

WHAT IS CPTED?

CPTED (pronounced sep-ted) stands for Crime Prevention Through Environmental Design. It focuses on solutions to reduce victimization and deters criminal acts in and around our built environment, while improving urban spaces. CPTED strategies can be applied during the design phase of a project or to existing buildings, and should complement urban design quality and promote a sense of place.

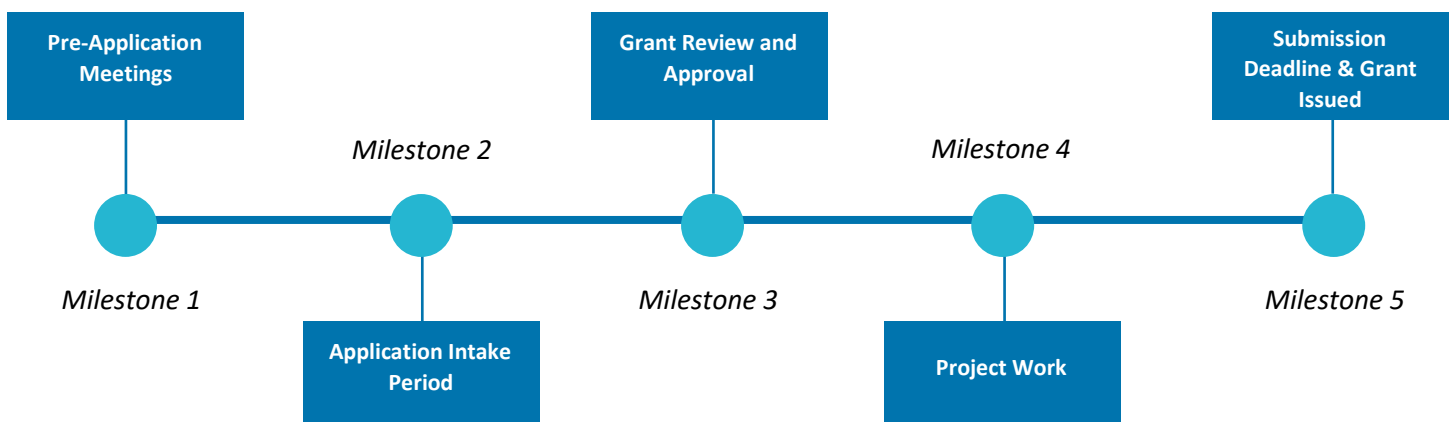
Not all buildings have been designed with these principles in mind and, as a result, businesses or properties may experience negative social behavior. This can not only be intimidating, but can potentially impact the viability of someone's business by contributing to a perception of feeling unsafe.

PROGRAM OVERVIEW

In partnership with the Downtown Business Improvement Association (BIA), the City of Campbell River offers dedicated grant funding for eligible businesses and building owners within the Downtown BIA area seeking to create positive interactions in the spaces surrounding their properties through the completion of CPTED-related improvements. Grants for 50% of eligible improvements, to a maximum of \$10,000 per property, are available for application each year and projects must be completed by December 31st of that year. CPTED grant funding is intended to:

- Improve the safety and security of the downtown by deterring criminal acts and unwelcome behavior;
- Support projects that align with downtown revitalization goals and design principles of the [Refresh Downtown Strategy](#) and the [Official Community Plan](#); and
- Encourage investments that support positive interactions and streetscapes and attract more people and businesses downtown.

CPTED GRANT PROGRAM TIMELINE



ELIGIBILITY

- Commercial buildings must be located within the Downtown BIA [program area](#);
- Applicants must schedule a pre-application meeting with the City's Development Services Department
- After the City deems your application is complete, funding will be approved and held for your project until the end of the calendar year;
- Applicant must either be the property owner or business owner with the property owner's written consent;
- Retroactive project funding shall not be permitted. Only pre-approved projects are eligible for a grant;
- Municipal taxes, utilities or any other municipal charges must not be in arrears; and
- Applicant is responsible for obtaining building, sign, and development permits, where required by the City, before commencing CPTED project work.

ELIGIBLE IMPROVEMENTS FOR ADDITIONAL PERMITS

For a detailed description of eligible improvement types, refer to the CPTED Improvement Checklist in the application.

- | | | |
|--|--------------------------|-----------------------------------|
| 1) Exterior Lighting | 2) Landscape Elements | 3) Exterior Architectural Details |
| 4) Exterior Decorative Details | 5) Windows and Doors | 6) Patio Areas |
| 7) Design/Architectural/Engineering Fees | 8) Exterior Surveillance | 9) Exterior Alarm |

EXEMPTIONS

Some CPTED improvements may require additional permits. The following improvements may be exempt from requiring a permit.

DEVELOPMENT PERMITS

Refer to the [Form, Character, & Performance Development Permit Area \(DPA\)s](#) and [Community Energy & Emissions DPA](#) for specific item criteria exempted within the designated DPAs. The following is a list of items that have exemptions:

- 1) Minor façade changes (colour, materials consistent with existing exterior)
- 2) Minor renos (< 55 m² additional floor area)
- 3) Temporary buildings during construction
- 4) Murals (separate process approved by Council)
- 5) Projects (landscape) without irrigation or <100m²

BUILDING PERMITS

The [Building Bylaw No. 3060. 2003 Consolidated to Bylaw 3798, 2020](#) outlines the permit requirements to perform work of new and existing buildings. The following is a list of exempted work that does not require a permit:

- 1) Buildings or structures exempted by [Part 1 of the Building Code](#)
- 2) Retaining structures less than 1.5 meters in height

STEP-BY-STEP APPLICATION PROCESS

Identify prospective project(s) within the CPTED Improvement Checklist;

Contact Development Services Department at 250-286-5725 or by email at planning@campbellriver.ca to request a pre-application meeting. Staff will confirm:

- a) Whether the proposal aligns with CPTED Grant Program intent and/or recommends amendments
- b) Whether the proposal requires Development (DP), Building (BP), or Sign (SP) Permits;

Applicant submits completed application to planning@campbellriver.ca, or by dropping off at City Hall. If project requires a Development Permit, a minor DP application must be submitted with CPTED application;

The City will provide written notice of a decision;

Upon written approval, the applicant signs the application with the City and Downtown BIA which includes a project description, the amount of grant awarded, and conditions necessary for receipt of the funds;

Additional permits must be obtained before commencing approved CPTED projects.

STEP-BY-STEP GRANT REIMBURSEMENT PROCESS

After the application has been signed, applicant has to complete project work by December 31;

Applicant submits invoices, proof of payment, and photos of completed projects no later than January 15;

Downtown BIA issues a cheque for the pre-approved grant amount. For permits requiring inspection (e.g.: Building Permit), approval must be granted by the City prior to a cheque being issued by the Downtown BIA.

Design/Architectural/Engineering Fees

Estimated Cost:

 Landscape Elements

Estimated Cost:

 Windows and/or Doors

Estimated Cost:

 Exterior Surveillance

Estimated Cost:

 Exterior Architectural Details

Estimated Cost:

 Patio Areas

Estimated Cost:

 Exterior Alarm

Estimated Cost:

Total Project Cost:

Required Documents

Please include the following items for the proposed CPTED improvement(s):

- Photos of existing conditions**
- Two contract quotes**
- Copy of Land Title Registration (dated no later than 14 days before application submission)**
- Brief project description to include materials, colour samples, approximate construction date, proposed completion date (Deadline: Dec 1), and total cost of improvements (including labour, materials, and taxes)**
- Sketch of proposed concept (please note: professional drawings may be required for additional permits)**

Reimbursement Checklist

The Downtown BIA will issue a cheque for the pre-approved grant amount. To receive funding, please submit the following:

- Applicable invoices**
- Photos of completed projects (no later than January 15)**

For permits requiring inspection (e.g.: Building Permit), approval must be granted by the City prior to a cheque being issued by the Downtown BIA.

Final Submission**Ready to submit your CPTED application?**

Drop off completed application form and support documents at City Hall, 301 St Ann's Road, Campbell River BC, or email completed application form and required support documents to: planning@campbellriver.ca