

5.7 PROGRAM 7: DOWNTOWN RESIDENTIAL ABOVE COMMERCIAL BUILDING PERMIT FEE REBATE

Is your property eligible?

New buildings and upgrades to existing buildings which result in the creation of new residential units above commercial ground floors are eligible to receive a rebate for fees associated with applications for Building Permit approval.

Do you meet these criteria?

A developer may apply for a rebate on building permit fees associated with the creation of new residential unit(s) in the Downtown C.I.P. area. The assistance will be in the form of providing a rebate equivalent to 100% of the building permit fees associated with the creation of a new residential unit(s), meeting the criteria below:

If you are an applicant, please place a checkmark (✓) in the applicable boxes below.

Program 7 Criteria:

- The property is within the eligible area (see Part 3) AND**
- Application is received in writing at the time of making an application(s) for Building Permit approval AND**
- Residential unit(s) created will be built above a commercial ground floor**

Additional Considerations

Although the building permits fees are rebated, they are not waived outright. Applicants are expected to adhere to the requirement of the respective application processes and will receive the rebate where eligible. Fees are to be paid when due and will be rebated after issuance of an occupancy permit for the unit.

The developer will remain responsible for any building permit costs associated with non-residential construction/alteration.

Fees associated with any other municipal processes, or outside agencies will be required to be paid and are not subject to rebate.

5.8 PROGRAM 8: DOWNTOWN RESIDENTIAL ABOVE COMMERCIAL T.I.E.R. - 100% MUNICIPAL PORTION

Is your property eligible?

New buildings and upgrades to existing buildings which result in the creation of new residential unit(s) above commercial ground floors are eligible to receive a Tax Increment Equivalent Rebate (T.I.E.R.). This program shields a developer from the municipal portion of tax increases which occur as a result of the development of the residential unit(s) above a commercial use, for 10 years.

Do you meet these criteria?

In the event that Improvements which result in new residential unit(s) above a commercial ground floor use results in an increase of the property's assessed value, a developer may apply for the rebate equal to 100% of the increase in the municipal portion of property tax payments as a result of a reassessment for a period of 10 years, where they meet the criteria outlined below:

If you are an applicant, please place a checkmark (✓) in the applicable boxes below.

Program 8 Criteria:

- The property is within the eligible area (see Part 3) AND**
- Application is received in writing at the time of making an application(s) for a Planning or Building Permit approval AND**
- Unit(s) created are above a commercial ground floor use AND**
- The applicant will provide the City with a copy of the reassessment of the property by M.P.A.C., photographs of the building/unit(s) showing the completed project, and other relevant drawings or documentation in support of the completed project, or as required by the City, in order to receive the rebate AND**
- The applicant will not file a property tax appeal while receiving the rebate under this program**

Additional Considerations

An approved applicant will be required to provide the City with a copy of the reassessment of the property by M.P.A.C., photographs of the building/unit(s) showing the completed project, and other relevant drawings or documentation in support of the completed project, or as required by the City.

The T.I.E.R. financial incentive for a property is offered for a maximum of 10 years from the date of the re-assessment upon which the tax increment is calculated, as long as the residential unit remains and is not converted into a non-residential use.

Tax assistance is subject to the residential portion of the building only.

Although the municipal property taxes are rebated, they are not waived outright. Taxes are to be paid when due and will be reimbursed to approved applicants, to a maximum set by Council each year, upon the execution of required agreements and proof that the unit remains for residential use (i.e., is not converted to commercial space).

Any other taxes paid are not subject to the rebate.

5.9 PROGRAM 9: DOWNTOWN FIRE RETROFITTING REBATE

Is your property eligible?

Costs associated with retrofitting existing buildings Downtown to meet the Ontario Fire Code (O.Reg. 213/07) performance requirement are eligible for rebate.

Do you meet these criteria?

Developers/landowners may apply for a rebate on eligible costs associated with fire retrofitting. The assistance will be in the form a rebate on eligible costs to a maximum of \$1,000. Eligible costs include the purchase of materials, equipment or systems that, in the opinion of the Chief Fire Official, provide protection and improvement of a building (e.g. fire alarms and detection systems, sprinkler systems, fire walls, interior finishes, fire department access, fire escapes and emergency lighting), meeting the criteria below:

If you are an applicant, please place a checkmark (✓) in the applicable boxes below.

Program 9 Criteria:

- The property is within the eligible area (see Part 3) AND**
- Application is received in writing prior to undertaking retrofitting works AND**
- The applicant will provide proof of completed work within one year of approval from the Chief Fire Official to validate that the retrofitting work is acceptable, and/or provide access to the property for the Chief Fire Official to conduct an inspection to validate that the retrofitting work is acceptable AND**
- Proof of paid invoices for eligible expenses will be submitted to the City within one (1) year of the latest invoice date.**

Additional Considerations:

A property that undertakes an improvement to fire retrofit a building will only be approved under the program one time.

Fire retrofitting improvements must be completed to the satisfaction of the Chief Fire Official.

5.10 PROGRAM 10: FAÇADE IMPROVEMENT DESIGN REBATE

Is your property eligible?

Commercial or institutional properties within the Downtown Façade Area which intend to undergo improvements to rehabilitate and improve the façades are eligible to receive a rebate for costs associated with design-related professional fees.

Do you meet these criteria?

A property owner or tenant of a building zoned for commercial or institutional use may apply for a rebate for the costs of professional fees related to the design of façade improvements, to a maximum of \$3,000, meeting the criteria below:

If you are an applicant, please place a checkmark (✓) in the applicable boxes below.

Program 10 Criteria:

- The property is within the eligible area (see Part 3) AND**
- The application is received in writing following a pre-consultation meeting with City staff AND**
- The design prepared is in full compliance with the Façade Improvement Program Design and Improvement Criteria (Appendix C) AND**
- The applicant agrees to undertake any approved works within two (2) years following the date of approval, except where it can be proven to the City that a delay is due to the limited availability of specialized contractors AND**
- Proof of paid invoices for professional fees related to the completion of design drawings or studies associated with the façade improvement have been submitted to the City within one (1) year of the latest invoice date**

Additional Considerations

Applications which address traditional façades will be evaluated first.

At the City's discretion, documentation required to support the application, may include:

- Photographs of the existing building;
- Historical photographs of the building, if available;
- Confirmation of an approved Heritage Permit, if applicable; and,
- Elevation drawings to illustrate the full scope of the proposed façade improvements.

5.11 PROGRAM 11: FAÇADE IMPROVEMENT RENOVATION REBATE

Is your property eligible?

Commercial or institutional properties within the Downtown Façade Area which undergo improvements to rehabilitate and improve the façades are eligible to receive a rebate for costs associated with the renovation.

Do you meet these criteria?

A property owner or tenant of a building zoned for commercial or institutional use may apply for a rebate for up to 50% of the cost of façade improvements that satisfy design criteria set out in this document, to a maximum of \$12,000, meeting the criteria below:

If you are an applicant, please place a checkmark (✓) in the applicable boxes below.

Program 11 Criteria:

- The property is within the eligible area (see Part 3) AND
- If the property received funding under the previous C.I.P.'s façade improvement program, five (5) years have passed since those previous façade renovations were complete AND
- The application is received in writing prior to the commencement of work AND
- The application is supported by professionally prepared drawings to scale of the building's façade illustrating the nature of proposed work AND
- All proposed work is in compliance with all Façade Improvement Program Design and Improvement Criteria (Appendix C) AND
- The applicant has been previously approved for the Façade Improvement Design Rebate AND
- The applicant agrees to enter into an agreement with the City, which may be registered against the title to the subject property, and may specify the components of the eligible works and their estimated cost and the anticipated timing for the approved works including the estimated completion date AND
- The applicant agrees that should their application be approved, no changes to the approved façade improvements will be made for five years without first obtaining City approval AND

If you are an applicant, please place a checkmark (✓) in the applicable boxes below.

Program 11 Criteria:

- To receive the rebate, proof will be provided that renovations have been completed in compliance with the Façade Improvement Program Design Improvement Criteria (Appendix C) and the terms of any agreements with the City AND**
- Proof of paid invoices for work undertaken will be submitted to the City within one (1) year of the latest invoice date AND**

One of the following:

- Application is supported by two (2) itemized independent quotes that include the name of the qualified contractor(s) who will be undertaking the renovation (note: up to 50% of renovation costs eligible for rebate up to the program maximum) OR**
- Application is supported by one (1) itemized independent quotes that includes the name of the qualified contractors(s) who will be undertaking the renovation (note: up to 40% of renovation costs eligible for rebate up to the program maximum)**

Additional Considerations

It is the City's preference that applications to the Façade Renovation Program are supported by two (2) itemized independent quotes, however due to the specialized nature of some work in particular on buildings designated under the Ontario Heritage Act, the City may accept a single quote. Where one quote is provided, it may be subject to a comparison with invoices for similar projects where available.

A property may only be approved one time during the lifetime of the C.I.P.

Other relevant drawings or studies to support the proposed scope of work, may be requested at the discretion of the City.

If a building tenant is the applicant and paying for the renovation, then the signature of the building owner will also be required on the application to acknowledge that the City will issue the rebate to the tenant rather than the owner.

5.12 PROGRAM 12: FAÇADE IMPROVEMENT RENOVATION REBATE – REAR FAÇADE

Is your property eligible?

Commercial or institutional properties within the Downtown Façade Area which undergo improvements to rehabilitate and improve the façades which front the Moira River are eligible to receive a rebate for costs associated with the renovation.

Do you meet these criteria?

A property owner or tenant of a building zoned for commercial or institutional use may apply for a rebate for up to 50% of the cost of rear façade improvements, to a maximum of \$10,000, meeting the criteria below:

If you are an applicant, please place a checkmark (✓) in the applicable boxes below.

Program 12 Criteria:

- The property is within the eligible area (see Part 3) AND
- The property has rear frontage along the Moira River AND
- The application is received in writing prior to the commencement of work AND
- The application is supported by professionally prepared drawings to scale of the building's rear façade fronting the Moira River illustrating the nature of proposed work AND
- All proposed work is consistent with all Façade Improvement Program Design and Improvement Criteria (Appendix C)⁶ AND
- The applicant agrees to enter into an agreement with the City, which may be registered against the title to the subject property, and may specify the components of the eligible works and their estimated cost and the anticipated timing for the approved works including the estimated completion date AND
- The applicant agrees that should their application be approved, no changes to the façade improvements funded by this program will be made for five years without first obtaining City approval AND

⁶ The City expects applicants to treat the rear façade as a front façade that faces the Moira River/Riverfront Trail rather than a street. The City expects that the design criteria will be applied to the rear façade with the same diligence as if it was a front façade facing a street.

If you are an applicant, please place a checkmark (✓) in the applicable boxes below.

Program 12 Criteria:

- To receive the rebate, proof will be provided that renovations to the façade facing the Moira River have been completed in conformity⁷ with the Façade Improvement Program Design and Improvement Criteria (Appendix C) and the terms of any agreements with the City
- Proof of paid invoices for work undertaken is submitted to the City within one year of the latest invoice date AND

One of the following:

- Application is supported by two (2) itemized independent quotes that include the name of the qualified contractor(s) who will be undertaking the renovation (note: up to 50% of renovation costs eligible for rebate up to the program maximum) OR
- Application is supported by one (1) itemized independent quotes that includes the name of the qualified contractors(s) who will be undertaking the renovation (note: up to 40% of renovation costs eligible for rebate up to the program maximum)

Additional Considerations

It is the City's preference that applications to the Façade Renovation Program are supported by two (2) itemized independent quotes, however due to the specialized nature of some work in particular on buildings designated under the Ontario Heritage Act, the City may accept a single quote. Where one quote is provided, it may be subject to a comparison with invoices for similar projects where available.

A property may only be approved one time during the lifetime of the C.I.P.

Other relevant drawings or studies to support the proposed scope of work, may be requested at the discretion of the City.

⁷ While the Façade Improvement Program requires compliance with the criteria in Appendix C, the renovations to the Moira River façade are expected to be in conformity with Appendix C. This is because the guidelines/criteria in Appendix C were authored for the front of a building rather than the rear; however, it is expected that the spirit and intent of the guidelines/criteria in Appendix C can be achieved for the rear building façades facing the Moira River.

If a building tenant is the applicant and paying for the renovation, then the signature of the building owner will also be required on the application to acknowledge that the City will issue the rebate to the tenant rather than the owner.