

# CROSSFIELD COMMERCIAL & INDUSTRIAL FAÇADE GRANT PROGRAM

## Information Bulletin

## Application Form



Accepted and Approved by Town Council  
July 16, 2019

Town of Crossfield  
PO Box 500 1005 Ross Street  
Crossfield, Alberta  
(403) 946-5565  
email: [town@crossfieldalberta.com](mailto:town@crossfieldalberta.com)

## **Crossfield Industrial Façade Grant Program Information Bulletin**

### **What is it?**

By providing financial incentives to property owners /tenants, the program seeks to stimulate private sector investment in the revitalization of existing commercial and industrial districts to enhance the overall street character. The program focuses on exterior renovation projects on the façade and building elevations that can be seen from the street.

Improving the appearance of a building's façade improves neighborhood streetscapes and provides a more welcoming environment for the public to work shop and live.

### **Who can apply?**

- Owners of Commercial/Industrial and Office buildings or their designated agent (agents need to fill out Section B and C of the application form).
- Tenants in Commercial/Industrial or Office buildings (must have a lease agreement and written permission of building owners).

#### **Please note:**

- Grants are allocated on the basis of individual civic addresses,
- You must not owe outstanding taxes to the Town
- You must not start your improvement project before the funding application is approved
- You must have not received façade improvement funding for your property in previous years

### **What Buildings Qualify?**

Buildings must be located within the:

Gateway & Entrance Business District (C-2)  
Light Industrial and Commercial District (I-1)  
Medium Industrial District (I-2)  
Heavy Industrial District (I-3)  
Elevator Road Business District (EBD)

Please note this program applies to commercial and industrial buildings within the above noted districts only.

### **How does the Program work?**

The Town of Crossfield will provide a one-time matching grant up to a maximum of \$5,000 to help property owners improve the exterior appearance and or structural quality of their building. The program does not cover general maintenance costs of existing buildings façade elements.

To achieve the maximum grant of \$5,000, the project must have a minimum construction value of \$10,000 (exclusive of GST).

## **What improvements are eligible for program funding?**

The grant can only be expended on eligible exterior work of commercial and industrial properties facing the street. The project must be a small-scale renovation project; and is not part of a larger renovation efforts.

Examples include, but are not necessarily limited to:

- Structural repair for exterior façade;
- Repair/replacement of windows, doors, storefronts, awnings, canopies, cornices, eaves, parapets, and other architectural details that front the street;
- Painting of existing painted surfaces visible from adjacent streets and public walkways including resealing of brick to maintain the existing brick exterior, but not unpainted brick.
- Modifications to improve accessibility, including wheelchair accessibility;
- “Hard” landscaping such as walkways and planters that front the street, but not including driveways and parking areas.
- Landscaping, for street side of the building, including plant material and pavers.
- Signage (as permitted by the sign by-law, but not including back-lit plastic signs).
- Such other similar repairs/improvements may be considered at the discretion of the Town.
- Note: Signage and Landscaping – The Town grant is intended to apply to construction costs to improve (and/or restore) the visual appearance and integrity of the building fabric or facades.

## **Ineligible program funding**

- Projects which are only maintenance, including painting, plumbing work, flooring repair and upkeep, electrical repairs and heating and air conditioning system maintenance are not eligible for funding.
- “Hard” landscaping such as driveways and parking areas.

## **What are the general design criteria?**

General principles that should be followed when preparing plans for building improvements include:

- Sensitivity to existing streetscape with respect to proportions, materials, color, signage, and architectural detail.
- Restoration to original façade (i.e. glazing, doorways); restoration or replacement of windows to original style.
- Use of traditional or original materials.
- Cleaning, repainting, replacement of original brick as required.
- Preservation, restoration of architectural detail; and,
- Well-designed signage in proportion to building, sensitive to the appearance of the entire streetscape. A Sign Permit will also be required as per the current Land Use Bylaw requirements.

## **What resources are available for additional assistance?**

- Town of Crossfield Municipal Development Plan
- Town of Crossfield Downtown Revitalization Plan

## **What are the time limits for the completion of an approved project?**

The work may commence within 6 months of approval, and should be completed by December 31st of the calendar year that the funds were received.

Extensions may be considered. The CAO or Designate may grant extensions when justified. Uncompleted projects risk loss of the grant allocation.

## **When will the funds be advanced?**

One lump sum cheque for exterior construction costs will be issued to the approved applicant when construction is completed and all copies of invoices have been submitted to the Town of Crossfield (exclusive of GST).

## **What other requirements must be met?**

You may require a building permit and a sign permit to undertake your proposed improvements. Encroachment agreements may be required for projecting signs.

To avoid future problems, take time to discuss your proposed improvements in their preliminary stages of development with the Town's Planning and Development staff, your architect and your contractor. If a building permit is required for the work, the Planning and Development team will deem the project complete upon final passed inspection.

## **What is the application process?**

- Consult with the Town's Planning and Development Staff regarding the proposed project to ensure eligibility.
- Fill out the attached application form.
- Attach to the application drawings (scale/professional drawings may be required, pending the type of proposed project), of the proposed improvements eligible for program funding and two quotes from contractors for the work (one quote may be sufficient for easily identifiable work items worth less than \$5,000).
- If a tenant is applying, a letter of approval is required from the building owner stating their agreement with the design and providing written permission to proceed with the project if the application is approved.
- All applications received will be reviewed by Planning and Development Staff as the applications are received. Staff will recommend to Council projects that meet all program requirements and Council will determine a funding amount appropriate for each individual project based on relevant costs and budgetary limitations.

- Only fully completed applications will be accepted and approved applicants will be notified no later than 30 days after completed application is received. The building owner, agent or tenant will receive a letter of approval that will spell out the basic terms and conditions of approval (the contract).
- The applicant must return a signed copy of the Approval Letter, which constitutes the contract between the Applicant and the Town of Crossfield.
- Work may not begin before receipt of the Approval Letter, otherwise the applicant risks disqualification. Work already completed may not be funded retroactively.

## **Commercial & Industrial Façade Grant Program Application Form**

### **A. General Information and Instructions**

1. Please read the attached information package.
2. If an agent is acting for the property owner, please ensure the required authorization is completed and executed by the owner as provided in this form.
3. If you hired a design professional –the design professional selected is the choice of the applicant. It is the responsibility of the applicant to contact and formally retain the services of the selected architect or designer. The grant will be paid by the Town to the approved applicant. Applicants are responsible for all costs. Town will only reimburse the grant portion of the costs incurred.
4. Please ensure that you:
  - (a) if applicable, attach a letter of engagement or contract with the specified design professional or contractor;
  - (b) that the letter of engagement/contract includes the information specified in the information bulletin;
  - (c) attach all required information (plans, design drawings, contractor quotes,) as stated in the information bulletin.
  - (d) If the application is not completed in full, it will be returned prior to any review to the applicant for completion and resubmission.
5. You may deliver your application in person, drop-off or send it by mail to Planning and Development Department,
6. Please print (or type) the information requested on the application form. There is no application fee.

If you have questions regarding the program, please contact Ken Bosman, CAO at 403 946-5565 or email [kenb@crossfieldalberta.com](mailto:kenb@crossfieldalberta.com)



Date Received: \_\_\_\_\_

## Façade Conservation and Enhancement Grant Program Application Form

### APPLICANT INFORMATION

|                        |  |              |                    |  |
|------------------------|--|--------------|--------------------|--|
| <b>COMPANY NAME</b>    |  |              |                    |  |
| <b>CONTACT PERSON</b>  |  |              |                    |  |
| <b>MAILING ADDRESS</b> |  |              |                    |  |
| <b>PHONE</b>           |  |              | <b>POSTAL CODE</b> |  |
| <b>FAX</b>             |  | <b>EMAIL</b> |                    |  |

### REGISTERED OWNER OF THE PROPERTY

|                        |  |              |                    |  |
|------------------------|--|--------------|--------------------|--|
| <b>NAME OF COMPANY</b> |  |              |                    |  |
| <b>CONTACT PERSON</b>  |  |              |                    |  |
| <b>MAILING ADDRESS</b> |  |              |                    |  |
| <b>PHONE</b>           |  |              | <b>POSTAL CODE</b> |  |
| <b>FAX</b>             |  | <b>EMAIL</b> |                    |  |

### DESIGN PROFESSIONAL

|                        |  |  |                    |  |
|------------------------|--|--|--------------------|--|
| <b>COMPANY NAME</b>    |  |  |                    |  |
| <b>CONTACT PERSON</b>  |  |  |                    |  |
| <b>MAILING ADDRESS</b> |  |  |                    |  |
| <b>PHONE</b>           |  |  | <b>POSTAL CODE</b> |  |
| <b>EMAIL</b>           |  |  |                    |  |

### PROPERTY INFORMATION

|   |  |
|---|--|
| <b>LEGAL DESCRIPTON (civic address)</b> |  |
| <b>YEAR BUILDING WAS CONSTRUCTED</b>    |  |

## REGISTERED LAND OWNER AUTHORIZATION

I/We \_\_\_\_\_ owner(s) of the property known as \_\_\_\_\_  
 \_\_\_\_\_ hereby authorize \_\_\_\_\_  
 to act on my/our behalf in regard to the above application to the Town of Crossfield.

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

\_\_\_\_\_  
 (Signature of Witness)

## PROJECT INFORMATION

**Proposed Construction Period**

**Estimated Total Cost of Project**

Please provide a detailed budget:

**EXAMPLE:**

*Labor (contractor)*  
*Shop Supplies*  
*Tiles*  
*Masonry*  
*Signage*  
*Professional Fees*  
*Other*

**Budget Items**

|              |    |
|--------------|----|
|              | \$ |
|              | \$ |
|              | \$ |
|              | \$ |
|              | \$ |
|              | \$ |
|              | \$ |
|              | \$ |
| <b>TOTAL</b> |    |

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

**THIS SIGNATURE DENOTES THAT THE BUILDING OWNER IS AWARE OF AND APPROVES THIS APPLICATION**

## Proposed Façade Work

- 1. Façade Enhancements:** Please describe the proposed façade work. Examples: restoration of cornices, friezes, parapets, windows, doors, proposed signage and lighting, samples of paint colours (attach additional information sheets if necessary).

- 2. Photograph:** Place photograph(s) of existing façade here. (attach additional sheets if necessary).



## **Application must include the following:**

- ☐ Application form
- ☐ Photograph of current building façade including adjacent buildings
- ☐ Scaled drawing of façade (indicating north arrow, front elevation & side elevation, including height, color and material choice)
- ☐ Colour samples and material samples
- ☐ Letter of Authorization signed by landowner (if application is submitted by a person other than the registered owner)
- ☐ Copy of copy of the design professionals invoice(s) to the applicant for exterior building design services and invoices (and /or acknowledgement that the design professional has been paid)

## **RETURN APPLICATION TO:**

Town of Crossfield,  
Po Box 500  
1005 Ross Street  
Crossfield, Alberta  
T0M 0S0  
403 946 5565  
Email: [town@crossfielddalberta.com](mailto:town@crossfielddalberta.com)