

# Main Street Revitalization Program Application Form

This program is available to owners of buildings used for commercial or retail purposes located in eligible areas. Under this program, the municipality will provide funding up to 50% of the costs of approved façade improvements up to a maximum of \$5,000.

## Business/Applicant Information

Property Address:
Registered Property Owner:
Applicant Name:
Applicant Mailing Address:
Telephone Number:
Email:

## General Information and Application Instructions

A completed Main Street Revitalization Program application must be submitted to and approved by the Township prior to commencing any façade improvement work.

Successful applicants will be required to sign a Reimbursement Agreement form upon approval of an application by County Council. No façade improvement work may commence prior to the entering of this agreement.

The applicant must be the building owner(s) or their designate.

The proposed project must involve existing buildings used for a primarily retail or commercial purpose, located within the boundaries of the Targeted Area.

The amount of municipal funding potentially available for the project must not exceed 50% of eligible costs approved by the Council in the Reimbursement Agreement form. No building may receive more than \$5,000 in project grants.

Applicants must not be in default of taxes owing to the municipality or an obligation funded by any other municipal program.

Grants are limited to one per property parcel owner. If two or more adjacently attached storefronts are owned by the same owner, they are considered one property and thus are only eligible for one grant.

Reimbursement for architectural fees may not exceed 20% of eligible costs or \$1000 per façade, whichever is less.

The Township is not responsible for the costs associated with this application or costs related to the anticipation of the program.

Construction of the proposed project must be completed prior to March 31<sup>st</sup>, 2020.

For a Main Street Revitalization Program application to be considered complete, the applicant must submit a completed application form, in addition to all other required documentation.

Applications are reviewed monthly; the deadlines will be the 30th of each month. It is strongly recommended that applicants apply as soon as possible as all program projects must be completed by March 31st, 2020.

If there is insufficient space on this form to provide the required information, please provide additional information on sperate page(s) and attach the information to this application form.

Please print (black or blue ink) or type the information requested on the application form.

### **What Costs Are Recoverable?**

Applicants may recover costs for:

- Restoration of brickwork or cladding, including painting
- Replacement of significant architectural details such as windows, parapets, cornices, doors
- Repair, replacement, or addition of exterior lights
- Façade related street furniture
- Greenery
- Signage
- Public art
- Any other work approved by the Town
- Building permits

## **Description and Scope of Proposed Improvements**

Proposals will be judged based on how well they follow the municipality approved façade design guidelines. Note that the guidelines are used on a case-by-case basis and should not be used as a “checklist”.

Provide notes to show which areas are being repaired, rebuilt, painted, replaced, etc. Please described how the work to be done relates to the municipality approved façade design guidelines.

## **Photo of the Existing Façade**

## **Drawing or Sketch of Proposed Façade**

Colour marker on photo of building can be used to show proposed façade as well

## **Estimated Cost of Proposed Façade Improvement**

Attach two detailed contractor estimates for each component of work to be done, or two estimates covering all of the components of the work. The quotes must be for the same scope of work. All construction contracts will be between the applicant and the contractor.

## Letter of Declaration

I/We hereby apply for a grant under this program.

I/We hereby agree to abide by the terms and conditions of the Main Street Revitalization Program.

I/We hereby certify the information in this application is true, correct, and complete, and may be verified by the Township by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.

I/We hereby agree that if any statements or information submitted with this application or submitted in support of this application is untrue, misleading, or there is information omitted, the application may be rejected, or the grant may be delayed, reduced, cancelled, or repayment of the grant may be necessary.

I/We hereby agree that any work carried out prior to grant approval by Council may not be eligible under the grant program.

I/We hereby agree that the program for which the application has been made is subject to cancellation at any time by the municipality at its sole discretion. Participants in the program whose application has been approved and who have entered into a grant agreement with the municipality will continue to receive grant payments, subject to meeting the terms and conditions in their grant agreement.

I/We hereby agree that the municipality is not responsible for costs incurred by the Owner/Applicant in any way relating to the program, including, costs incurred in anticipation of the program.

I/We hereby agree to grant permission to the municipality to photograph and/or videotape the subject building facade, and/or to use and/or permit others to use information from the aforementioned images and videotapes in educational and promotional activities of the Township without compensation.

I/We hereby agree to enter and abide by an agreement with the municipality that specifies the terms and conditions of the grant.

Date \_\_\_\_\_

Signature \_\_\_\_\_

**Please Submit Application To:**

Township of Black River-Matheson  
429 Park Lane, PO Box 601  
Matheson, ON, P0K 1N0

Contact:

Kevin Nguyen, Economic Development Officer

Phone: (705) 273-2313 ext 319

Email: [edo@blackriver-matheson.com](mailto:edo@blackriver-matheson.com)

Documents to be submitted with the completed application form include:

- Proof of ownership (copy of the land deed or copy of the latest property tax bill)

Please refer all questions to the contact above.