



GUIDE FOR THE SUBMISSION OF AN APPLICATION FOR THE Façade Improvement Program

LOAN/GRANT APPLICATION

A complete application for the façade improvement loan/grant consists of the following:

- a. A properly completed and signed application form;
- b. Consent from the registered owner of the subject lands where the applicant is not the owner.

The above information is required to ensure that your application is given full consideration. An incomplete or improperly prepared application may not be accepted or may result in delays during the processing of the application. Only one Application per subject address will be permitted. If there are multiple properties, separate applications may be required.

If other documentation/supporting material becomes necessary, you will be contacted prior to your application proceeding.

PROCESSING THE APPLICATION

Upon receipt of a completed application, it will be circulated as necessary (i.e. Building & By-Law Division, Treasury & Financial Services Division). Written support from the local B.I.A., Chamber of Commerce, Board of Trade and the Norfolk Heritage Committee may be considered where appropriate. The comments received will assist staff with the review of the application, and ensure eligibility of the applicant.

The proposed work must conform with all municipal policies, standards and procedures including zoning, design guidelines (if any) and heritage matters and will be subject to review and the issuance of necessary planning and development approvals and building permits pursuant to the Ontario Building Code.

Any outstanding work orders registered against the subject property must be satisfied prior to the loan/grant being made or be satisfied as part of the proposed work. A Zoning Deficiency Form will be completed by the Chief Building Official or designate.

The time involved in processing an application varies depending upon its complexity and its applicability to the other municipal divisions.

At the appropriate times, the applicant, owner or agent, as the case may be, will receive the following:

- a. Written acknowledgement of receipt of the completed application;
- b. Written notice of the loan/grant commitment which will be valid for one year.
- c. Written notice of any improvements which are not eligible expenses for this program.

ASSISTANCE

Before submitting an application, it is recommended that you contact the Economic Development Coordinator to arrange an appointment to discuss your proposed application. Time is often saved by these preliminary discussions. It may be necessary to seek the assistance of independent professional help (e.g. architects/engineer, etc.) for complex renovations, restorations and/or improvements. For additional information or assistance in completing this application, please contact 519.426.5870 ext. 1264.

SUBMISSION

The following is required in order for the Façade Improvement Program application to be considered complete:

- one copy of this application
- section C completed – including two (2) estimates for all eligible improvements
- written consent from the registered owner where the applicant is not the owner.

Please attach any original drawings/photos of the property along with any drawings showing the proposed changes.

Please submit the completed application to Norfolk County, Planning & Economic Development Department, 30 Peel Street, Simcoe, ON N3Y 1R9, ATTENTION: Façade Improvement Program Coordinator.

FAÇADE IMPROVEMENT LOAN/GRANT

Office Use:

File Number: _____

Related File: _____

Application Submitted: _____

Complete Application: _____

This application must be typed or printed in ink and completed in full. An incomplete or improperly prepared application may not be accepted and could result in processing delays.

Property assessment roll number: 3310-_____

A. APPLICANT INFORMATION

Name of Applicant ¹ _____ Phone # _____

Address _____ Fax # _____

Town / Postal Code _____ E-mail _____

¹ If the applicant is a numbered company provide the name of a principal of the company.

Name of Agent _____ Phone # _____

Address _____ Fax # _____

Town / Postal Code _____ E-mail _____

Name of Owner ² _____ Phone # _____

Address _____ Fax # _____

Town / Postal Code _____ E-mail _____

² It is the responsibility of the owner or applicant to notify the Planning & Economic Development Department of any changes in ownership within 30 days of such a change.

Please specify to whom all communications should be sent ³: Applicant Agent Owner

³ Unless otherwise directed, all correspondence, notices, etc., in respect of this application will be forwarded to the Applicant noted above, except where an Agent is employed, then such will be forwarded to the Applicant and Agent.

Names and addresses of any holders of any mortgages, charges or other encumbrances on the subject property:

Have the holders of any mortgages, charges or other encumbrances been notified of your application?

Yes No

Are your property taxes paid up to date?

Yes No



B. LOCATION/LEGAL DESCRIPTION OF SUBJECT LANDS

Geographic Township	_____	Urban Area or Hamlet	_____
Concession Number	_____	Lot Number(s)	_____
Registered Plan Number	_____	Lot(s) or Block Number(s)	_____
Reference Plan Number	_____	Part Number(s)	_____
Municipal Civic Address	_____		

Are there any easements or restrictive covenants affecting the subject lands?

Yes No

If yes, describe the easement or covenant and its effect:

Are there any other sources of funding being applied for (Provincial, Federal or Municipal)?

Yes No

If yes, list other sources and amount of funding requested:

C. DESCRIPTION OF IMPROVEMENTS

Please explain what you propose to do on the subject lands/premises and how the proposed repairs fit in with the existing streetscape:

Cost of Proposed Improvements:

Two (2) contractor estimates attached? Two (2) estimates are **required** for eligible improvements.

Yes No (If no – your application is incomplete and will not be approved!)

Any improvement works completed prior to written notice of the loan/grant commitment are **not eligible expenses.



FAÇADE IMPROVEMENT LOAN/GRANT

D. PROPERTY INFORMATION

Present zoning:

If known, the date existing buildings or structures were constructed on the subject lands:

Is the existing building designated under the *Ontario Heritage Act* as being architecturally and/or historically significant?

Yes No

If yes, identify and provide details of the building:

The date the subject property was acquired by the current owner:

Present use of the subject property:

If known, the length of time the existing uses have continued on the subject property:

Future use of the subject property:

E. OTHER INFORMATION

Is there a time limit that affects the processing of this application?

Yes No

If yes, describe:

Is there any other information that you think may be useful in the review of this application? If so, explain below or attach on a separate page.

F. PERMISSION TO ENTER SUBJECT LANDS

Permission is hereby granted to Norfolk County staff to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

Owner/Applicant/Agent Signature

Date



G. FREEDOM OF INFORMATION & AUTHORIZATION OF CREDIT CHECK

For the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure to any person or public body any information that is collected for the purposes of processing this application. The Corporation of Norfolk County is authorized to collect information from credit bureau and financial institutions (The word "information" means financial and financially-related information about you, including information to identify you.).

Owner/Applicant/Agent Signature

Date

H. OWNER'S AUTHORIZATION

If the applicant is not the registered owner of the lands that is the subject of this application, the owner must complete the authorization set out below.

Norfolk County will be promoting the Façade Improvement Program to other businesses. Successful applicants to this program will be expected to participate in news releases, brochures and other promotional material. Do you agree to participate?

Yes No

I/We _____ am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize _____ to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application.

Owner

Date

Owner

Date