

# Village of Hazelton



Program Guide 2021

For Business Building Facades in Old Hazelton

## OLD HAZELTON BUSINESS FAÇADE IMPROVEMENT PROGRAM



Village Of Hazelton  
4310 Field Street, VoJ 1Yo  
Phone: (250) 842-5991  
Email: [Info@hazelton.ca](mailto:Info@hazelton.ca)



## Grant Application

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### Applicant Information

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

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

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

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: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

1. Describe the proposed project: (attach any extra sheets, photos, designs, samples)

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

2. Planned Start Date: \_\_\_\_\_

3. Planned Completion Date: \_\_\_\_\_

4. Estimated Total Project Cost: \_\_\_\_\_

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

- \_\_\_ Photos of existing conditions
- \_\_\_ Detailed specifications
- \_\_\_ Contract's cost estimates
- \_\_\_ Drawings
- \_\_\_ Material & colour samples



## **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 drawings, building permits and inspections, and hiring of contractors as necessary.

I agree not to involve the Village of Hazelton in any legal action between myself and any contractors, estimators, employees, workers or agents arising from or out of the Hazelton Business Façade Improvement Program.

I give my consent to the Village 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 the proposed improvements along with verification of expenditures and proof of final inspection.

Signature: \_\_\_\_\_

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

Application received by: \_\_\_\_\_

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

## **PROGRAM PURPOSE AND GOALS**

This program provides grants to eligible properties within the designated Historic Downtown, mixed residential/commercial in the Official Community Plan. The Business Façade Improvement Program applies and is supported by the goals, objectives and policies contained in the Commercial Design Policies of the Historic Downtown designation. The attached plan and excerpts from the OCP describe form and character guidelines.

The goal of this program is to encourage owners or commercial tenants to invest in building façade upgrades that create a more interesting and appealing streetscape, attracting locals and visitors to the commercial downtown core.

This initiative will contribute towards:

- Making Old Hazelton ever more inviting as a place to walk, bike, shop, and play;
- Promoting the marketability of retail and commercial businesses;
- Helping building owners to create value and attract and retain tenants;
- Enhancing the quality of life for residents, workers, and visitors in the downtown core;
- Building civic pride among the business community and Hazelton citizens; and
- Maintaining Old Hazelton's Pioneer Theme.

## **DESIGN GUIDELINES**

The Business Façade Improvement Program primarily addresses the physical appearance of the buildings in the Old Village core. The character and design of the buildings plus the appeal of the businesses within, attract shoppers both for the goods and services they provide and for the experience of walking around an interesting downtown space.

The basic design approach is to follow the Old Hazelton's Pioneer Theme which exists in the majority of the buildings in the village core, resulting in a unique character and streetscape.

In order to be eligible for this grant, the applicant must submit designs and costs for the project. Designs need not be done by a professional architect or designer but it is strongly encouraged that the tenant/property owner seeks professional help, keeping in mind that 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 evaluate the project and clearly see that the finished product looks like what was intended during the application process.

All work is to be completed by December 31, 2021.

## **ELIGIBLE APPLICANTS**

To be eligible to apply:

- You must be the property owner or business owner. If the applicant is the business owner, the property owner must approve of the application in writing and confirm that all improvements are to be paid by the applicant;
- Not for profit organizations (will need landlord approval if tenants of the building apply);
- Not for profit societies occupying commercial storefronts;
- Home-based businesses (eligible for wayfinding signage only\*);
- All Village of Hazelton property taxes pertaining to the property are fully paid and current;
- There must be a current, valid business licence for the property (unless otherwise exempt);
- There must be no outstanding building permit, stop work orders or development permit condition requirements outstanding;
- Program application is approved; and
- You have not received a previous grant under this program for the subject property.

## **INELIGIBLE APPLICANTS**

- Residential homes located in the designated commercial area are not eligible;
- Municipally owned buildings (even if they have business tenants);
- Government buildings;
- Apartment buildings;
- Properties outside the specified area (as defined in the Village's program guidelines); and
- Non-operating businesses (business must be in operation).

## **ELIGIBLE 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, trim, etc.)
- Windows (only if part of larger improvements, no stand-alone entrance/doorway replacements)
- New siding
- Façade Painting
- Entrances and doorways (if part of larger enhancements, no stand-alone entrance/doorway replacement)
- Awnings
- Signage (affixed to the building)
- \*Way finding signage (sign located on the business property i.e. at the bottom of a driveway) Signs are eligible for 50% to a maximum of \$500 and must adhere to any signage bylaws and regulations
- Accessibility improvements (ramps, wider doors, etc.) to the outside of the building only AND are part of a larger façade improvement project.

### **INELIGIBLE IMPROVEMENTS:**

The following improvements are ineligible:

- Routine maintenance
- Structural repairs
- Roofs
- Non-permanent fixtures (benches, planters, patios, patio heaters, etc.)
- Landscaping
- Paving
- Fencing
- Interior/internal 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/EXPENSES**

- Direct project labour costs
- Contractor fees
- PST
- Rental of tools and equipment
- Shipping costs
- Project materials and supplies
- Design, Architectural, Engineering fees (related to façade only)

### **INELIGIBLE COSTS/EXPENSES**

- Staff wages and/or benefits
- Expenses related to improvement to the building façade not visible from the public right-of-way
- Utilities (hydro, gas, etc.)
- Equipment purchased
- GST
- Duties
- Permit fees
- Façade improvements started prior to application approval.

### **GRANT AMOUNTS**

This program can provide grants of up to 50% of the cost of eligible improvements, to a maximum of \$5000 per building. The minimum project value is \$1250.

Work completed by December 31, 2021 will be used in calculation of eligible costs of improvements.

### **BUSINESS APPLICATION PROCESS**

- Pick up Program Guide and Application Package at the Village of Hazelton's front desk.

## Old Hazelton Business Façade Improvement Program

- Owner/tenant submits application with designs. (Grant Application Form attached)
- The Village reviews application and proposed façade improvements to ensure compliance with the Village of Hazelton form and character guidelines and the Façade Improvement Program guidelines;
- Applications must be submitted and approved prior to the start of façade improvement project in order to be eligible for funding.
- Approval or rejection of application is sent to applicant by email or letter within 20 days of review.
- For successful applications, a Letter of Understanding must be signed by the applicant and the Village of Hazelton.
- Applications are accepted on an ongoing basis as they are received and until the annual budget for the program has been allocated;
- Tenant/owner acquires building permit, if required, and completes renovation.
- Verification of expenses: invoices and confirmation of payment forwarded.
- Project Review Committee verifies that completed renovations meet Letter of Understanding requirements, approves reimbursement, and issues cheque.

### EVALUATION PROCESS

In the event that there are more eligible applicants than funds available to award, the Committee will prioritize projects based on the following ranked criteria:

- Quality of design
- Age and condition of building
- Impact on streetscape
- Private vs. public expense ratio

### How to Apply

To apply,

- fill out the above application
- Ensure your information is correct and that the project meets the eligibility requirements.
- Submit your application in-person to

Village Of Hazelton

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Phone: (250) 842-5991

Or by email at: [Info@hazelton.ca](mailto:Info@hazelton.ca)

### ADDITIONAL INFORMATION

The Village of Hazelton's commercial designation policies for the Historic Downtown in the Official Community Plan establish the community's vision for the downtown. As a joint venture between property owners and the municipality, the Hazelton Façade Improvement Program is an aid to beautifying our streetscape for the benefit of local citizens and visitors.

This program is overlooked by the Village of Hazelton, whereas the funding is provided by the Northern Development Initiative Trust.

### APPLICATION DEADLINE

The application deadline is May 31<sup>st</sup>, 2021. All work must be completed by December 31, 2021.