



Engineering & Development Services Department

Façade Improvement Program

Grant Application

Location of Subject Property:	Municipal Address:		
Applicant:	Name:		Phone:
	Address:		E-Mail:
Property Owner: (if different from Applicant)	Name:		Phone:
	Address:		E-Mail:
Existing Use(s):		Proposed Use(s):	
Has the subject property been designated under the Ontario Heritage Act, R.S.O 1990, c. 0.18? ☐ Yes ☐ No			
Which facades are to be improved and what is/are the approximate surface area(s)? ☐ Front _____ ☐ ft ² / ☐ m ² ☐ Rear _____ ☐ ft ² / ☐ m ² ☐ Side _____ ☐ ft ² / ☐ m ² Please choose the appropriate measure, square feet (ft ²) or square metres (m ²).			
Description of the proposed façade improvement works:			
Quotes:	Name of Contractor providing the quote:	Total Amount of Quote (incl. taxes):	
1.		\$	
2.		\$	
Will project funding be requested through Trenval Business Development Corporation? ☐ Yes ☐ No			

This Application is being made in accordance with the "City of Belleville Community Improvement Plan". The undersigned hereby applies for a Grant in accordance with the Application, drawings, specifications and quotes herewith submitted and acknowledges that the proposed work must comply with the provisions of the Building Code Act and the Ontario Building Code and any other statutes or regulations of the Province of Ontario, and all by-laws of The Corporation of the City of Belleville. I certify the truth of all statements or representations contained herein.

 Signature of Owner or Authorized Agent/Tenant
 (Agent/Tenant must have owner's authorization)

 Date

Property Owner's Authorization (to be completed if an agent and/or tenant is used to represent the owner):	
I, _____ being the registered owner of the subject lands hereby authorize	
_____ to prepare and submit this Application for a Façade Improvement Grant.	
_____ Signature of Owner	_____ Date

FORM CONTINUED ON FOLLOWING 3 PAGES

APPLICATION ELIGIBILITY & SUBMISSION GUIDELINES

Please fill out the following checklist in order to accelerate the Application process.

Please refer to the **Design and Procedural Guidelines, revised July 13, 2015**, for details on any of the following points.

ITEMS REQUIRED FOR APPROVAL

	Yes	No	Notes
Completed Application form	☐	☐	
Detailed drawings of planned work	☐	☐	
Detail on building materials to be used	☐	☐	
Detail on colours to be used	☐	☐	
Two (2) independent itemized quotes from qualified contractors*	☐	☐	
Property taxes in good standing	☐	☐	

* The Committee may consider specialized work with only one quote, but only to a maximum 40% Grant, subject to cost review and scrutiny.

CONSISTENCY WITH DESIGN GUIDELINES

Proposed Works

	Yes	No	Notes
Project is consistent with the original architectural design of traditional buildings	☐	☐	☐ N/A
Project is consistent with the building's architectural style	☐	☐	
Project enhances building's architectural characteristics	☐	☐	
Project improves overall property appearance	☐	☐	
Project is consistent with and contributes to adjacent buildings	☐	☐	
Project is sympathetic to traditional facades	☐	☐	

Materials to be Used

	Yes	No	Notes
Project uses appropriate window and door sizes, shapes, detailing, and locations	☐	☐	
New materials match texture, colour, size, shape, and detail of original materials	☐	☐	
Any new windows and doors closely replicate original window and door design	☐	☐	

Traditional Facades (Fill out this section for 19th and early 20th Century Buildings only)

	Yes	No	Notes
Project re-establishes original elements	☐	☐	
Project replicates original elements	☐	☐	
Project reflects traditional façade characteristics, outlining storefront, upper façade, and cornice	☐	☐	
Project removes aluminum or vinyl siding and restores original brick, stone, or wood	☐	☐	
Project uses natural materials such as real or replicated wood to maintain form and scale of original façade where restoration is not possible	☐	☐	

Signs

	Yes	No	Notes
Are part of an overall façade improvement project	☐	☐	
Are compatible with the building's architecture	☐	☐	
Are consistent with traditional façade signage	☐	☐	
Use original or authentic heritage colours	☐	☐	
Use natural materials	☐	☐	
Use external lighting**	☐	☐	

**Back-lit box signs are not eligible. The Program encourages embossed signs where appropriate.

Awnings***

	Yes	No	Notes
Are part of an overall façade improvement project	☐	☐	
Are compatible with the building's architecture	☐	☐	
Use original or authentic heritage colours	☐	☐	
Use natural materials	☐	☐	
Any lettering on an awning consists of individual block letters	☐	☐	
Awning colour samples are included	☐	☐	

*** Retractable awnings are encouraged/preferred where consistent with original building design. Non-retractable awnings that do not take away from the architectural appearance of the façade may also be permitted where consistent with architectural style of the building.

Colour

	Yes	No	Notes
Natural masonry remains unpainted	☐	☐	
Wood surfaces are covered in weather protective finishes	☐	☐	
Background finishes use muted colours	☐	☐	
Bright colours are used for accents only	☐	☐	
Historic structures have been colour tested to find original colours	☐	☐	
An overall colour scheme has been developed for the building which is compatible with adjacent buildings	☐	☐	
Paint colour samples are included	☐	☐	