Appendix B

Application No. _____ - 20____

STORE FRONT/FACADE IMPROVEMENT

APPLICANT INFORMATION (Please print):

Name: _____

Mailing Address: _____

City, Postal Code: _____

Phone: (_____) _____

Email: _____

PROPERTY OWNER INFORMATION (if different)

Name: _____

Mailing Address: _____

City, Postal Code: _____

Phone: (_____) _____

Email: _____

AFFECTED PROPERTY:

Civic Address: _____

Lot(s): _____ Block: _____ Plan: _____

Existing Land Use: _____

Proposed Land Use (if different): _____

Current Zoning Designation: _____

Surrounding Land Uses: _____

Applicant must receive prior approval from the Estevan Economic Development before beginning improvements to qualify for the tax incentive.

TAX ASSESSMENT:

1. What is the current, assessed property value? **Attach a property tax assessment.**

2. Are all property and special taxes paid in current?

   - o Yes
   - o No

ELIGIBILITY:

3. The affected Property has already received a façade and store front improvement tax rebate within the last ten years? Circle One:
   Yes
   No

   If yes, for how much? $ _____

   If yes, when? _____

PROPOSED IMPROVEMENTS:

4. Please provide a brief description of the project (consider motivation, need, benefits etc.). Attach detailed building and site plans including photos of the façade, drawings of facade improvements and samples of proposed materials.

Improvements completed*	**Cost of Construction ($)**
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9	

*Please refer to list of eligible criteria.

5. What is the total cost of work/construction? **Attach a minimum of two professional quotes for proposed budget and contractor estimates. Contractors must have a City of Estevan Business License to be eligible to complete the work for this incentive.**

6. When will construction start (month, year)?

7. When will the construction be completed (month, year)?

8. Please provide a description about how the project meets the design criteria set out in the plan? **Attach additional page(s) if necessary.**

ATTACHMENTS: Include the following information in your application:

- Please attach detailed building and site plans that clearly indicate the type of improvement completed:
  - Include photographs of façade and adjacent buildings.
  - Include drawings of façade improvements.
  - Include samples of materials used.
- Please attach estimates for the cost of all materials and labor and evidence of actual expenditure on materials and labour.
- Please attach a copy of your property tax statement.
- Please attach any additional pages or information required.

Authorization:

I _____, HEREBY CERTIFY THAT:

- I am the registered owner of said property; or
- I am authorized to act on behalf of the registered owner;
- I agree that the City of Estevan may publicly acknowledge and promote the incentive awarded for a period of up to one year after completion of project.

And, understand that this application is subject to final approval by the City of Estevan and am aware that Business Incentive Program benefits are not available until such approval is secured and an agreement is executed.

If approved, I understand that the City will authorize incentive after the confirmation of project completion in accordance with the approved plan.

_____ _____
Applicant Signature Date

Please submit application to: the Community Development Officer, City of Estevan
403a 9th Avenue| Estevan, Sk|S4A 2V4
Phone (306) 634 2721
r.foord@estevan.ca

Office Use Only

Property Tax Folio Number**:** _____

Date of Economic Development Board Review: _____

Economic Development Board Decision: Approved Denied

Approval Signature: _____

Façade/ Store front improvement Criteria
(Attachment to Appendix B of the Business Incentive Program)

Program Goals
The Program works with other revitalization initiatives to:
(1) Promote the viability of retail and commercial businesses;
(2) Help building owners to attract and retain tenants;
(3) Contribute to the quality of life of residents, workers and visitors to the city;
(4) Make the city shopping streets more inviting and interesting places to work and shop; and,
(5) Build local community and civic pride.

Grant Allocation
Funding will be allocated on a case-by-case basis subject to the approval of the Economic Development Board. The grant will be in the form of a municipal property tax exemption equivalent to the lesser of 75% of the cost of the improvement or up to $10, 000. Submitting an application does not guarantee a grant or a specific grant amount. All project proposals are subject to a comprehensive review of the building storefront and façade, must meet high quality standards, and must reflect the spirit and intent of the Design Guidelines. An application for grant must be submitted.

Introduction

Criteria
The following criteria are required to participate in the project.
1. These existing buildings are (a) located within a **Target Area**, (b) part of a continuous pedestrian-oriented street, and (c) located directly adjacent to the sidewalk and passing foot traffic, (d) paving of parking lots is eligible
2**.** 2. The applicant must be either the property owner or a designated person who has written authority from the owner to submit the application and/or to do this project.
3. The buildings must be used primarily for retail and commercial purposes. The Economic Development Board has some discretion to include projects that are institutional or non-profit or accommodate other non-commercial uses that contribute to the activity on the commercial main street. The Economic Development Board may also consider businesses located in areas other than Main Street.
4. The façade/ store improvement work must be done by contractors with a City of Estevan Business License.
5. The project must conform to the **Program Design Guidelines**

Program Design Guidelines:

1) **Buildings have a direct connection to pedestrians.**
The building must be located close to the sidewalk and at ground-level so that pedestrians can easily see into and enter the stores. There should be no obstructions in front of the building such as a parking lot or stairs. Sometimes a small setback from the sidewalk can be a design element for the façade – this space can be used as a gathering place or display area for the business.

2) Renovations improve natural surveillance.
People should be able to clearly see inside the shop to the showcased merchandise and the shopkeepers should be able to easily see outside to monitor who is around the buildings. Improvements include:
• adding and/or increasing the size of existing windows and storefronts;
• using glass doors;
• using clear glass rather than frosted or tinted glass;
• decluttering the windows of posters and signs; and,
• removing roller shutters or painting grills black.
• adding downcast lighting that washes the perimeter of buildings in light and does not pollute night skies.

3) Buildings are accessible to pedestrians.
The entrances of the building should
• be wide enough to be comfortable;
• be located directly onto the sidewalk and not along the side of the building;
• be inviting, eye-catching and complement the façade design using interesting materials;
• be accompanied by clear business signage including good address display;
• be well lit to provide a sense of security and safety for visitors; and,
• incorporate landscaping to enhance pedestrian comfort and make the place more interesting.

4) Sidewalks should be lively places that are filled with people.
Neighbourhoods are healthy and complete when they are filled with people walking up and down the sidewalks. Certain businesses foster this pedestrian activity: coffee shops, clothing stores, gift shops, restaurants and bakeries.

5) Renovations fit to a human scale.
Façade improvements should make the buildings friendly to the pedestrians. The project emphasis will focus on the lower three stories of the building. The front of the building will be partitioned into sections that are more interesting to walk past than long stretches of homogenous walls. Design elements and materials such as signage should be people-sized rather than super-sized elements that cater to people driving past quickly in their cars.

6) Projects should contribute to the safety of the street.
Buildings should be well lit at all times of the day. Customers and pedestrians want to feel safe as they walk down the streets. Building façades and sidewalks can be lit with lighting that has different colours and patterns to create dramatic effects. Lighting that contributes to dark skies is preferred.

7) Projects address winter conditions.
Estevan is a winter city. Streetscapes and building façades can use the dramatic winter sun to create interesting shadows along the building face, maximize sun exposure, and provide protection from the wind and snow. This can be done with:
• awnings, balconies or projects that shelter;
• Warm, bright colours;
• hardy landscaping that survives winter and provides colour and texture in winter months;
• lighting to illuminate dark evenings; and,
• non-slippery materials for building entrances.

8**) Projects exemplify innovative, artistic design.**
The improvements should make the building look inviting to shoppers, comfortable for pedestrians and interesting for the whole streetscape. Unique artistic elements can give a shopping area character and identity. Texture, pattern, colour and interesting shapes should be incorporated into the façade design in an innovative arrangement and through the use of a variety of materials.

Eligible Improvements:
• Lighting
• Exterior walls
• Windows
• Doors
• Storefronts
• Entranceways
• Paving of parking lots
• Awnings/Canopies
• Exterior architectural and/or artistic features
• Architectural / Designer fees (to a maximum)
• Landscaping (to a maximum)
• Façade cleaning and painting
• Signage – only the permanent, installation components of the signage included and graphic elements are excluded
• Limited permanent interior improvements – the reconfiguration of the interior walls, display spaces and interior window finishes to enhance the function and displays of the storefronts. When you plan these improvements, please incorporate these elements in a complete design rather than checking off the elements on a list. The Program supports improvements to the first three stories of the building. The work must improve the building and street face by doing more than maintenance.