



District of 100 Mile House

Business Façade Improvement Program Guidelines – 2021



Funding provided by:



District of 100 Mile House Façade Improvement Program Guidelines

Program Purpose and Goals

This program provides grants to property and business owners to renovate, restore, or redesign retail and commercial building facades and storefronts in 100 Mile House. The goal of the 100 Mile House Façade Improvement Program is to encourage owners or commercial tenants to invest in building façade upgrades that create a more interesting and appealing streetscape, attracting customers, clients, visitors and businesses to the commercial areas of town. The program will promote private sector investment, increase assessed property values, and stimulate the local economy.

The District of 100 Mile House is confident that this initiative will contribute to:

- Making 100 Mile House a more inviting and interesting place to eat, shop, walk and play;
- Promoting the marketability of retail and commercial businesses;
- Helping building owners to attract and retain tenants;
- Enhancing the quality of life for residents, workers, and visitors to 100 Mile House;
- Building civic pride among the business community and the citizens.

The Program

The program guidelines are intended to maximize the program benefit for improving the aesthetics of commercial areas.

The District of 100 Mile House will provide a 50% reimbursement grant up to a maximum of \$5,000 per building/project to improve the facades of commercial buildings.

Each building is eligible for a one time grant only.

Projects must have a minimum total cost of \$2,000 in order to qualify.

Eligible Properties

The building must be located in one of the following Development Permit Areas: Highway 97 Corridor; Central Business District (see Eligible Properties Map).

Eligible Applicants

To be eligible to apply:

- You must be either the property owner or business owner or not-for-profit tenant. If the applicant is the business owner or tenant, the property owner must approve of the application in writing and confirm that all improvements are to be paid for by the applicant;
- Non-profit societies occupying commercial storefronts;
- All property taxes pertaining to the property are fully paid and current;



- There must be a current, valid business license for the property (unless currently vacant or otherwise exempt);
- There must be no outstanding building permits, stop work orders, or development permit condition requirements outstanding; and
- You have not received a previous grant under this program for the subject property.

Ineligible Applicants

- Residential homes located in the commercial area are not eligible;
- Apartment buildings are not eligible; and
- Government owned buildings are not eligible.

Eligible Façade Improvements

Eligible improvements may consist of but are not limited to:

- Exterior lighting (new, not replacement);
- Exterior architectural features;
- Exterior surfaces and details (such as decorative details, moldings, trims, cornices);
- Windows (only if part of larger enhancements, no stand-alone window replacement);
- Façade painting;
- New siding;
- Entrances and doorways (only if part of larger enhancements, no stand-alone entrance/door replacement);
- Awnings;
- Mural painting, provided that no more than 50% of the overall project scope and project budget consists of mural painting. Mural painting must also be approved by Mural Society; and
- Accessibility improvements (ramps, wider doors, etc.) to the outside of the building only AND are part of a larger façade improvement project.

Ineligible Façade Improvements

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



Eligible Costs

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

Ineligible Costs

- Staff wages and/or benefits
- Equipment purchased;
- Expenses related to improvement to the building façade not visible from the public right of way
- Utilities (hydro, gas etc.)
- Shipping cost
- Non-permanent fixtures (benches, planters, patios, patio heaters etc.)
- Landscaping
- Paving
- Fencing
- Wheelchair ramps
- GST
- Duties
- Permit fees
- 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. Designs need not be done by a professional architect or designer, but it is strongly encouraged that the applicant seeks professional help, keeping in mind that the grants will be awarded based on merit of design and visual impact to the streetscape. Designs need to clearly outline the proposed improvements to allow the review committee to accurately evaluate the project, and clearly see that the finished product looks like what was intended during the application process.

As far as possible, projects must be consistent with the general form and character guidelines as set out for the applicable Development Permit Area in the Official Community Plan. Guidelines can be found at: www.100milehouse.com. Projects will be assessed based on their conformance (or the amount they bring the business into conformance) with these guidelines.

The District of 100 Mile House may require development, building, sign and/or other permits 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 to this program.

Business Application Process

Applications are accepted on an ongoing basis and are reviewed on a first come first served basis until the annual budget of the program has been allocated. 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 District office to determine if your building qualifies for the Façade Improvement Program, discuss your proposed project, and obtain the Program Guide and Application.
2. Owner/Tenant submits a completed application with designs. All required supporting materials and documents (including owner authorization) must be received prior to be considered complete.
3. Planning Staff reviews application and proposed façade improvements to ensure that improvements meet the applicable Official Community Plan Development Permit Area guidelines and the Façade Improvement Program guidelines.
4. Project Review Committee reviews the application and makes a decision to accept or reject the application.
5. Applicant is advised of the decision by email and mailed letter.
6. For successful applications, a Letter of Understanding is sent to the applicant, which must be signed by the Tenant/Owner and a representative of the Project Review Committee.
7. Owner/Tenant acquires development permit and/or building permit (where required) and completes the renovations.
8. Owner/Tenant provides verification of expenses (invoices or other confirmation of payment).
9. Owner/Tenant provides a Certificate of Completion signed by the applicant or the contractor, indicating that all work described in the application/approval has been completed and paid in full, as well as before and after photos, a business testimonial, and any other supporting documentation.
10. Owner/Tenant provides proof that the improvements have passed final inspection for municipal permits (where required) and meet all building standards and codes (where required).
11. Planning 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, 2020. No exceptions.

Evaluation / Selection Process

The Project Review Committee will consist of 3 members, including: one Council member, one Staff member, and one Chamber of Commerce member. One member of the Mural Society will be invited to serve on the Project Review Committee when murals form part of an application. The committee's primary responsibility is to review all applications, determine eligibility of projects and decide which projects should be funded. All eligible projects will be evaluated using the following ranked criteria:

1. Does the project for which the funds are being sought meet the applicable Development Permit Area guidelines?
2. Will the project once complete have a noticeable *impact* on the streetscape? (ie: visual impact to pedestrians and vehicle traffic)
3. Will the renovation offer a noticeable *improvement* on the streetscape? (ie: buildings currently in poor condition have a greater likelihood of project approval)
4. Does the design incorporate log or timber features?
5. Was a professional designer or architect used for improvements?

Program Marketing Plan

The District of 100 Mile House will use the following marketing methods to see the Business Façade Improvement Program succeed in 2021:

- Attached to annual Business License renewals
- News Release – in cooperation with NDIT
- Post on www.100milehouse.com
- Poster format in various locations
- Chamber of Commerce electronic newsletter and website

Additional Information

As a cooperative venture between property owners, businesses and the municipality, the Business Façade Improvement Program is an excellent resource to support beautifying our streetscape for the benefit of local citizens and visitors to our community.



District of 100 Mile House Business Façade Improvement Program Grant Application

Applicant Information

Applicant Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Building Address: _____

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

Owner's Name: _____

Address: _____

Phone: _____

Email: _____

Project Description

1. Describe the proposed project: Attach any extra sheets, photos, designs, samples, etc.) Please describe work to be done and materials to be used and note how this relates to the Development Permit Area guidelines.



2. Planned Start Date: _____
3. Planned Completion Date: _____
4. Total Project Cost (estimated): _____
5. Funding Amount Requested: _____

Applicant Checklist:

- Property taxes paid
- Utility account paid
- Licence fees paid
- Required permit applications completed
- Building owner authorization

Attach to Application:

- Photos of existing conditions (before)
- Detailed specifications
- Contractor's cost estimates
- Drawings / designs
- Material & colour samples

Applicant Signature _____ Date: _____



Terms & 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 District of 100 Mile House and Northern Development Initiative 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 District of 100 Mile House 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 District of 100 Mile House and the Review Committee to make all inspections necessary to confirm that the approved plans are implemented in accordance with expected standards.

Payment of approved grants will be made upon the applicant providing the Project Review Committee proof of final completion of proposed improvements along with verification of expenditures and proof of final inspection (when required).

Signature: _____

Date: _____

Application received by: _____

Date: _____

