



Village of Burns Lake Business Facade Improvement Program Application Form



www.burnslake.ca

Phone: 250-692-7587
PO Box 570
Burns Lake, BC V0J 1E0



Purpose

The physical environment in which we live and work has a significant effect on us. A community that is more appealing to the eye gives its citizens a greater sense of place and welcomes visitors. The quality and character of the building facades on the main street in the downtown area of any community is a powerful accelerant for economic development.

This program is made possible with financial support from Northern Development Initiative Trust. The Village of Burns Lake is proud to offer this program to improve the character and physical appearance to retail and commercial buildings in the **Façade Improvement Program Area** (see Appendix A) and to support Downtown Revitalization efforts. The program guidelines are intended to set eligibility and quality standards for the facade improvements. Each application will be reviewed by the Village office staff for eligibility and approval.

Program

The Burns Lake Facade Improvement Program will match dollar for dollar, a one-time reimbursement grant of 50% of eligible costs to a **maximum of \$5,000 per business**. The building must be located in the Revitalization Area A-C (see Appendix A). Each business within the revitalization area is eligible for the grant. Projects must have a minimum total cost of \$2,500, to qualify for the program. The total fund is \$20,000, which is provided by Northern Development Initiative Trust and administered by the Village of Burns Lake.

General Guidelines

The Facade Improvement Program is focused on the physical appearance of buildings within the revitalization area and the relationship of the building to the street.

Proponents are strongly encouraged to follow the Burns Lake Design Guidelines and Best Practices brochure (attached). Proponents are encouraged to align their developments with *Smart Growth on the Ground* principles found at www.smartgrowth.bc.ca. Grants will be awarded considering the merit of design and impact on the streetscape as determined by Village staff.

Eligible Applicants

To qualify for the Burns Lake Facade Improvement Program, you must be the building or business owner.

If you are the tenant of a building, you must have approval from the property owner in writing to confirm that all improvements are to be paid for by the applicant. The signed letter must be submitted with the application.

Non-profit organizations who are tenants in their building are eligible to apply. Home-based business owners are eligible to apply for way-finding signage to a maximum of \$500.

The following conditions must be met before you apply:

1. Property taxes are fully paid and current;
2. A valid business license for the property (unless otherwise exempt);
3. There are no outstanding building permits, stop work orders or development permit and sign permit condition requirements; and
4. You have not previously received a grant under this program for the property.

Ineligible Applicants

- Applicants that do not meet the conditions listed above;
- Residential homes located in the designated commercial area;
- Municipally owned buildings (even if they have business tenants);
- Properties outside of the specified area (as defined in Appendix A);
- Non-operating businesses (the business must be in operation)

Eligible Façade 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 enhancements, no stand-alone window replacement)
- New siding
- Façade painting
- Entrances and doorways (if part of larger facade project)
- Awnings
- Signage (affixed to the building)
- Home base businesses, *located within the specified improvement area*, may apply for way-finding signage (sign located on the business property i.e. bottom of the driveway, directing customers to the business). Signs are eligible for 50% to a maximum of \$500 and must adhere to any signage bylaws and regulations.

Ineligible Façade Improvements

- Routine maintenance
- Structural repairs
- Roofs
- Patios
- Non-permanent fixtures (benches, planters, patios, patio heaters, etc.)
- Landscaping
- Paving
- Fencing

- Wheelchair ramps
- Interior 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 before application approval

Eligible Costs/ Expenses

- Direct project labour costs
- Design, architectural or engineering fees (related to facade only)
- Contractor fees
- Rental of tools and equipment
- Project related materials and supplies

Ineligible Costs/ Expenses

- Staff wages and benefits
- Equipment purchases
- Expenses related to improvement to the building façade not visible from the public right-of-way
- Utilities (hydro, gas, etc.)
- Shipping costs
- Non-permanent fixtures (benches, planters, patios, patio heaters, etc.)
- Landscaping
- Paving
- Fencing
- Wheelchair ramps
- GST/PST
- Duties
- Permit fees

Design Drawings and Project Budget Estimate

To be eligible for this grant, the applicant **must** submit:

- The before picture(s) and a design drawing (front elevation) showing the proposed facade, which clearly shows the improvements to allow the Village Staff the ability to evaluate the project.
- An estimated budget and quotes for the project which clearly shows project elements so Staff can determine what costs are eligible.

Designs need not be done by a professional architect or designer, but it is strongly encouraged that the business/property owner seeks professional assistance, keeping in mind that that grants will be

awarded based on the merit of design and visual impact to the streetscape. The objective is to make significant improvements to the appearance of our downtown streetscape, even if it is just one building at a time. Should village staff deem that the proposed project does not have a positive impact to the streetscape, the application may be denied.

Application Process

1. Owner/Tenant submits the **application (Appendix 2 of this guide)** with designs (and approval letter from the owner if applicable) Staff reviews application and proposed façade improvements to ensure that improvements meet Downtown Design and Facade Improvement Program guidelines.
See application for a list of required application documents
2. Staff will make a recommendation to the Chief Administrative Officer (CAO) to accept or reject the application based on a point system evaluation of the project.
3. Approval or rejection of application will be communicated to the applicant by email or mailed letter.

For Successful Applicants:

1. A Letter of Understanding will be sent to the applicant, which must be signed by the Tenant/Owner and the Village representative before the start of the project. Tenant/Owner completes renovations as per application. If you want to make changes to your approved project, contact Village Staff before making changes.
2. To receive reimbursement, the Business/Owner must provide the following:
 - **All copies** of invoices or receipts;
 - A summary of all costs itemized on Downtown Burns Lake Facade Improvement Program reporting form (Can be provided electronically);
 - Copies of cleared Check/Bank Statements/Credit card statements confirming payment of invoices;
 - Proof that improvements have passed final inspection (if applicable); and
 - Pictures of the completed facade improvement.
 - A testimonial as to how the Program has improved your business.

The Village cannot make reimbursements for expenditures without proper verification.

Once all the reimbursement documentation has been received:

1. Village staff will verify that the facade improvements meet the terms as stated in the Letter of Understanding and Staff will provide confirmation to the CAO.
2. The CAO approves the reimbursement, and a cheque will be issued to the project proponent.

Application Time Frame:

Applications must be submitted and approved by the Village **BEFORE** starting your façade improvement project to be eligible to receive funding.

The application intake deadline is Friday, March 10, 2017. After evaluating those applications if the program is not fully subscribed, applications will be received on an ongoing basis. Those decisions will be made no later than one month after an application is received.

Once accepted, the Tenant/Owner has until December 31st, 2017, to complete the project. All verification of expenditures must be submitted to the Village no later than January 15, 2018, to receive reimbursement.

Project Review Committee/Selection Process

The Village Office Staff will review all applications, determine the eligibility of projects, and make recommendations to the CAO as to which projects should be funded. Village Staff is responsible for confirming the expenditures, and that the project has been completed in accordance with the approved plan.

Projects will be prioritized based on the following criteria:

1. Conformance with the Burns Lake Design Guidelines;
2. Age and condition of the building. For example, buildings in poorer condition have greater likelihood of project approval;
3. Impact of the improvements on streetscape;
4. Use of a professional designer/architect; and
5. Location of improvement Area: A, B or C. (*Appendix I - Façade Improvement Program Area Map. Area A is the highest priority, with C being the lower priority area*).

Appeal Process

If an application is declined, the project proponent may request a meeting to discuss the application with the purpose of seeking input on the proposal to modify the application and meet the program guidelines.

Declined applications can reapply in the current year if the program has not been fully subscribed.

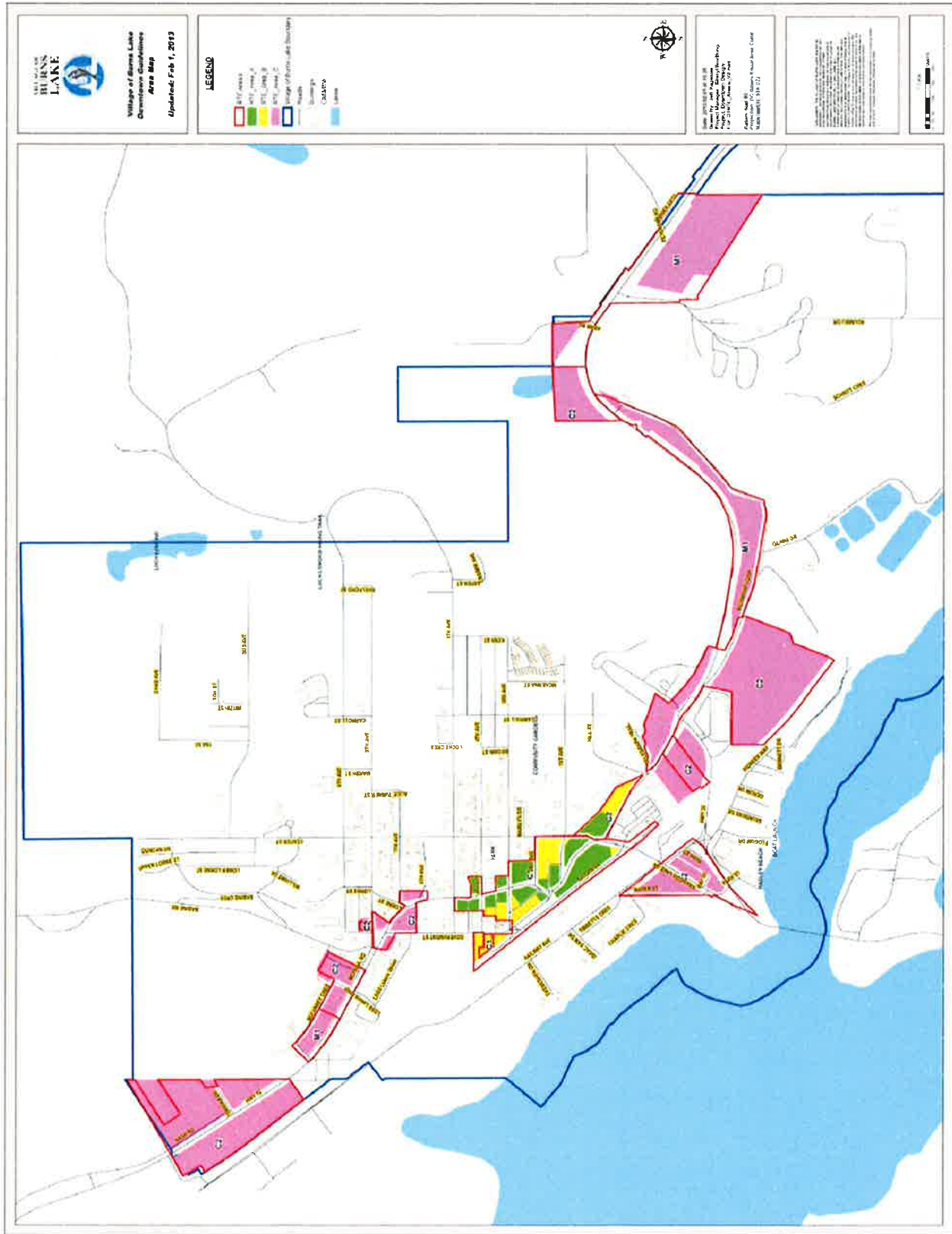
Large Project Information

The Village of Burns Lake may require development, building and sign permits based on the extent of the improvements.

- Typically, development permits are required for projects costing more than \$50,000 in our Development Permit Zone. Please inquire at the Village office to determine if you are in a Development Permit Zone.
- Building permits are required for renovations bigger than 10 square meters (108 ft²) in size. For additional information regarding building permits, please contact the Regional District of Bulkley-Nechako Office at (250) 692-3195.
- Sign permits are required as per the Sign Regulation Bylaw #885, 2008.

The Village of Burns Lake's Design Guidelines is available on the Village website or at the Village Office. The guideline is a comprehensive vision of our future downtown. Given the commitment to our community, and the joint incentive (between property owners and the Village) to invest in our Downtown, the Façade Improvement Program will achieve the objective of beautifying the streetscape for the benefit of residents and visitors to our community.

APPENDIX 1: Facade Improvement Program Area Map





VILLAGE OF
BURNS LAKE
It's Only Natural!



Appendix 2

Downtown Burns Lake Facade Improvement Program Application:

Applicant Name: _____

Business 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 the building.

Owner's Name: _____

Address: _____

Postal Code: _____ Phone: _____

Project Description

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

2. Planned Start Date: _____

3. Planned Completion Date: _____

4. Estimated Total Project Cost: _____

5. Total Project Cost : \$ _____ attach quote from contractor(s)

Eligibility Checklist:

- Property taxes paid
- Utility fees paid
- Business License fees current
- You are the building owner, or you have a signed letter from the building owner
- Required permit applications completed for example: development, building or sign

Attach to the application:

- Photos of existing facade
- A detailed listing** of facade improvements in order to determine the eligibility of all project components. Please read Eligible and Ineligible expenses on pages 3 & 4 of the *Business Facade Improvement Program Application Form*
- Cost estimates/quote from contractor – separate the cost of facade improvements elements if it is part of a larger project. The reimbursement is only for costs directly associated with improving your facade.
- Drawings of improvement – does not have to be professionally drawn (street view)
- Material and colour choice – see Best Practices Guide (attached to application package)
- Building Owner Authorization Letter (if required)

2017 Business Facade Application Checklist for Applicants

Attach to Your Application

- Before picture of the facade
- Design drawing (street view) of proposed improvements
- Budget for the project with quote(s) for the project. Design elements must be listed individually with a cost. For example, painting, use of wood, windows etc. This must be done to ensure costs are eligible (see application guide for list of eligible expenses).
- Sample of the colour(s) to be used in the project. Colour choice should match ad
- If applicable, a signed letter from the building owner giving permission to complete the proposed facade improvements.

Planning for building improvements: **THE FIRST STEPS**

When considering building improvements, keep in mind the following principles:

Prioritize Building Maintenance

Clean and repair your building regularly, uncared for buildings convey a negative message and reflect poorly on the area. When considering building materials, think about the long term maintenance implications and have a plan to meet those requirements.

Appreciate what Already Exists

Seek to preserve the best qualities of the existing building as some of the most effective improvements will be modest such as painting or sign replacement.

Stress Quality

For lasting results and long-term savings on building upgrades and maintenance, use the best materials and craftsmanship you can afford.

Support Business Development

Take an interest in cooperative promotional programmes with other downtown businesses in order to support a vibrant commercial neighbourhood. Consider purchasing locally wherever possible for both building materials and supplies.

Sustainability and Green Buildings

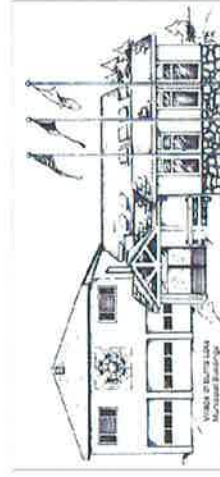
Making your building more energy efficient reduces your utility bills and carbon footprint. This benefits both the environment and your family and neighbours.



Development Services
Department

Downtown Design Guidelines **BEST PRACTICES GUIDE**

For Developers, Property Owners
& Business Operators



715 Third Avenue
Burns Lake, BC



**VILLAGE OF
BURNS
LAKE**



It's Only Natural!

P.O. Box 570, Burns Lake, BC V0J 1E0

Phone: (250) 692-7587

Fax: (250) 692-3059

E-mail: village@burnslake.ca

www.burnslake.ca

A Vision for a REVITALIZED DOWNTOWN



This brochure is intended to assist residents, landowners, businesses and developers to understand Burns Lakes' vision for the downtown core.

By providing suggestions of what to consider when planning for your renovation or new construction we hope to encourage a more vibrant and aesthetically cohesive downtown.

For complete development permit guidelines, please refer to the "Burns Lake Design Guidelines."



Cohesiveness

In the design and planning phase, look to coordinate with neighbouring buildings and the downtown as a whole to achieve a complementary look and feel. Take time to consider building height, roof shape, colour and signage.

For example, where a one storey building is adjacent to a 2 or 3 storey building, the erection of a parapet on the lower building is encouraged.



When completing infill construction, maintain existing setbacks to retain a consistent sight line down the block.

Building Materials

In Burns Lake there is a preference for naturally-based building materials which highlights the beauty of our surrounding area. This includes:

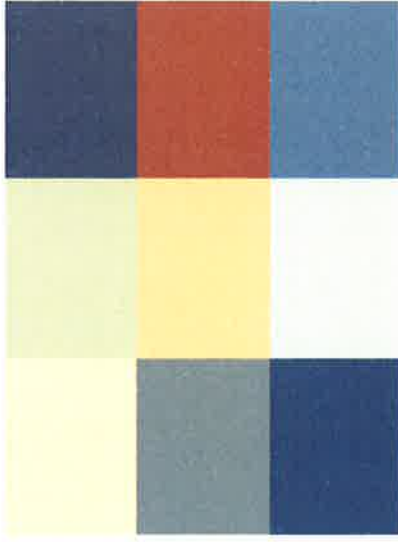
- Wood siding in the form of vertical or horizontal board and batten and beveled siding.
- Painted or stained wood for windows and doors and wood window casings, trim and fascia.
- Stone or sand set in concrete unit pavers are preferred for paving.



Façade Upgrades

Painting is a relatively inexpensive façade improvement and well maintained paint schemes are encouraged. Building owners can reduce vandalism by ensuring outdoor areas and buildings are clean and graffiti free.

Refer to the follow colour palette for inspiration:



Further suggestions:

- Give priority to traditional, simple shapes when selecting a retractable or fixed awning.
- The use of reflective glass, coatings or films is discouraged to allow visual connection with the street; sunlight and glare can be controlled through operable sunshades and blinds.
- Maintaining an attractive storefront display that is changed regularly will contribute to the overall appearance of the street.

Signage

When designing your sign consider surrounding themes and choose appropriate fonts and colours to enhance cohesiveness. Signs should be to pedestrian scale.

