



## **2017 FWBIA Façade Improvement Program: Application Package**

**Deadline: October 31<sup>st</sup>, 2017**

Note: Subject to funding availability, applications will be accepted until October 31<sup>st</sup>, 2017 or when funds are expended, whichever comes first. Applications are considered on a first in, first reviewed basis.

Please submit completed Application Package to:

Kristina Belanger, Communications and Administrative Coordinator  
Fort William Business Improvement Area Office  
507 Victoria Ave. E.  
Thunder Bay, ON P7C 1A8  
E: [office@fortwilliambusinessdistrict.com](mailto:office@fortwilliambusinessdistrict.com)  
P: (807)623-3355

### **Important Notes on Eligibility:**

- Your building must be located in the FWBIA
- You must be the property owner or have the permission of the property owner. Tenants applying for funding must provide a No Objections Letter from the property owner, and all forms must also be signed by the property owner
- You must not owe outstanding taxes to the City
- Only work that is upcoming, or work that occurred less than six months from date of application will be considered
- You must have not received the maximum façade improvement funding for your property in previous years
- In order to qualify for funding, the cost of the job must exceed \$100.
- If applicable, two quotes covering each component of the proposed work must be submitted with the application, and calculations will be based upon the lowest contractor estimate
- Most improvements and repairs will be reimbursed at 50% of the cost, up to a maximum of \$2,500. See Program Guidelines for further details

**Applicant Information Form** (please print)

Business Name:
Property Address:
Registered Property Owner:
Applicant Name:
Telephone Number:
Email:
Please select: <input type="checkbox"/> Business Owner <input type="checkbox"/> Property Owner <input type="checkbox"/> Both

## Program Guidelines

- 1) The FWBIA Façade Improvement Program is available only to improve the façade (face) of commercial and industrial properties in the eligible BIA areas.
- 2) Eligible properties must have a commercial use at grade at the front of a building facing a public road.
- 3) Places of worship, institutions, and residential buildings are ineligible for the program.
- 4) Properties with outstanding infractions and or work orders from City of Thunder Bay Municipal Licensing and Standards are ineligible until all outstanding infractions and work orders are resolved.
- 5) Properties with taxes in arrears are ineligible, unless proof can be provided that appropriate actions have been taken on any outstanding issues (i.e., a letter from the City of Thunder Bay).
- 6) Applications may include items from the list below:
  - a) Brick cleaning treatments such as power washing
  - b) Re-pointing of brick masonry
  - c) Exterior painting (not including painting of brick) as part of other façade improvements
  - d) Replacement of doors or windows (on any level on the front facade of the building)
  - e) Replacement or repair of cornice, parapets and other architectural features
  - f) Installation or replacement of awnings or canopies
  - g) Installation and improvement of signage
  - h) Installation or upgrading of exterior lighting features
  - i) Redesign of storefront
  - j) Installation of wheelchair ramps
  - k) Repairs to façade due to vandalism
  - l) Improvements to reduce the habitat of nuisance wildlife (ie. Pigeon barriers)
  - m) Other improvements as agreed to by the FWBIA Board.
- 7) In the case of two or more adjacent or attached store fronts which are owned by the same owner or company, the FWBIA reserves the right to give preference to disbursement of funding amongst multiple property owners.
- 8) In order to qualify for funding, the cost of the job must exceed \$100. If applicable, two quotes covering each component of the proposed work must be submitted with the application, and calculations will be based upon the lowest contractor estimate.

### *For Profit Organizations*

- For window repairs fixed within three business days, 90% of the insurance deductible will be reimbursed, up to a maximum of \$2,500
- For all other improvements and repairs, 50% of the cost will be reimbursed, up to a maximum of \$2,500

*Not For Profit Organizations*

- 90% of the insurance deductible will be reimbursed, up to a maximum of \$2,500, for all improvements and repairs
- 9) Work completed prior to 6 months of the date of the application is ineligible.
  - 10) Incomplete applications will not be reviewed.
  - 11) Applications received after the deadline, or when there are no longer any funds available, whichever comes first, will not be reviewed.
  - 12) Applicants must determine if the property is listed in the City's inventory of heritage properties (see page 8).
  - 13) Approved applicants will receive a Letter of Understanding from the Fort William BIA, which is to be signed and returned.
  - 14) All work must be completed within 6 months of the date of the application. Work exceeding this timeline will not be reimbursed.
  - 15) Reimbursements will occur when work has been completed AND proof of payment has been provided (i.e., invoice marked as paid).

*I/We have reviewed and understand the Program Guidelines of the 2017 FWBIA Façade Improvement Program.*

\_\_\_\_\_  
Owner(s) Name (Print)                      Signature of Owner(s)                      Date (YYYY-MM-DD)

*If applicable:*

\_\_\_\_\_  
Tenant(s) Name (Print)                      Signature of Tenant(s)                      Date (YYYY-MM-DD)

**Estimated Cost of Proposed Facade Improvements**

Attach either two independent detailed contractor estimates for each component of the work, or two estimates covering all of the components of the work. The quotes must be for the same scope of work. Funding will be awarded on the basis of the lowest bid.

Name of the Contractor/ Subcontractor with lowest bid:	
Amount	\$
Name of the Contractor/ Subcontractor with 2 <sup>nd</sup> lowest bid	
Amount	\$

**Please attach copies of estimates to this page.**

**Permission to Photograph or Video Building Facade**

I/We authorize and hereby grant permission to the Fort William BIA to photograph and / or videotape the subject building facade, and / or to use and / or permit others to use information from the aforementioned images and videotapes in educational and promotional activities of the Fort William BIA without compensation.

\_\_\_\_\_  
 Owner(s) Name (Print)                      Signature of Owner(s)                      Date (YYYY-MM-DD)

*If applicable:*

\_\_\_\_\_  
 Tenant(s) Name (Print)                      Signature of Tenant(s)                      Date (YYYY-MM-DD)



**Description and Scope of Work of Proposed Improvements (cont'd)**

- Please place a detailed drawing or sketch of the proposed façade in the box below or show proposed façade improvements on a building photo with a colour marker.

A large, empty rectangular box with a thin black border, intended for the applicant to provide a detailed drawing or sketch of the proposed façade improvements.

## Property Heritage Status

1. Applicants must determine if the property is included on the City's Inventory of Heritage Properties. This can be done through contacting the City of Thunder Bay Heritage Advisory Committee.
2. Answer the following question by checking the appropriate box below:

Is the property included on the City's Inventory of Heritage Properties?

Yes  No

3. If the answer to the above question is "No", then no further action is required.
4. If the answer to the above question is "Yes", you must contact the City's Heritage Advisory Committee to obtain a review of the proposed scope of work prior to obtaining quotes from contractors. The scope of work for heritage buildings must include the following:
  - a. A clear description of the project including proposed conservation methods and techniques, accompanied by specifications and/or architectural drawings. (Note: an architect or an architectural technologist can prepare the scope of work/specification and the cost of this service is an eligible expense; see page 3, item 6.)
  - b. Recent photographs providing an overall view of the main façade.
  - c. Recent photographs clearly illustrating the areas of the building that are the subject of the proposed work, e.g. photographs of masonry units, windows/doors, etc.
5. If required, Building Permit application drawings must also be approved and stamped.



## Letter of Application

I/We are the owner(s) of the property at \_\_\_\_\_.

I/We attach a copy of the most recent registered deed or the most recent property tax bill for the property as proof of ownership.

I/We certify that all property taxes and other amounts owing to the City are fully paid and not in arrears, or that appropriate actions have been taken on any outstanding issues. I/We have attached payment receipt for the last property tax bill OR a letter from the city as proof of this.

*If applicable:*

I/We are the tenants of the property at \_\_\_\_\_, and have attached a "No Objection" letter to the proposed façade improvements from the property owner. This letter shall confirm the person or corporation receiving the grant if the work is approved and satisfactorily completed.

I/We attach a copy of the articles of incorporation of the corporation (if a corporation).

I/We apply for funding in the amount of \$ \_\_\_\_\_ for the purposes of commercial façade improvements to the building at \_\_\_\_\_.

I/ We agree that if program funding is approved a Letter of Understanding will be executed and returned to the Fort William BIA.

I/We certify that the building façade has been inspected and complies with the Ontario Building Code, City by-laws and all applicable law.

I/We will obtain all necessary permits required for or in respect of the façade improvements.

I/We will ensure that the improvements will be carried out in accordance with the Building Code, City of Thunder Bay By-laws, and all other applicable law.

I/We will provide proof of payment to any contractors i.e. photocopies of all invoices stamped 'paid' relating to the façade improvements.

I/We acknowledge that the completed façade improvements are subject to inspection by the Fort William BIA, and work that exceeds 6 months from the time of application will be ineligible.

\_\_\_\_\_  
Owner(s) Name (Print)

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Date (YYYY-MM-DD)

*If applicable:*

\_\_\_\_\_  
Tenant(s) Name (Print)

\_\_\_\_\_  
Signature of Tenant(s)

\_\_\_\_\_  
Date (YYYY-MM-DD)

## **Application Package Checklist**

**Deadline: October 31<sup>st</sup>, 2017**

Documents to be submitted with the completed façade application form:

- Completed Application Information Form (page 2)
- Program Guidelines, signed and dated (pages 3 & 4)
- Two contractor estimates for proposed façade improvements (if applicable)
- Permission to Photograph or Video Building Façade, signed and dated (page 5)
- Photograph of the current façade
- Description of work to be done, sketch, marked photo and / or architectural drawing of the proposed façade
- Confirmation of the heritage status of the property (page 8)
- Proof of ownership (copy of the land deed or copy of the latest property tax bill)
- Proof of tax payment (payment receipt for most recent property tax bill OR letter from the city)
- Articles of incorporation (if applicable)
- Signed Letter of Application (page 9)
- If the tenant is applying for the grant, please provide a 'no-objection' letter from the property owner, stating the contact person for the file and who is to receive the grant if the application is approved and the work is satisfactorily completed. Template provided on our website

### **PLEASE SUBMIT APPLICATION TO:**

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Thunder Bay, ON P7C 1A8  
E: [office@fortwilliambusinessdistrict.com](mailto:office@fortwilliambusinessdistrict.com)  
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