

DOWNTOWN CPTED AND FAÇADE IMPROVEMENT PROGRAM

STEPS AND CHECKLIST

PROGRAM STEPS:

1

Application forms available on the City's website or can be requested by email

2

Email completed application form to City Hall:
planning@campbellriver.ca

3

Grants awarded to businesses upon approval by the City planning department

APPLICATION CHECKLIST:

- ☐ Review "ReRefresh Downtown" and Downtown Revitalization on City website
- ☐ Completed **Application Form** and attach required documents
- ☐ Copy of **Property Title** (no more than 30 days old)
- ☐ Two (2) **Contract Quotes** for anticipated project , OR
- ☐ Statement of intent and quote from **qualified CPTED practitioner**
- ☐ Building **owner authorization**:

If you are applying as the tenant of a building, attach a letter of consent from the owners stating that you are allowed to make these changes to the building. (Not required for CPTED assessment only).

Please note: to be eligible to receive a grant, all **taxes and fees must be paid**.

- ☐ Property taxes
- ☐ Utility taxes
- ☐ Business license fees

Questions?

Email or call the City's
Development Services Department
Tel: 250-286-5725
E-mail: planning@campbellriver.ca



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APPLICATION FORM

Applicant

Last Name:

First Name:

Address:

City:

Postal Code:

Phone:

Email:

APPLICANT:

☐ Property Owner

☐ Business Owner

☐ Tenant

Property Information

Address:

Legal Description:

PID:

Owner

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.

Last Name:

First Name:

Address:

City:

Postal Code:

Phone:

Email:

I understand that my submission of an application does not constitute a guarantee for funding under the Downtown Façade Improvement Program. I certify that all information is true and accurate to the best of my knowledge and, if approved, work will be completed in accordance with the terms and conditions of the Performance Agreement entered into with the City of Campbell River.

Applicant Signature



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PROJECT DESCRIPTION

Description of proposed project (attach required documents to application):

- ☐ photos of existing conditions
- ☐ detailed specifications and associated costs
- ☐ technical and to scale drawings
- ☐ materials and color samples
- ☐ brief description of project (200 word summary)

Cost estimates:

Material Cost:

Labour Cost:

OR

Approximate Assessment Cost:

Grant amount requested:

Approximate start and completion date:

Permits* required:

*Please note that your CPTED intervention may require a building permit, or other permit in order to be completed. If you have questions about which permits might be required, please contact the City of Campbell River Development Services Department.

Building information: Number of floors:

Total square feet:

Current use:

☐ Retail

☐ Restaurant

☐ Office

☐ Other Commercial

☐ Residential

☐ Mixed Use

Note: Information collected in this application form is confidential and collected for the purpose of administering the Downtown Façade Improvement Program and to maintain communications as considered necessary. Please note that the name and location of the building and façade improvement designs may be re-leased to various organizations, the media, and the public if the applicant receives a grant under the Downtown Façade Improvement Program.