



Downtown Truro Partnership
Façade Improvement Incentive Program Application

Please note this is NOT a Development or Building Permit Application
DOCUMENT TO BE COMPLETED IN READABLE PRINT OR TYPED

Applications can be submitted to:

Jenn Mantin

Executive Director, Downtown Truro Partnership

In person or mail: 605 Prince Street, Truro, Nova Scotia, B2N 1G2

Email: jenn@downtowntruro.ca

Application Deadline: May 15th, 2019 at 4:00pm

APPLICANT

Name: _____

Address: _____

Phone Number: _____

Email: _____

Applicant is the Property Owner
 Tenant of the Property Owner
 Agent of the Property Owner

PROPERTY OWNER

Name: _____

Address: _____

Phone Number: _____

Email: _____

If the Applicant is not the Property Owner, a signed letter from the building owner, providing written permission, is required at the time of application.

Owner permission letter attached? Yes No Not Applicable

PROPERTY MAILING ADDRESS:

Address: _____ City: _____

Province: _____ Postal Code: _____

PROPERTY CIVIC ADDRESS: (IF DIFFERENT FROM MAILING ADDRESS)

Address: _____ City: _____

Province: _____ Postal Code: _____

Please ATTACH a detailed description of the improvements that are proposed. Attach supporting materials including a project narrative describing the project, pre-construction photos of the building façade, drawings of the proposed design and a detailed line item budget and a project schedule. Make sure that all attachments are clearly labeled.

Amount of Funding Requested: \$ _____

Total Overall Cost of Improvements pre HST: \$ _____

Approximate Date Project Construction Will Begin: _____

Proposed Completion Date: _____

BUILDING INFORMATION

To your knowledge is the building a heritage building? [] Yes [] No [] Unknown

Number of storeys: _____

Current use: (Retail – Restaurant – Office – Other Commercial – Residential – Other)

- At ground floor: _____
- At second floor: _____
- At third floor: _____

TENANCY

Ground Floor

List of current tenants: _____

Second Floor

List of current tenants: _____

Third Floor

List of current tenants: _____

PLEASE ATTACH THE FOLLOWING ITEMS:

NOTE: FAILURE TO CONFORM TO THE ATTACHED TEMPLATE MAY IMPEDE YOUR CONSIDERATION IN THE PROGRAM.

- Project description
- Before photos of the building and building details
- After sketch/illustration/drawings incl., color scheme
- Detailed line item budget for project
- Schedule showing start and end date
- Detailed drawings of key features to be preserved

- A minimum of two professional contractor quotes for work to be completed under the grant. (Note: Contractors must be registered with Registry Joint Stock, provide Workman's Compensation Certificate and hold Certificate from Nova Scotia Construction Safety Association)
- A description of the materials to be used on the exterior in accordance with the guidelines of the DTP Façade Improvement Incentive Project as available on the DTP web site www.downtowntruro.ca/facade-improvement

ACKNOWLEDGEMENT

I understand that my submission of an application does not constitute a guarantee for funding under the FIIP. 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 terms and conditions of the Reimbursement Agreement I will enter into with the Downtown Truro Partnership.

Applicant signature

Please print applicant name

Dated

In the instance when the Property Owner is NOT the Applicant: In addition to the above, I acknowledge that I am acting with the permission of the Property Owner and that the required Letter of Permission is attached.

Applicant signature

Please print applicant name

Dated

IMPORTANT

- If proposed improvements begin prior to approval you will be INELIGIBLE for the grant.
- Transfer of grant monies to the applicant is conditional upon the applicant entering into a *Reimbursement Agreement* with the Downtown Truro Partnership.
- *This is not a Development or Building Permit.*
- Applicants are encouraged to consider the additional time that may be required to secure development and building permits (if required) in scheduling their project.

* Permits for signs, exterior or interior renovations including building permits and development permits remain the responsibility of the building/property owner.

** Information collected in this application form is confidential & collected for the purpose of administering the Façade Improvement Incentive Program and to maintain communications as considered necessary. Please note, that the name & location of the buildings and façade improvement designs may be released to various organizations, the media & the public, insofar that the building received a grant under the Downtown Truro Partnership Façade Improvement Incentive Program.

OFFICE USE ONLY

Date Received: _____

Application Complete: Yes No (if no, details below)

Decision: *(A minimum of two members of the DTP FIIP Committee shall sign the appropriate Section)*

- 1. Approve _____
- 2. Approve with conditions _____
- 3. Refusal _____

Amount of Grant \$ _____