



Village of Valemount

Business Façade Improvement Program

2021 Guidelines

Program Purpose and Goals

The program provides grants to business properties for renovation, restoration and redesign of commercial façades located in Valemount's Central Business District (5th Avenue, Main Street and Commercial Drive) and the Highway Entry & Highway Corridor area.

As Valemount's primary commercial areas, the Central Business District and the Highway Entry & Highway Corridor provide the initial impression of Valemount to visitors. Valemount intends to use the funds granted by Northern Development Initiative Trust's Business Façade Improvement program to continue to enhance the look and feel of Valemount's downtown and highway corridor by leveraging private sector investment in local businesses. This program will allow businesses in Valemount to create frontages that will enhance the Mountain Valley Theme, as outlined in the Official Community Plan - Development Permit Area Design Guidelines.

The Business Façade Improvement program aims to:

- Build upon the 2015 Phase of Valemount's Downtown Revitalization
- Encourage development and re-development in Valemount's downtown and highway corridor
- Make Valemount's commercial areas more inviting to new businesses and customers
- Attract tourists to return to Valemount again and again
- Build community pride among the business community
- Improve the quality of life in Valemount for residents and visitors

Funding for the Village of Valemount Business Façade Improvement program is provided by Northern Development Initiative Trust.

The Program

These program guidelines are intended to maximize the program benefit for improving aesthetics of commercial areas.

The Village of Valemount will provide a 50% reimbursement grant up to a maximum of \$5,000 per building/project to improve the facades of commercial buildings.

Each building is eligible for a one time grant only to a maximum of \$5,000.

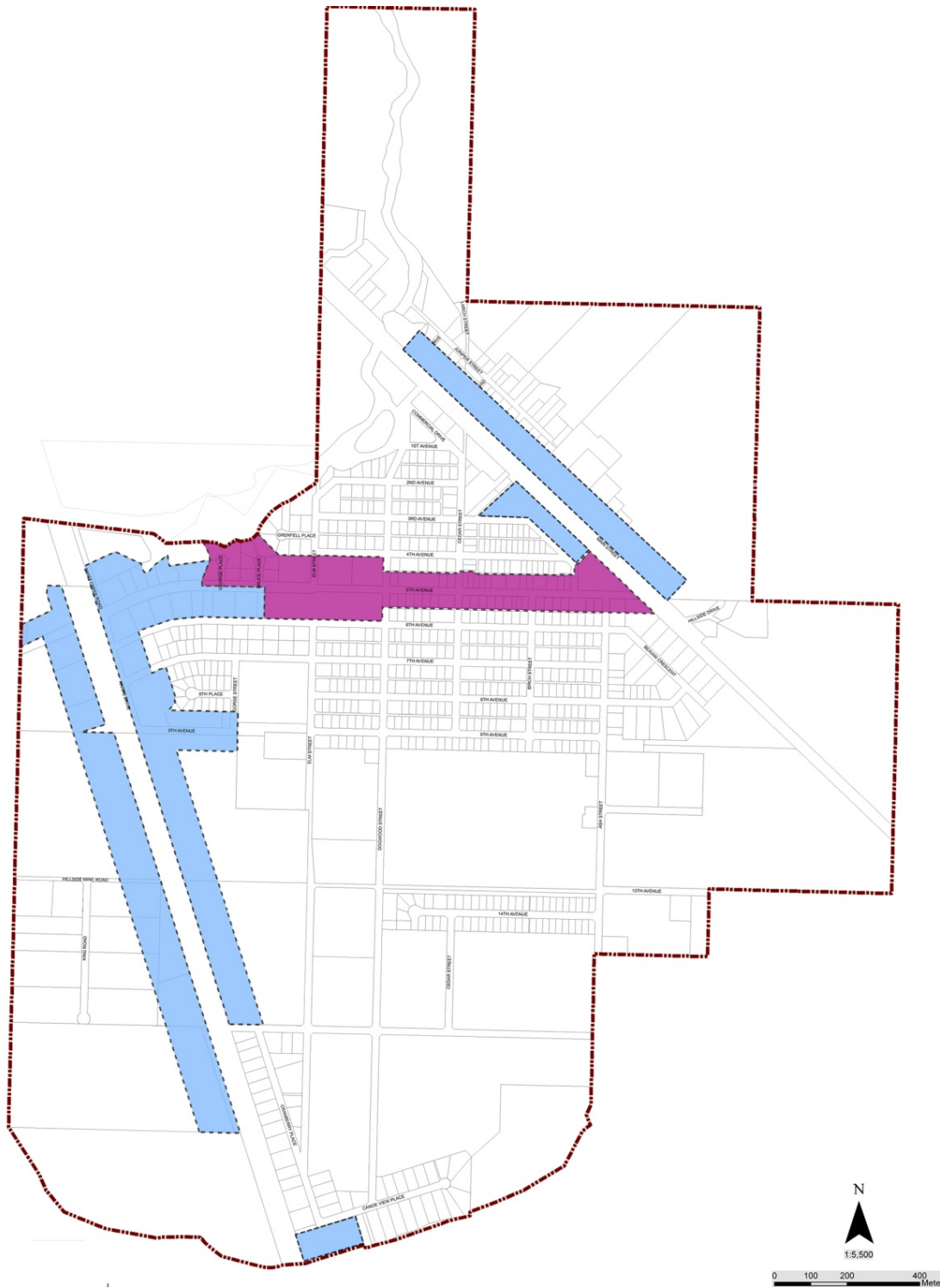
Projects must have a minimum total cost of \$2,000.

Project funding will be awarded on a first come first serve basis. Applications will be accepted on an ongoing basis until all funding has been allocated.

The Business Façade Improvement program is offered by the Village of Valemount with funding provided by Northern Development Initiative Trust.

Eligible Properties

Existing commercial buildings located in the Village of Valemout and within the Central Business District (5th Avenue, Main Street and Commercial Drive) and Highway Entry & Highway Corridor area (as shown on the map below) are eligible criteria areas.



Eligible Applicants

- You must be either the property owner or business owner (if the applicant is 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)

- Non-profit and enterprising non-profit organizations (tenants)
- Home based businesses which are zoned commercial, have a storefront and are within the specified area
- Home based businesses without a commercial storefront (eligible for wayfinding signage only)
- Property taxes pertaining to the property are fully paid and current
- Current, valid business licenses for the property (unless otherwise exempt)
- No outstanding building permits, stop work orders, or development permit condition requirements outstanding
- The subject property has not received a previous grant under this program

Ineligible Applicants

- Residential homes located in the commercial area
- Apartment buildings
- Government owned buildings (municipal, provincial or federal; even if they have business tenants)
- Properties outside the specified area (as defined in Eligible Properties)
- Empty buildings or businesses that are not operating (exception if the business is renovating or doing improvements to the building in anticipation of re-opening)

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, trims etc.)
- Windows (only if part of larger enhancements, no stand-alone window replacement)
- New siding
- Façade painting
- Entrances and doorways (only if part of larger enhancements, no stand-alone entrance/doorway replacement)
- Awnings
- Signage (affixed to the building)
- Wayfinding signage (*sign located on the business property i.e. at the bottom of a driveway*).
 - Signs are eligible for 100% to a maximum of \$500 and must adhere to any signage bylaws and regulations
- Accessibility improvements (ramps, wider doors etc.) to the outside of the building only AND are part of a larger façade improvement project

Ineligible Façade Improvements

The following improvements are ineligible:

- Routine maintenance
- Structural repairs
- Roofs
- Non-permanent fixtures (benches, planters, patios, patio heaters etc.)
- Landscaping
- Paving
- Fencing
- Interior/internal 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 prior to application approval
- Any improvements deemed inconsistent with redevelopment purposes and design guidelines

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
- Shipping and/or freight
- PST

Ineligible Costs/Expenses

- Staff wages and/or benefits
- Purchase of construction tools or equipment
- Operational costs including utilities (hydro, gas etc.)
- Duties
- Permit fees
- Expenses related to improvement to the building façade not visible from the public right of way
- Façade improvement expenses started prior to application approval
- GST

Design Guidelines

In order to be eligible for this grant, the applicant must submit designs and costing for the project.

Designs need to clearly outline the proposed improvements to allow the review committee to accurately evaluate the project, and clearly see that the finished product looks like what was intended during the application process.

As far as possible, projects must be consistent with the general form and character of the design guidelines set out for the area.

Design Guidelines can be found on the Village website at www.valemount.ca/grants.

Building, sign and/or other permits may be required based on the extent of the improvements to be completed. These requirements are not waived by approval for the Business Façade Improvement Program and should be applied for prior to or concurrently with application for this program.

Business Application Process

Completed applications are accepted in the following ways:

- By mail to:
Village of Valemount
PO Box 168
Valemount, BC, V0E 2Z0
- By email to: grantclerk@valemount.ca
- In person at the Village Office located at 735 Cranberry Lake Road, Valemount, BC.

Submitting an application does not necessarily mean your project or a specific grant amount will be approved. All project proposals are subject to a comprehensive review, must meet high quality standards, and must reflect the spirit and intent of the Business Façade Improvement Program Guidelines.

The Application, Approval and Reimbursement process is as follows:

1. Owner/Tenant contacts the Municipality to determine if the building qualifies for the Façade Improvement Program, discuss your project, and obtain the Program Guide and Application.
2. Owner/Tenant submit a complete application with designs. All required supporting materials and documents (including owner authorization) must be received prior to be considered complete.
3. Staff reviews the application and proposed façade improvements to ensure that improvements meet the applicable Design Guidelines and Business Façade Improvement Program Guidelines.
4. Applications are reviewed and a decision to accept or reject the application is made.
5. Applicant is advised of the decision by email and mailed letter.
6. For successful applications, a Letter of Understanding is sent to the applicant which must be signed by the owner/tenant and a representative of the Municipality.
7. Owner/Tenant acquires any required permits and completes the renovations.
8. Owner/Tenant provides verification of expenses (including invoices or other conformations of payment) and submits their totals on the provided expense tracking sheet.
9. Owner/Tenant provides a Certification of Completion signed by the applicant or contractor, indicating that all work described in the application/approval and has been paid in full, as well as before and after photos, a business testimonial, and any other supporting documentation.
10. Owner/Tenant provides proof that the improvements have passed final inspection for municipal permits (where required) and meet all building standards and codes (where required).

11. Staff verifies that the renovations meet the Letter of Understanding requirements and approves reimbursement.
12. Applicant is issued a cheque.

Please note:

Approved projects must be completed by Year End (December 31).

Evaluation/Selection Process

Applications will be reviewed for completion upon receipt. Once complete, applications will then be reviewed by the project review committee made up of 3 Village staff members for final funding decisions. **Applications are accepted and evaluated on a first come first serve basis until all funding has been allocated.**

All eligible projects will be evaluated using the following criteria:

- Does the project for which the funds are being sought meet the applicable Design Guidelines?
- Will the project once complete have a noticeable impact on the streetscape?
- Will the renovation offer a noticeable improvement on the streetscape?

Additional Information

If there are any questions regarding program or if assistance is required completing the application please contact the Village of Valemount Grant Clerk at 250-566-4435 or by email at grantclerk@valemount.ca.