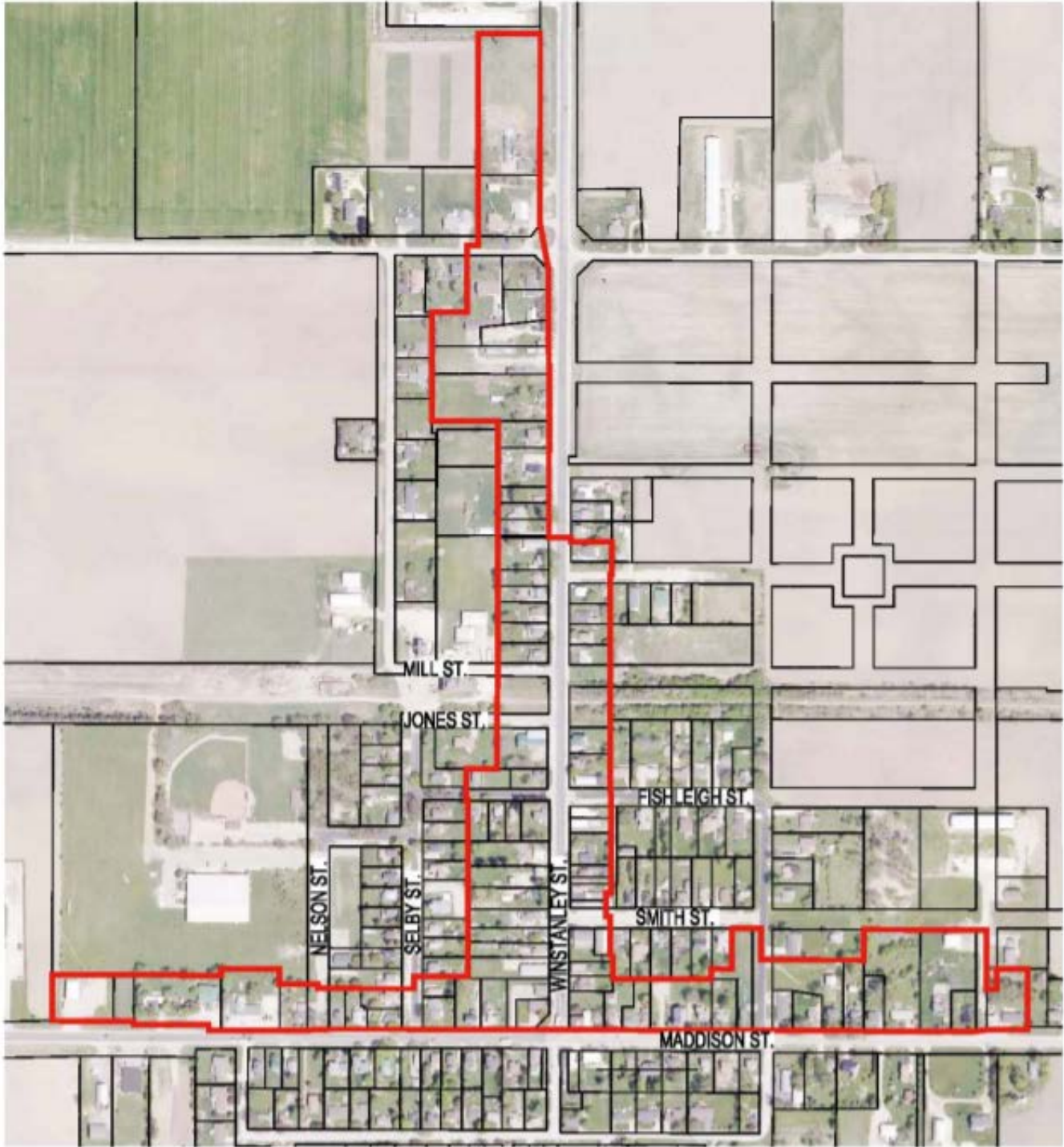




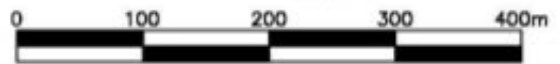


— Designated Community Improvement Project Area





— Designated Community Improvement Project Area



Appendix B

(Application Procedures)



Incomplete



Revise application and resubmit



Rejected



If rejected, the Project Administrator will notify the Applicant. Applicant may revise and resubmit the application



Appendix C (FIP Examples)

Before



After



