

# DOWNTOWN FAÇADE IMPROVEMENT PROGRAM

## FREQUENTLY ASKED QUESTIONS

### What is the purpose of the program?

This is a City initiative to promote downtown revitalization by encouraging investment in building upgrades within the primary shopping area of downtown Campbell River.

### What kind of properties are eligible for grant funding?

Existing buildings located within the *Downtown Facade Improvement Program Area*, as illustrated on the attached map.

### What resources are available to help with the design process?

The City has created a Patternbook that has detailed design guidelines to help applicants through the design process.

### What improvements are eligible to receive a grant?

While projects normally considered “maintenance” are not eligible, building facade features that are eligible are those that renovate, restore or re-design, including:

- Exterior architectural details;
- Exterior decorative details
- Windows and window openings
- Exterior (architectural) lighting of building and/or signs doors and doorway openings
- Facade painting
- Moldings/trim/cornices;
- Signage (excluding pylon signs)
- Patio Areas
- Awnings
- Design, Architectural, Engineering Fees
- Landscaping Elements

### Who is eligible to apply?

The applicant must be the property owner or the business owner. The property owner must approve the application in writing and confirm that all improvements are to be paid for by the applicant.

### How do I apply?

The program application form can be picked-up from City Hall or downloaded from the City’s website at [www.campbellriver.ca](http://www.campbellriver.ca). Go to Planning, Building & Development/ Downtown Revitalization/ Façade Improvements.

### How often can I apply?

Both property owner and business owner are eligible to apply separately for a grant for the subject property once every 5 years, provided that the improvements are paid for by each applicant separately. However, consecutive grant applications will be considered for projects that build upon the successes of previous façade improvements.

### Can I apply for the grant if I have already started construction?

For an improvement project to be eligible to receive a grant the project may only start after the application is approved.

### How much funding is available?

This program can provide grants of up to 50 per cent of the cost of eligible improvements, up to a maximum refund amount of \$10,000 per building. The minimum grant application is \$3,000 per building, which would refund a maximum of \$1,500. ***Please note: submitting an Application does not guarantee a grant or a specific grant amount.***

### When can I submit my application?

Applications will be accepted year-round. Please bring your completed application to the City’s Community Planning and Development Services Department, located at 301 St. Ann’s Road.

***Please note that to be eligible to receive a grant, all construction must be complete within one year from date of approval.***

### Who decides if funding is approved?

A five-person committee will be established to review and adjudicate applications.



**Questions? Contact Us!**

Tel. 250-286-5725

Email: [planning@campbellriver.ca](mailto:planning@campbellriver.ca)

[www.campbellriver.ca](http://www.campbellriver.ca)

# DOWNTOWN FAÇADE IMPROVEMENT PROGRAM

## FREQUENTLY ASKED QUESTIONS—PAGE 2

### What is the application process?

1. Determine if your property is in the Downtown Facade Improvement Area (see attached map).
2. Submit a completed application to the City of Campbell River.
3. Once the application has been reviewed by the Program Review Committee, the applicant will be advised in writing if the request has been approved, refused, or approved with conditions.
4. A Performance Agreement between the applicant and the City of Campbell River, outlining the terms of the improvements and grant funding.
5. Maintain all receipts and a list of expenses on form provided.
6. After the improvements are completed, and verified, a cheque is issued as per the Performance Agreement.

### When will I know whether my application is approved?

All applications will be reviewed by the review committee, and in September all applicants will be advised in writing to confirm whether an application has been approved, refused, or approved with conditions.

### How long will it take to receive my grant?

A cheque will be issued once all construction has been completed, and all deficiencies (if any) have been resolved.

### What are the general design criteria?

General design principles endorsed by this program include:

- Creating building facades that add interest, quality, activity and comfort to the street environment;
- Strengthening the architectural integrity and design unity of individual facades; and
- Emphasizing compatibility in design, materials and colours to make adjacent buildings read as a complementary unit.

### Do I need to get design review approval and a building permit for my project, since I'm applying for a grant through the City?

Yes, applicants must still obtain all necessary Development, Building and Sign Permits. When submitting an application, please consider that additional time may be required to obtain these approvals. ***To confirm whether approvals are required, and timing, please contact the Community Planning and Development Services Department at 250-286-5725 before applying.***

For more information on Bylaws and Form, Character and Performance Development Permit Guidelines contact the Community Planning and Development Services Department at 250-286-5725 or visit [www.campbellriver.ca](http://www.campbellriver.ca). Go to Planning, Building & Development/ Downtown Revitalization/ Application Forms & Guidelines.

### What other programs are available?

The City has a Downtown Revitalization Tax Exemption Bylaw that is intended to promote revitalization of specified areas in the downtown core by providing a tax break for new construction or re-development of existing buildings. Any renovation or new construction of multi-family or commercial projects within the defined areas are eligible for some portion of tax exemption from the municipal portion of taxes.

For more information, please contact the Community Planning and Development Services Department at 250-286-5725.

### Where does the grant funding come from?

Council has set aside funds through the 2016 budget process.

### Other highlights:

- Vacant storefront properties are eligible.
- Only physical improvements are covered by the grant.
- The grant does not have to be repaid.
- Projects can be of any value beyond \$3,000, but the maximum grant amount given will be \$10,000.



**Questions? Contact Us!**

Tel. 250-286-5725

Email: [planning@campbellriver.ca](mailto:planning@campbellriver.ca)

[www.campbellriver.ca](http://www.campbellriver.ca)

# FACADE IMPROVEMENT PROGRAM AREA

