

SQUAMISH-LILLOOET REGIONAL
DISTRICT (ELECTORAL AREAS A & B)



Business Façade Improvement Program – 2017



SQUAMISH - LILLOOET
REGIONAL DISTRICT

Program Purpose and Goals

The Business Façade Improvement Program provides funding to property and business owners located in Electoral Areas A and B of the Squamish-Lillooet Regional District (SLRD) to renovate, restore or redesign commercial building façades and storefronts. The program is intended to assist communities within SLRD Areas A and B in creating diversified, resilient and sustainable local economies. Funding for this program is provided through Northern Development Initiative Trust (NDI Trust).

The program is intended to:

1. Enhance the economic viability and vibrancy of the many small communities within SLRD Areas A and B by supporting visual improvements such as façades, signage, murals, architectural features, siding, lighting and awnings;
2. Stimulate private sector investment in local business improvement;
3. Increase the attractiveness of the communities to enhance community pride and visitor experience; and
4. Improve community appearance to support recruitment of new businesses and/or residents.

The Business Façade Improvement Program is aligned with Goal #4 of the SLRD's Regional Growth Strategy (Achieve a Sustainable Economy) and also fits with cultural heritage and economic development objectives noted in the Area A (Upper Bridge River Valley) and Area B Official Community Plans.

Electoral Area A (Upper Bridge River Valley) Official Community Plan (OCP) – related objectives:

- To encourage and facilitate the identification, protection, and conservation of heritage resources, including historical buildings, archaeological sites, and historic trails.
- To foster a diversified economy that meets local and visitor needs.

Electoral Area B OCP – related objectives:

- To support the identification, protection, and conservation of heritage resources, including historical buildings, pre-contact archeological sites, and historic trails.
- To foster a diversified economy that meets local and visitor needs, that contributes to the rural character of the area, and stimulates healthy ecological and social conditions

The Program

These program guidelines are intended to maximize the program benefit for improving aesthetics of commercial areas in Electoral Areas A and B of the Squamish-Lillooet Regional District (SLRD).

The SLRD will provide a rebate of up to 50% of the cost of eligible improvements, up to a maximum of \$5,000 per building / project to improve the façades of commercial buildings within SLRD Electoral Area A and B. Projects must have a minimum total cost of \$1,000.

Each building / business is eligible for a one-time grant only.

Home-based businesses within Electoral Areas A and B may apply to the program for a rebate on way-finding signage (i.e. signage located on the business property that directs customers to the business). Signs are eligible for a maximum 50% reimbursement grant up to a maximum of \$500 and must adhere to applicable sign bylaws (see [SLRD Bylaw 681, 1998](#) – *A bylaw to regulate signs in the SLRD*).

The Application deadline is **April 30, 2017**.

Eligible Properties

All commercial properties found within SLRD Electoral Areas A and B are eligible for the program.

Eligible Applicants

- Property owner or business owner (if the applicant is the business owner, the property owner must approve the application in writing and confirm that all improvements are to be paid for by the applicant);
- Not-for-profit and Enterprising Non-Profit organizations;
- Home-based businesses (eligible to apply for a way-finding signage rebate only - see Eligible Façade Improvements section)

Please note:

- All property taxes pertaining to the property must be fully paid and current;
- There must be no outstanding building permits, stop work orders, or development permit condition requirements outstanding; and
- You must not have received a previous grant under this program for the subject property.

Ineligible Applicants

- Residential homes located in the commercial area are not eligible, unless the home is commercially-zoned and has a store front;
- Municipally owned buildings (even if they have business tenants);
- Properties outside the specified area (as defined in the program guidelines); and
- Start-up businesses (the business must already be in operation).

Eligible Façade Improvements

Eligible improvements may consist of but are not limited to:

- Exterior lighting (new but not replacement);
- Exterior architectural features;
- Exterior surfaces and details (decorative details, moldings, trims etc.);
- Windows (only if part of larger enhancements, no stand-alone window replacement);
- New siding;
- Façade painting;
- Entrances and doorways (if part of larger project; no stand-alone entrance/doorway replacement);
- Awnings;
- Signage (affixed to the building);
- Way finding signage for home-based businesses (i.e. at the bottom of a driveway) within the specified area. Signage must conform to relevant SLRD sign regulations (see [SLRD Bylaw 681, 1998](#) – *A bylaw to regulate signs in the SLRD*).

Ineligible Façade Improvements

The following improvements are ineligible:

- Routine maintenance;
- Structural repairs;
- Roofs;
- Non-permanent fixtures (benches, planters, patios, patio heaters etc.);
- Landscaping;
- Paving;
- Fencing;
- Wheelchair ramps;
- Interior / internal improvements;
- Any improvements not visible from the public right of way;
- Construction of additions, accessory buildings or new buildings;
- Any improvements started prior to application approval; and
- Any improvements deemed inconsistent with redevelopment purposes and design guidelines.

Eligible Costs / Expenses

- Direct project labour costs;
- Design, architectural or engineering fees (related to facade only);
- Contractor fees;
- Rental of tools and equipment; and
- Project-related materials and supplies.

Ineligible Costs / Expenses

- Staff wages and/or benefits;
- Purchase of construction tools or equipment;
- Utilities (hydro, gas etc.);
- Shipping costs;
- GST/PST;
- Duties;
- Permit fees;
- Expenses related to improvements to the building façade not visible from the public right of way; and
- Façade improvements expenses started prior to application approval.

Design Guidelines

In order to be eligible for this grant, the applicant must submit designs and costing for the project prior to the application deadline.

Designs need to clearly outline the proposed improvements in order to enable the review committee to accurately evaluate the project, and to clearly determine that the finished product looks like what was intended during the application process.

Designs need not be done by a professional architect or designer, but they must be to scale. The property owner/tenant may wish to seek professional assistance, as applications will be evaluated based on the merit of design and visual impact to the streetscape (see Evaluation / Selection Process).

As far as possible, projects must be consistent with the general form and character of the design guidelines set out for the area.

Design guidelines should follow the recommendations outlined in the relevant Official Community Plan (OCP), including relevant Development Permit Area requirements and / or sub-area plans (noted below), depending on where the building is located.

- Electoral Area A: [Bylaw No. 608, 1996](#) (Upper Bridge River Valley Official Community Plan – Consolidated for convenience, May 2016)
 - Development Permit Area (DPA) 1: Heritage Commercial – This DPA controls the design of commercial buildings in Bralorne and Gold Bridge for the purpose of ensuring the preservation of the 1930s mining era character of the neighbourhoods. It governs all parcels within the neighbourhoods of Gold Bridge and Bralorne with a Commercial land use designation. See policies 2.7 to 2.12 in the OCP for more information.
- Electoral Area B: [Bylaw No. 1073, 2008](#) (Electoral Area B Official Community Plan)
 - Pavilion Lake Sub-Area Plan
 - Seton Portage Sub-Area Plan
 - Yalakom Valley Sub-Area Plan

Copies of the Upper Bridge River Valley (Area A) and Electoral Area B OCPs and related maps can be found on the SLRD website: www.slrd.bc.ca/inside-slrd/bylaws (Choose “Official Community Plans” as the Bylaw type).

Applicants wishing to apply to renovate, restore or redesign building facades in Electoral Area B, in the vicinity of the District of Lillooet are also encouraged to review design guidelines in the District of Lillooet OCP, a copy of which can be found on the District of Lillooet website: www.lillooetbc.ca (Search for OCP Bylaw 320; specific guidelines can be found in section 7 of the OCP).

Building, Sign and/or other permits may be required based on the extent of the improvements to be completed. These requirements are not waived by approval for the Façade Improvement Program, and should be applied for prior to or concurrently with application for this program.

Business Application Process

Prospective applicants can download the SLRD Business Façade Improvement Program Guidelines and Application Form from the SLRD website: www.slrd.bc.ca/BusinessFacadeImprovementProgram.

Applications, including completed designs, can be submitted by email, mail or in person and should be directed as follows:

Squamish-Lillooet Regional District
Business Façade Improvement Program
ATTN: Jeannette Nadon, Communications & Grants Coordinator
By Email: jnadon@slrd.bc.ca
By Mail: PO Box 219, Pemberton, BC V0N 2L0
In person: 1350 Aster Street, Pemberton, BC

The deadline to apply for funding under the 2017 program is **April 30, 2017**. Applications received after this date will not be considered.

Applications must be submitted and approved prior to the start of your façade improvement project. Any costs incurred prior to project approval will not be considered eligible for reimbursement.

Submitting an application does not necessarily mean your project or a specific grant amount will be approved. All project proposals are subject to a comprehensive review, must meet high quality standards, and must reflect the spirit and intent of the Façade Improvement Program Guidelines.

Generally, the application, approval and reimbursement process is as follows:

- 1- Owner/ Tenant contacts the SLRD to determine if the building qualifies for the Façade Improvement Program, discuss your project, and obtain the Program Guide and Application.
- 2- Owner/ Tenant submits a complete application with designs prior to the application deadline. All required supporting materials and documents (including owner authorization) must be received prior to the application deadline in order to be considered complete.
- 3- SLRD staff reviews the application and proposed façade improvements to ensure that

improvements meet the applicable Design Guidelines and Façade Improvement Guidelines.

- 4- Applications meeting the eligibility requirements and applicable Design Guidelines and Façade Improvement Guideline are forwarded to the SLRD Selection Committee for its review, and a decision to accept or reject the application is made.
- 5- Applicant is advised of the decision by email and mailed letter.
- 6- For successful applications, a Letter of Understanding / Partnering Agreement is sent to the applicant which must be signed by the owner/tenant and a representative of the SLRD.
- 7- Owner/Tenant acquires any required permits and completes the renovations. **Note: all related permit fees are the responsibility of the owner/tenant (i.e. not eligible for reimbursement).**
- 8- Owner/Tenant provides verification of expenses (including invoices or other such proof of payment) and submits their totals on the provided expense tracking sheet.
- 9- Owner/Tenant provides a Certification of Completion signed by the applicant or contractor, indicating that all work described in the application/approval has been completed and has been paid in full, as well as before and after photos, a business testimonial, and any other supporting documentation. Documents must be received by the SLRD no later than December 31, 2017.
- 10- Owner/Tenant provides proof that the improvements have passed final inspection for SLRD permits (where required) and meet all building standards and codes (where required).
- 11- SLRD staff verifies that the renovations meet the Letter of Understanding requirements and approves reimbursement.
- 12- Applicant is issued a cheque.

Please note:

- Approved Projects must be completed by December 31, 2017.
- Funding cannot carry-over from one calendar year to the next.

Evaluation / Selection Process

Following the application deadline, all applications meeting the eligibility requirements and applicable Design Guidelines and Façade Improvement Guidelines will be forwarded to the SLRD Project Review Committee for review. The Project Review Committee will consist of 3 members, including: the SLRD Area A Director, the SLRD Area B Director, and the SLRD Chief Administrative Officer or her designate.

In the event that there are more eligible applicants than funds available to award, all Eligible Projects will be evaluated based on the following criteria:

- Quality of design
- Age and condition of building
- Impact on streetscape
- Overall impact to community

Program Marketing Plan

The following communication channels will be used to promote the Business Façade Improvement Program in SLRD Electoral Areas A and B:

- News release (issued to Bridge River Lillooet News and the Mountain Telegraph)
- Program page on SLRD website: www.slrd.bc.ca/BusinessFacadeImprovementProgram
- Shared on social media (SLRD Facebook and Twitter)
- Shared with the Bridge River Valley Community Association, Seton Portage – Shalalth & District Chamber of Commerce, Lillooet Chamber of Commerce, District of Lillooet
- Word of mouth

Program Reporting

Program reporting is to be done in accordance with the Northern Development Initiative Trust program requirements at the end of each year to demonstrate the direct economic benefits of the program. This includes business testimonials, before and after photos, as well as administrative and financial reporting.

Successful applicants are required to submit a Certification of Completion, along with before and after photos, a business testimonial, and any other supporting documentation describing the project and its impact on the community to the SLRD as soon as possible following the completion of the project. Documents must be received by the SLRD before December 31, 2017.

Business Façade Improvement Program

Grant Application

Squamish-Lillooet Regional District – Electoral Areas A and B

Applicant Information

Applicant Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Building Address: _____

Electoral Area (A or B) _____

If you are applying as the tenant of a building, please provide the following information and attach a letter of consent from the owner stating that you are permitted to make these changes.

Owner Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Project Description

Describe the proposed project – Please attach any extra sheets, photos, designs, samples, etc. Describe the work to be done and materials to be used and note how this related to the Design Guidelines.

Planned Completion Date: _____

Total Project Cost (estimated): _____

Funding Amount Requested: _____

Attach to Application

- _____ Photos of existing conditions (before)
- _____ Detailed specifications
- _____ Contractor's cost estimates
- _____
- _____ Drawings/designs
- _____ Material and colour samples
- _____ Signed Terms and Conditions

Business Façade Improvement Program

Terms and Conditions

I, _____ of _____ have
(Applicant) (Business / Building)

Read the complete application and concur with and give my consent to the work proposed in the application.

I assume all responsibility for obtaining appropriate architectural drawings, building permits and inspections, and hiring of contractors as necessary.

I will allow the SQUAMISH-LILLOOET REGIONAL DISTRICT and NDI Trust to use before and after pictures of the project and testimonials for the purpose of promoting this program in the future.

I agree not to involve the SQUAMISH-LILLOOET REGIONAL DISTRICT, NDI Trust or the Façade Improvement Program in any legal action between myself and any contractors, estimators, employees, workers or agents arising from or out of the Façade Improvement Project.

I give my consent to the SQUAMISH-LILLOOET REGIONAL DISTRICT to make any and all inspections necessary to confirm that the approved plans are implemented in accordance with the expected standards.

Payment of approved grants will be made upon the applicant providing the SQUAMISH-LILLOOET REGIONAL DISTRICT proof of final completion of proposed improvements along with verification of expenditures and proof of final inspection (when required).

Signature _____ Date _____

OFFICE USE

Application
Received by:

Date:

Business Façade Improvement Program

Expense Reporting Form

Item	Description	Cost (excluding PST/GST)	Invoice/ Receipt Attached
TOTAL COST		\$ -	
TOTAL ELIGIBLE GRANT		\$ -	