



Façade Improvement Program

Guidelines

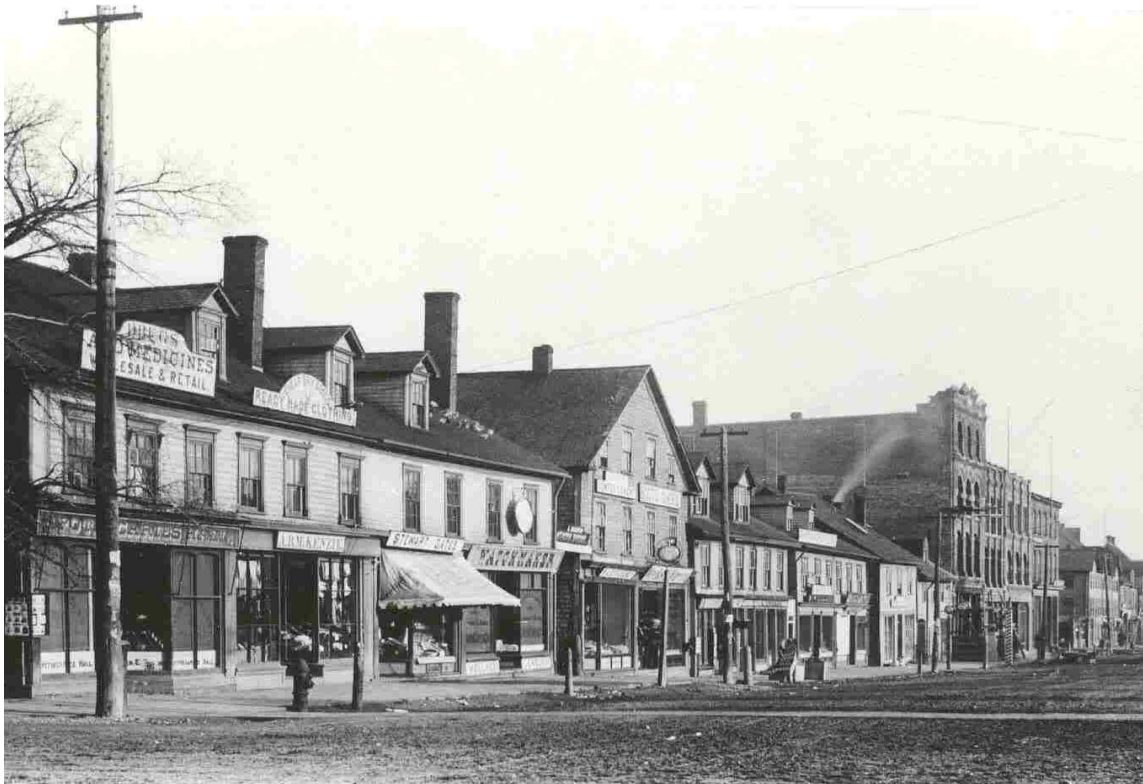


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City of Charlottetown

2007

FAÇADE IMPROVEMENT PROGRAM GUIDELINES

Background

As the location of the 1864 Conference and as a showcase for Canadian heritage, the City of Charlottetown is positioned to develop its role in the promotion of the Birthplace of Confederation. Since 1987 the city has used the birthplace theme to promote the preservation and enhancement of its architectural heritage.

The boundaries of the historic downtown or the original 500 lot area as defined in the 1771 city plan is still intact today and the structures found within this area form the essence of the Birthplace of Confederation. The “500 Lot” area was formally recognized by the city as a special district in 2005.

As the result of recommendations of the 2006 Downtown Charlottetown 500 Lot Strategy it was recommended that a Façade Improvement Program be introduced to protect these architectural heritage resources through the implementation of a public/private cost share program. This program would provide property owners with incentives for repairs and improvements to the facades of their properties.

Façade Improvement Program Grants

Façade Improvement Program grants are made at 30% of the total eligible costs to a maximum of \$50,000. This program is available for projects which have a \$10,000 minimum overall project cost. This program is available for exterior work only.

Eligible Properties

Grants may be available to property owners of properties located in the 500 Lot Area, which are not tax delinquent. Buildings owned or used by government agencies are not eligible except where a non-profit, community group has assumed, by long-term lease or legal agreement, responsibility for maintenance of the building. In these cases, that organization may make application.

Eligible Work

Work eligible for funding is limited to the exterior of the building and may include:

- repair of original architectural elements which form an integral part of the heritage property;
- architectural and engineering services, preparation of drawings;
- repair and restoration of exterior building fabric façade, including conservation or repair of original elements, approved cleaning, cladding, approved window repair or replacement, restoration of significant architectural detail, appropriate painting as part of the restoration and removal of inappropriate materials;
- signage as it relates to an overall façade improvement.

Ineligible Work

- structural work;
- improvements to energy efficiency such as insulation;
- new additions unless they are an accurate reconstruction from documented evidence;
- typically roofing or regular maintenance;
- improvements to meet building codes including mechanical or electrical systems or any interior work;

- assistance shall not be provided retroactively for any work completed or started before a grant has been approved;
- accessory buildings;
- vinyl windows and steel doors.

- supplier of a particular product or service in Charlottetown (the lowest estimate will not necessarily be accepted);
- a statement detailing other grants or funding sought for the proposed work;
- a building permit from the City of Charlottetown.

Consideration of Projects

Projects considered for approval may include work which:

- is consistent with the architectural and historical significance of the building;
- serves to enhance the block or area in which it is located;
- is consistent with City policy as outlined in the City of Charlottetown Official Plan, Zoning Bylaw and relevant building and fire codes;
- will encourage additional investment downtown;
- is part of a coordinated plan to revitalize a block or group of buildings;
- serves to enhance the exterior through restoration of significant architectural details, cleaning or painting of the exterior;

The overall structural integrity of the building will be taken into consideration in the decision making process.

Documentation Required

Plans or specifications should include:

- relevant archival photographs and historical documentation (if obtainable) and photographs of the project before commencement of work;
- detailed design drawings indicating the type of work and degree of finish proposed;
- at least two (2) competitive estimates for all labour and materials involved in the proposed work unless there is only one

Administration

An application for a Façade Improvement Grant shall be made to the Façade Improvement Coordinator of the Charlottetown Planning Department. By signing the Façade Improvement Grant application, the applicant certifies that no work eligible for grant funding has yet taken place. Should an application be approved, it may be necessary to sign a development agreement with the City of Charlottetown before work begins.

The application must accompany at least two (2) cost estimates to complete the work. If the owner intends to do some or all of the work him/herself, the labour will not be eligible for funding. These estimates must be sufficiently detailed so as to clearly indicate the scope and nature of work on each item. If the proposed work includes both work eligible for a façade improvement grant and other work not eligible for a façade improvement grant, the cost estimates must clearly differentiate between eligible and ineligible work. In a case where it is not possible to obtain two (2) estimates, the City will use its discretion to allow a grant application to proceed with less than the required number of cost estimates.

Factors which will be considered include, but are not limited to:

- the availability of funds on an annual basis;
- the relationship of application to long-term conservation plans;
- the comparative costs of work prepared by two or more bidders;

- the use of historically appropriate materials.

Applications will be reviewed by the Façade Improvement Committee on a monthly basis in the period leading up to and during the summer construction season (March to September) and every two months during the fall and winter months. Other grants provided to the project will be a consideration in the decision making process. The application may be granted either with or without conditions or it may be refused. The Planning Department shall advise the applicant of the decision. Successful applicants for this grant will not be eligible for the City's Heritage Grant Program.

- the work must be inspected and deemed satisfactory by City of Charlottetown Heritage Officer, Development Officer and/or Building Inspector.

Frequency of Grant

A property may only receive one full grant per year (where a property has not received the maximum grant value of 30% up to \$50,000 an application may be made for the remaining amount to the full grant value).

All grant monies must normally be disbursed within the fiscal year in which the grant is awarded. In exceptional cases, projects may extend into a second fiscal period. In such cases a written request, stating the reasons, must be submitted by the applicant and approved by the City. All grants are made subject to funding within annual program budgets.

Funds are not released until the approved project is completed and proof of the following has been submitted:

- the work must be completely paid for by the owners and the paid bills submitted to the City of Charlottetown as proof with a written request for payment of the grant;
- photographs of the completed project are submitted;