



## **PROGRAM GUIDELINES**

### **TOWNSHIP OF NORWICH**

### **FAÇADE IMPROVEMENT PROGRAM**

These guidelines are to be used by persons wishing to apply for Façade Improvement Program funding offered under the Township of Norwich Community Improvement Plan

The Applicant is required to provide appropriate answers to all questions on the application form. If all prescribed information is not provided, the application will not be accepted

#### **SUBMISSION OF APPLICATION:**

Please submit the completed application form and other information as set out herein to:

Township of Norwich  
285767 Airport Road  
Norwich, ON N0J 1P0



## **FACADE IMPROVEMENT PROGRAM GUIDELINES**

### **1.0 PURPOSE**

The Façade Improvement Program is intended to:

- assist property owners with the identified community improvement project area with street front facade improvements;
- assist the property owner in retaining a professional service designer to develop the project concept; and,
- bring participating buildings and properties within the identified community improvement areas into conformity with the Township of Norwich Property Standards By-law.

Where possible, applicants may also apply for an Awning, Signage and Decorative Lighting loan or grant or the Non-Street Front Façade Improvement loan or grant in conjunction with the Façade Improvement Program to ensure a comprehensive improvement to the building's exterior. In doing so, the applicants are required to pre-consult with the Township to confirm the availability of such programs and evaluate the appropriateness of dual funding.

### **2.0 FUNDING**

Grant or loan commitments will be provided subject to funding availability within the supporting reserve. Should there not be adequate funding to meet demand for the program, applications will be held and processed in chronological order of their application date as funding becomes available. Design fees can be applied for prior to the application submission, however, applicants risk disqualification if they undertake work before receiving approval from Township Council.

### **3.0 ELIGIBLE PROGRAM IMPROVEMENTS**

Eligible facade improvements would include:

- exterior street front renovations including entrances and display windows as part of a larger restoration program, the repair and re-pointing of façade masonry and brickwork, façade painting and cleaning treatments, and other similar repairs/improvements consistent with the General Design Guidelines identified in Appendix IV of the Township CIP
- professional fees at the discretion of the Township

Improvements not eligible through this program include:

- the replacement of entrances or display windows in isolation
- works completed prior to the approval of the Loan application by the Township



#### **4.0 ELIGIBILITY FOR GRANT/LOAN (OWNER)**

To be eligible for the Façade Improvement Program, the applicant must meet all conditions detailed in this program description including:

- the owner must submit a complete application;
- the owner must be the registered owner of the property for which the application is being submitted;
- all mortgages and charges, including the Façade Improvement Loan, must not exceed 90% of the post rehabilitation appraised value of the property;
- the owner must disclose sources of government and/or non-profit organization funding (Federal, Provincial, County, CMHC, Federation of Canadian Municipalities, etc.) that can be applied against the eligible costs are anticipated or have been secured, and must be declared as part of the application;
- all Township taxes must be paid in full when the loan is issued and remain so for the lifetime of the loan;
- the facade improvements will have regard to the General Design Guidelines in Appendix IV of the Township CIP to the satisfaction of the Township. No grant or loan shall be issued until such time as the eligible works are deemed to be complete by the Township;
- there must be no other outstanding debts to the Township of Norwich;
- outstanding work orders for the Township's Building Department or Fire Department and requests to comply must be addressed prior to approvals being granted;
- the owner must not have defaulted on any Township sponsored grant/loan program in the past;
- where a building erected or improved with a program loan is demolished or otherwise not maintained in a state of repair consistent with Township by-laws (including the Zoning By-law) to the satisfaction of the Township, the loan will be forfeited and recovered by the Township;
- the owner must sign an agreement which will identify the terms and conditions of the grant or loan;
- payments will be made on the basis of the actual cost of the eligible work and will be approved at the sole discretion of the Township; and
- where a façade improved with a program loan is demolished or otherwise not maintained in a state of repair consistent with Township by-laws (including the Zoning By-law) to the satisfaction of the Township, the loan will be forfeited and recovered by the Township.



#### **4.1 Eligibility for Grant/Loan (Structure)**

Eligible structures for the Façade Improvement Program would include:

- occupied or vacant structures;
- any discrete building held in one ownership in the identified CIP Area. Within a contiguous group of buildings, a discrete building will be interpreted as any structure which is separated from other structures by a solid party wall. The entirety of a multi-unit building will be considered one building for the purpose of this program;
- Each discrete building on each property is eligible for multiple loans provided the loans do not exceed the maximum amount allowable under program guidelines. Separate applications must be submitted for each discrete building on a single property;
- There must be no Township Building Department or Fire Department orders or deficiencies when the grant/loan is issued.

#### **5.0 GENERAL TERMS OF THE GRANT/LOAN**

##### **5.1 GRANT AMOUNT**

N/A

##### **5.2 LOAN AMOUNT**

- Loans will be issued up to 50% of eligible project costs up to a maximum loan of \$5,000 per building
- The loan will be interest free and will be amortized over a 10 year period.

The total of available funds will equate up to 50% of the value of eligible works. Professional service design fees to a maximum of \$1,500 (exclusive of HST), may be included as eligible works.

While more than one building on a single property may be eligible for a loan, loans will not exceed 50% of the cost of the eligible works that related to each discrete building.

##### **5.3 LOAN SECURITY**

Loans will be secured through the registration of a lien placed on title for the total amount of the loan. Liens will be noted on the tax roll and will be registered and discharged by the Township at the expense of the applicant.

The Township may postpone the lien which is given as security for the Facade Loan in circumstances where any of the registered mortgages are being replaced, consolidated or renewed and the total value of all mortgages and charges (including the Township's lien) against the property does not exceed 90% of the appraised value of the property.



#### 5.4 GRANT/LOAN DISBURSEMENT

The grant/loan will be paid to the property owner upon receipt of invoices for completed work and inspection of the completed improvements by Township Staff.

Prior to the advancement of funds, the grant/loan agreement will be signed only when the work is completed.

#### 5.5 LOAN REPAYMENT PROVISIONS

Loan payments will begin in year three (3) after the advancement of funds. Repayment of the loan will be on a yearly basis and does not include interest. The amount of these yearly payments will be a minimum of \$625, at the discretion of the Township. Any outstanding balance is due by the end of year ten (10). Full repayment can be made at any time without penalty.

#### 5.6 TRANSFERABLE LOANS

At the discretion of the Township, loans may be transferable to a new owner providing that the new owner meets the eligibility criteria and agrees to the terms and conditions of the loan. The new owner must enter into a new loan agreement with the Township for the outstanding loan value at the time of purchase. Otherwise, where ownership is transferred the outstanding balance of the loan shall immediately become due and payable.

### **6.0 ADDITIONAL REHABILITATION AND DEMOLITION**

Additional works to the façade, non-street façade, awnings or lighting may only be undertaken after consultation with the Township to ensure consistency with the General Design Guidelines in Appendix IV of the Township CIP.

Work carried out in the absence of such consultation with the Township may result in default of the loan and forfeiture of the Township's consideration of subsequent applications for funding assistance under any of the Township -sponsored Loan or Grant Programs.

The Façade Improvement Program does not impose any specific restrictions on demolition except that any outstanding loan amount must be repaid to the Township prior to the issuance of a demolition permit.

### **7.0 RELATIONSHIP TO OTHER FINANCIAL INCENTIVE PROGRAMS**

It is intended that the Façade Improvement Program will work in combination with other incentive programs offered by the Township CIP, however, the funding from this program cannot be used to subsidize the property owner's share of the total cost of other program improvements.



## 8.0 PROCEDURES

The following procedures must be completed in entirety prior to the disbursement of funds under the Façade Improvement Program.

### 8.1 GRANT/LOAN APPLICATION

The applicant is required to submit a complete application form and submit the form to the Township prior to improvements taking place.

### 8.2 A "COMPLETE" APPLICATION

To be eligible for a Façade Improvement Program grant/loan, the applicant will be required to submit a complete application. A complete application may include:

- Complete drawings of the works to be undertaken;
- A copy of the Building Permit (if required);
- Project description of construction works applicable to the grant/loan
- Estimated start/end of construction;
- Product brochures for the proposed installations;
- Where exterior cleaning is proposed, the cleaning method, type of product to be used, rinsing system, areas of sample cleaning, mortar joint repair procedure, experience of contractor including completed projects and detailed estimate of the works to be completed;
- A cost estimate supported by a minimum of two quotations by qualified contractors. In general, the lower of the two estimates will be taken as the cost of the eligible works for the purpose of the program. Cost estimates should be consistent with the estimate noted on the accompanying Building Permit (if required). In no case shall funding be issued where the portion of the funding attributed to work completed under a Building Permit exceed the verified construction value noted on the Building Permit;
- A cost estimate of the design fees; and
- Any or other information that may be deemed necessary by the Township.

### 8.3 RELATIONSHIP OF THE IMPROVEMENTS TO GENERAL DESIGN GUIDELINES

The application will include a description of how the proposed works relate to the General Design Guidelines in Appendix IV of the Township CIP. The onus is on the applicant to show how the proposed works relate to the relevant Design Guidelines.

### 8.4 BUILDING DEPARTMENT INSPECTION

Following the submission of the loan/grant application and prior to its approval, the Building Department will inspect the building to review its condition and the proposed amendments. The



Township will make arrangements for a title search of the property and check on tax payment records.

#### **8.5 FINAL DETERMINATION OF ELIGIBLE IMPROVEMENTS**

The final determination as to how much of the proposed work is eligible for funding under the Façade Improvement Program will be made by Township Council or designated authority. Additional drawings and/or other items of information relating to the proposal may be required before a final determination is made as to whether or not an applicant may qualify for a grant.

#### **8.6 GRANT/LOAN APPROVAL - APPROVAL EXPIRES IN ONE YEAR**

Once Council approves the application, the Township will send a letter to the applicant to represent a grant/loan commitment. Grant/Loan commitments will be valid for one year and will expire if the work is not completed within that time period. The Township may provide a written commitment extension of up to one year. It is important to note that the consideration of such an extension will require a written request from the applicant detailing the reasons the extension is being sought.

Where a building erected or improved with a program loan is demolished or otherwise not maintained in a state of repair consistent with Township by-laws (including the Zoning By-law) to the satisfaction of the Township, the loan will be forfeited and recovered by the Township.

#### **8.7 INSPECTION OF COMPLETED WORKS**

The grant/loan will be paid to the property owner upon receipt of invoices for all completed work and after the Township inspection of all completed improvements has taken place. The Township will inspect the work completed to verify that the proposed improvements have been completed as described in the application. The grant/loan amount will relate to the invoices showing the actual costs of completed work and not the estimated costs as described in 8.2 above.

Prior to the advancement of funds, the loan agreement will be signed only when the work has been completed.

#### **8.8 REGISTRATION OF AGREEMENT/LEGAL COSTS**

The Township shall be responsible for the cost and executing of the agreement and associated legal fees in doing so.

### **9.0 ADMINISTRATION**

Minor grammatical, referencing or formatting amendments in this program that do not impact of funding or eligibility requirements may be undertaken at the discretion of the Township without an amendment to this program.



## **10.0 TERMINATION OF PROGRAM**

The Township may discontinue the program at any time, however, loan commitments given prior to its termination will be processed in entirety subject to the eligibility criteria detailed in the program guideline.