

STOREFRONT IMPROVEMENT GRANT

2018 Guidelines and Application



Storefront Improvement Grant



CITY OF
FORT SASKATCHEWAN

Purpose

The Storefront Improvement Grant is intended to encourage business owners and commercial property owners to enhance their commercial storefront.

Objectives

- To improve the visual aesthetic of commercial property and adjoining streetscape.
- To increase sales and traffic for business owners and commercial property owners.
- To encourage business owners and commercial property owners to invest in their property for long term viability.

Funding

- Grant will cover up to 50% of the eligible costs, up to a maximum of \$10,000, per property. With respect to this grant, a property can be either an entire commercial building or a single unit within a multiple unit commercial building.
- Amount of grant will be determined based on the following criteria:
 - benefit to the business
 - alignment with business district
 - size and scope of the project
 - visual aesthetics of the project

Eligibility

- Property must be located within the City of Fort Saskatchewan.
- Applicant must have a valid City of Fort Saskatchewan Resident Business Licence.
- Applicant must be either the owner or a tenant of the commercial property which will receive improvements.
- If a tenant is the applicant, they must provide written authorization from the registered property owner. Tenants should have a minimum of three (3) years remaining on a lease from the date of the application.
- A property is only eligible to receive one grant within a three (3) year period. If a unit within a multi-unit commercial building receives a grant, the remaining units will still be eligible to receive a grant.

- Applicants who have previously received a City of Fort Saskatchewan Business Development Program grant within the past 3 years will not be eligible. The lone exclusion is if they have received the Small Business Education Grant.
- Ground floor commercial use(s) will be given priority, however applications for second storey uses or higher are also eligible.
- Property owner or tenant must not be in arrears in municipal taxes or utilities for any owned property in Fort Saskatchewan.

Eligible Costs

- repainting, cleaning or re-facing of façades
- redesign and reconstruction of the storefront
- repair or restoration of storefront masonry, brickwork, stucco or wood
- replacement of windows
- replacement or restoration of cornices, eaves, parapets and other architectural features
- entranceway modifications that improve the appearance and/or access to the commercial units
- installation of canopies and awnings
- installation of exterior lighting
- restoration of historic features
- construct entrances for barrier free access for patrons with mobility impairments
- signs which are part of an overall storefront improvement

** Note: Applications which are exclusively for a storefront sign will not be considered for this program. Signs may be considered an eligible cost under the Small Business Marketing grant.*

Ineligible Costs

Eligible costs include, but are not limited to:

- building repairs or structural foundations
- roof repairs not related to exterior aesthetics
- electrical & plumbing
- security bars & security systems
- non-architectural fencing
- non-permanent fixtures or interior window coverings
- personal property or equipment
- interior or exterior artificial plants
- sidewalks and paving not associated with improvements
- any improvements to correct any Building Code, Fire Code or Property Standards orders

- costs incurred prior to formal notification of funding approval from the City of Fort Saskatchewan

Requirements

- Project must meet all applicable building and safety codes, development requirements and comply with zoning requirements upon completion.
- Proposed improvements within the Downtown Redevelopment Area must adhere to the City's Downtown Area Redevelopment Plan's Design Policies and Guidelines. A copy of the guidelines can be obtained at www.fortsask.ca.
- Proposed modifications to buildings designated under the Alberta Historical Resources Act or identified as being of historic interest by the City of Fort Saskatchewan or the Province of Alberta may be subject to additional approvals (see Appendix A – RSA 2000, Chapter H-9, Part 3, Section 26).
- The City of Fort Saskatchewan reserves the right to have a City Building Inspector review all completed eligible works to ensure the monetary value of work completed coincides with the monetary value of the work proposed as indicated on any approved incentive application. Should the City Building Inspector deem the monetary value of work completed does not to coincide with the monetary value of the work proposed, the City of Fort Saskatchewan reserves the right to reduce the amount of the grant accordingly.

Exclusions

- government buildings
- residences, residential property, home based businesses
- churches or other religious institutions
- chain stores or retail chains without local ownership or a resident franchisee

Procedure and Approval

- Applicants are encouraged to consult with the Economic Development department to discuss grant eligibility, prior to formally submitting their application.
- Applicants are required to submit a completed Application Form to Economic Development prior to completion of any eligible costs.
- Completed applications will be reviewed, and only those applications which meet the program's objectives will be considered.

- Prior to approving a Storefront Improvement Grant, City staff may inspect the building to review the condition of the façade and the proposed improvements.
- The City of Fort Saskatchewan requires a minimum of two (2) written competitive quotations for each type of work to be considered for this grant. The City will take an average of the bids and pay a maximum of 50% of the total of the eligible costs. The applicant is then permitted to choose any of the contractors that submitted quotations.
- All contractors must be licensed by the Province of Alberta and within the City of Fort Saskatchewan and carry the required insurance. All construction contracts will be between the applicant and the contractor.
- Labor provided by the applicant can be a part of the overall project, however the value of this labour will not be considered toward the eligible costs.
- Applicants will be notified in writing if their proposed application has been accepted or rejected.
- If accepted, applicant will be required to sign a Letter of Agreement, which will outline the terms and conditions of the Storefront Improvement Grant and will serve as a legal commitment of both parties as to the scope and the amount of funds committed.
- Approval of an application and amount of grant shall be subject to the availability of funding and the projects alignment with grant objectives.
- The final decision as to the amount of the funding, if any, will be made by Economic Development staff.
- Funding granted to a particular project is not transferable to another property.
- Where construction or renovations are substantially suspended or discontinued for more than six months, the City may revoke the approved application.
- The City of Fort Saskatchewan reserves the right to discontinue this program at any time.

Reimbursement and Reporting

- Once construction is finished and final building inspections are completed for compliance with all Building Permits, the applicant is to notify Economic Development and arrange for a Post-Construction Inspection.
- Following the Post Construction Inspection, the applicant must provide the City of Fort Saskatchewan with copies of the professional invoices and proof of payment. City Staff will review the documents and verify the accuracy of all invoices.
- Once invoices and proof of payment have been verified to be accurate, the grant funds shall be issued within sixty (60) days of receipt.
- Recipients of Storefront Improvement Grant will be required to complete a brief survey 12 months after receiving funding.

Maintenance Requirements

By accepting grant funds, the applicant commits to properly maintain all improvements and to keep the property clean and free of graffiti for a minimum of three (3) years. Any damage to the façade is to be repaired by the applicant so that the building or storefront remains in good condition and positively contributes to the business area.

Application Deadline

Applications must be received prior to November 1st in order to be eligible for the current year's funding.

Contacts

For more information, contact Economic Development at ecdev@fortsask.ca or Mike Erickson, Economic Development Officer at 780.992.6278 or merickson@fortsask.ca.



Applicant Name (Primary Contact): _____

Applicant Phone Number: _____ Applicant Email: _____

Please complete this section **ONLY** if you are applying as the **property owner**.

Property Owner Name: _____

Business Trade Name: _____ Business Legal Name: _____

Business Address: _____ City: _____ Postal Code: _____

Business Phone Number _____ Business Email: _____

Do you have Fort Saskatchewan Business Licence? Yes No

Please complete this section **ONLY** if you are applying as a **tenant** at the property.

Business Owner Name: _____

Business Trade Name: _____ Business Legal Name: _____

Business Phone Number _____ Business Email: _____

Do you have a Fort Saskatchewan Resident Business Licence Yes No

Description of Business: _____

How many years are remaining on your current lease? _____

** Tenants applying for grant must include a completed **Commercial Property Owner Authorization Form**.*

Property Information

Address where storefront improvements will occur: _____

How many street facing storefronts does the property have? 1 2 3 4

How many street facing storefronts will be improved? 1 2 3 4

How many storeys is the property? 1 2 3 4 4+

What is the current *ground floor* use of the property? _____

What is the current use of the other floors of the property? _____

List all tenants and businesses operating in the building (if applicable): _____

Amount of Funding Requested: \$ _____ Total cost of improvements: \$ _____

I understand my application submission does not constitute a guarantee for funding under the City of Fort Saskatchewan's Business Development Programs. 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 of the Program Agreement entered into with the City.

I have reviewed the program guidelines and requirements and have familiarity with the responsibilities of each party. I accept the qualifications and will abide by such conditions and through signature below, certify that I will abide by such conditions set forth in this application and all reasonable conditions which may be used by the City in the implementation of this Program.

Applicant Signature

Date

Please include the following items with your application:

- copy of registered title (no more than 30 days old)
- project description
 - description of the improvements
 - materials that will be used
 - how the improvements will benefit the business
 - how the improvements will align with the business district
 - how the improvements will increase the visual aesthetic of the property
- photos of the current state of the storefront(s), prior to improvements
- detailed drawings or illustrations of the proposed storefront improvements
- detailed project budget
- a minimum of two (2) quotes from licensed contractors or for the cost of materials
- project schedule

Starting January 16, 2017, applications may be submitted by email to ecdev@fortsask.ca or to:

Business Development Programs
c/o Economic Development
City of Fort Saskatchewan
10005 – 102 Street
Fort Saskatchewan, AB T8L 2C5

** The personal information in this application is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act and will be used for administering the Business Development Programs and to maintain communications as considered necessary. It will be treated in accordance with the privacy protection provisions of Part 2 of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact the FOIP Coordinator for the City of Fort Saskatchewan at 780.992.6236.*



COMMERCIAL PROPERTY OWNER'S AUTHORIZATION

I, _____, of _____, the owner of the
(owner) (city)
property located at _____, have read the complete application by
(property address)

the leasee, or an agent of the leasee, of the above-noted property and concur with and give my consent to the work proposed in the application.

I agree not to involve the City of Fort Saskatchewan in any legal action between myself and any contractors, estimators, employees, workers or agents arising from the Storefront Improvement Program.

I give my consent to the City to make all inspections necessary to confirm the approved plans are implemented in accordance with expected standards outlined within the City of Fort Saskatchewan's Downtown Area Redevelopment Plan (if applicable).

Signature

Date

Tenant

Date

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For Office Use Only:

Application received by
(City of Fort Saskatchewan)

Date

APPENDIX A

Alberta Historical Resources Act RSA 2000, Chapter H-9, Part 3, Section 26

Designation as Municipal Historic Resource

26(1) In this section and in sections 27 and 28,

- (a) "council" means the council of a city, town, village, summer village or municipal district;
- (b) "municipality" means a city, town, village, summer village, municipal district, improvement district or special area.

(2) A council of a municipality, after giving the owner 60 days' notice, may by bylaw designate any historic resource within the municipality whose preservation it considers to be in the public interest, together with any land in or on which it is located that may be specified in the bylaw, as a Municipal Historic Resource.

(3) A council that designates an historic resource as a Municipal Historic Resource under subsection (2) shall

- (a) cause a copy of the bylaw to be served on the owner of the historic resource and on the owner of any land that will be subject to the bylaw, and
- (b) if the bylaw relates to or includes any land, cause a certified copy of the bylaw to be registered at the appropriate land titles office.

(4) On the registration of a certified copy of the bylaw at the appropriate land titles office, the Registrar of Land Titles shall endorse a memorandum on the certificate or certificates of title to any land affected by the bylaw.

(5) A bylaw under subsection (2) is effective when it is passed.

(6) Notwithstanding any other Act, no person shall

- (a) destroy, disturb, alter, restore or repair an historic resource that has been designated under this section, or
- (b) remove any historic object from an historic resource that has been designated under this section, without the written approval of the council or a person appointed by the council for the purpose.

(7) The council or the person appointed by the council, in its or the appointee's absolute discretion, may refuse to grant an approval under subsection (6) or may make the approval subject to any conditions it or the appointee considers appropriate.

(8) On the service of a notice of intention under subsection (2), subsection (6) applies to the historic resource and land as if a bylaw under subsection (2) had been passed until the council passes the bylaw or revokes the notice of intention or until the expiry of 120 days from the receipt of the notice.

(9) Notwithstanding subsection (8), a person who has been served with a notice of intention under subsection (2) may apply by originating notice to the Court of Queen's Bench for an order shortening the period of 120 days mentioned in subsection (8).

(10) If the council repeals a bylaw made under subsection (2), it shall

- (a) cause a copy of the repealing bylaw to be served on the owner, and
- (b) if the bylaw under subsection (2) was registered against the certificate or certificates of title to any land, cause a certified copy of the repealing bylaw to be registered in the appropriate land titles office.

(11) On the registration of a certified copy of the repealing bylaw in the appropriate land titles office, the Registrar of Land Titles shall endorse a memorandum on the certificate or certificates of title to the land concerned cancelling the registration of the bylaw under subsection (2).

(12) A notice or bylaw under this section may be served on the owner by personal service or registered mail or in any other manner as the Court of Queen's Bench may direct.

RSA 1980 cH-8 s22;1994 cM-26.1 s642(28);1995 c24 s99(7)