

# DOWNTOWN CROSSFIELD FAÇADE GRANT PROGRAM

**2014**

**Information Bulletin**

**Application Form**



Accepted and Approved by Town Council  
November 4, 2014

An Initiative of the Town of Crossfield  
Supporting Downtown Revitalization  
Contact: Town of Crossfield  
(403) 946-5565 email: [town@crossfieldalberta.com](mailto:town@crossfieldalberta.com)

## **Downtown Crossfield 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 mixed-use buildings in the Downtown Revitalization Plan Area. The program focuses on improvements to the front façade and building elevations that can be seen from the street.

### **Who can apply?**

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

**Please note:** past applicants in default of the previous Downtown Façade Grant Program are ineligible to apply to this program.

### **What Buildings Qualify?**

Buildings must be located in the Downtown Revitalization Plan Area (see attached map). Please note this program applies to commercial buildings 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. Grants are allocated per address.

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

Priority will be given to businesses on Railway Street, with secondary priority given to those businesses located within the West Downtown Business District as indicated on the attached map.

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

The grant can only be expended on eligible exterior work. 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;
- ❑ 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;
- ❑ “Hard” landscaping such as walkways and planters, but not including driveways and parking areas.
- ❑ Landscaping including plant material and pavers.
- ❑ Signage (as permitted by the sign by-law, but not including back-lit plastic signs).
- ❑ 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.
- ❑ Such other similar repairs/improvements may be considered at the discretion of the Town.

## **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.
- ❑ Obtain Alberta Heritage Building approval if designated.
- ❑ If building is not designated, but listed in the heritage inventory, reference to approved heritage guidelines is recommended.
- ❑ Restoration to original façade (i.e. glazing, doorways); restoration or replacement of windows to original style.
- ❑ Use of traditional or original materials.
- ❑ Use of metal cladding, aluminum siding, stucco, plastic and other similar materials is discouraged.
- ❑ 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 to undertake your proposed improvements. A building permit application may trigger zoning by-law, sign by-law, and building code requirements. 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.

Grant payment will occur after the final passed inspection and all contract and financial requirements have been met. Projects that require scaffolding will require a Road Occupancy Permit from the Planning and Development Department. Encroachment agreements may be required for projecting signs.

### **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 (will we require scale/professional drawings), 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 submitted as well as the application (section B and C) and providing written permission to proceed with the project if the application is approved.

- Applications can be submitted from January to early March for consideration. Five (5) grants per calendar year will be awarded, funds permitting.
- 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 early May (specific dates will vary). 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.

### **Other important details (such as hiring an architect / designer)**

#### **1. Letter of Engagement**

The applicant must attach to the application an executed copy of a contract or letter of engagement between the applicant and the selected design consultant. The Town's interest in contract documentation is limited to those aspects of the consultant's design services relating structural work. The contract or letter of engagement for professional services furnished to the Town should:

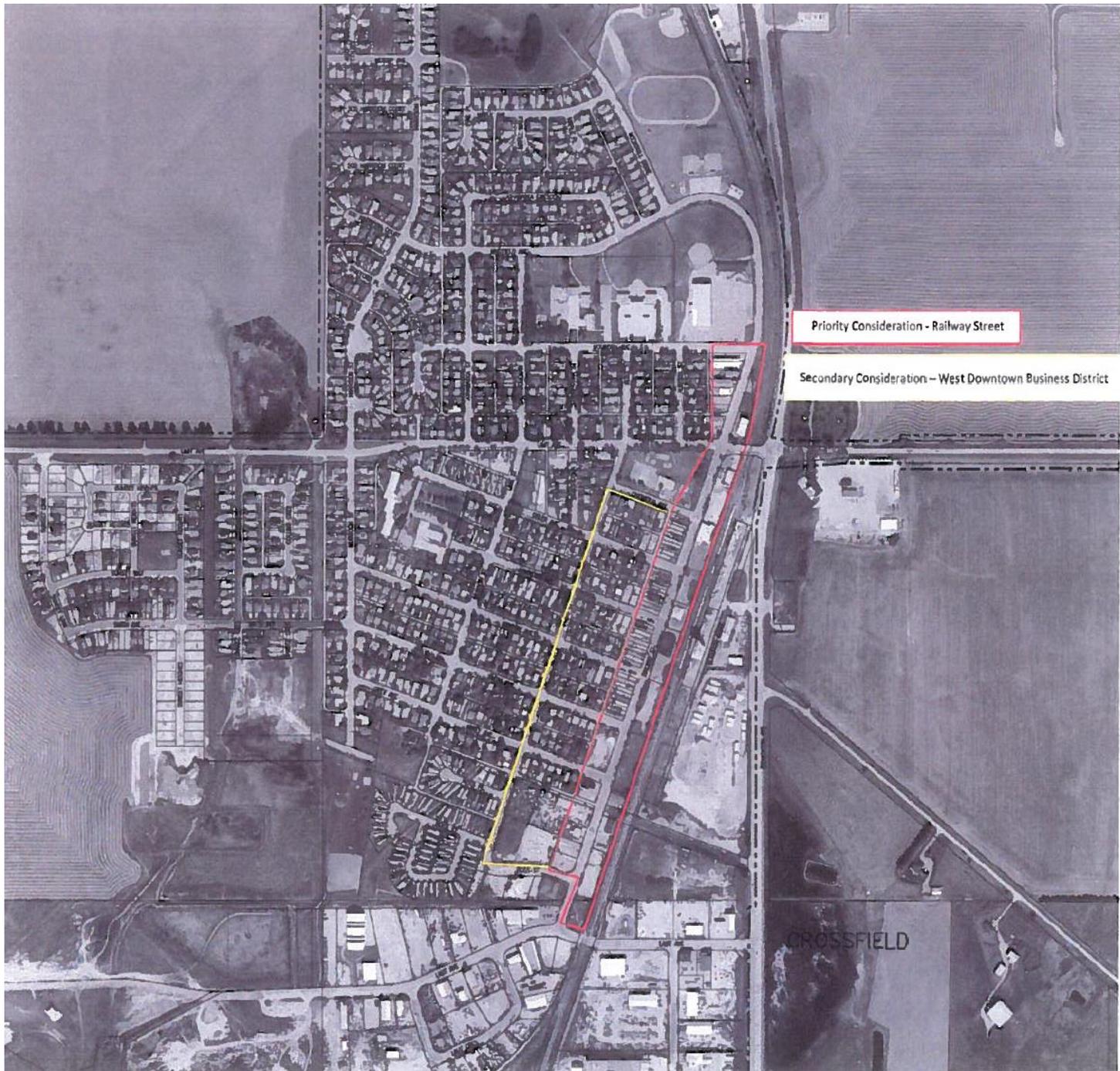
- Indicate clearly that the applicant is the purchaser of the design consultant's services, if engineering plans are required; copies must be submitted with the application;
- Require the consultant to provide design advice consistent with the design guidelines for Façade Improvements/ Heritage Buildings within Downtown Crossfield, if applicable;
- Specify the services to be provided, the fee structure and the anticipated product, which must include drawing(s), to qualify for Town grant funding; and
- State that the Town has full access to the consultant's drawings and other documents resulting from the professional services provided for the exterior of the building, including the making of copies, without further permission of the applicant and the consultant.

## 2. Applicant Responsibility

The applicant is responsible for paying the architect or engineer. Before paying the architect, the applicant should submit a copy of the architect's "product" for review by the program administrator (Planning and Development Staff) to ensure that the work meets program objectives.

## 3. Requirements

- Two (2) copies completed Grant Application Form
- **Letter of Authorization** signed by landowner (if application is submitted by a person other than the registered owner)
- Two (2) copies of a drawings/plan(s) drawn to scale, which show the following:
  - Legal description of the site with north arrow;
  - Front elevation & side elevation, including height, color, material choice
  - If applicable, floor plans, elevation and exterior finishing materials;
  - Engineered drawings, if required
- 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)



Priority Consideration - Railway Street

Secondary Consideration - West Downtown Business District

CROSSFIELD

**Downtown Crossfield 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 Sections B and C of 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) 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)

**Applicant and Property Data**

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

Name of Registered Property Owner: \_\_\_\_\_

Full Mailing Address of Property Owner: \_\_\_\_\_

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Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant Information** (if not the same as above)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Information**

Address of Property for which application is being made (list all municipal addresses):

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Legal Description of Property (Lot/Block and Plan No): \_\_\_\_\_

Property Improvements being contemplated at this time (please provide a brief written description and attach any quotes and drawings);

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**Name and address of design professional** (associated with this project, if applicable):

Name and Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City Province Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Construction Schedule**

Approximate date of Construction Commencement: \_\_\_\_\_

Approximate Date of Construction Completion: \_\_\_\_\_

**B. Authorization and Declaration**

AUTHORIZATION OF OWNER

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)

**C. Statutory Declaration**

Dated at the \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

I, \_\_\_\_\_ of the \_\_\_\_\_ in the \_\_\_\_\_

solemnly declare that all statements contained are true and I make this declaration  
conscientiously believing it to be true and knowing that it is of the same force and effect as  
if made under oath and by virtue of The Canada Evidence Act.

Declared before me at the \_\_\_\_\_

in the \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
(Signature of Applicant)