

Town of Oxford FAÇADE PROGRAM

APPLICATION

Please note: This is NOT a Development or Building Permit Application

APPLICANT NAME:	DATE:	
ADDRESS:		
PHONE:	E-MAIL:	
Please check: I am Property Owner <input type="checkbox"/>	Tenant <input type="checkbox"/>	Agent of Property Owner <input type="checkbox"/>

Complete if PROPERTY OWNER is different from APPLICANT

PROPERTY OWNER NAME:	
ADDRESS:	
PHONE:	E-MAIL:

Please note, if the APPLICANT is NOT the property owner, a signed letter from the property owner providing written permission is required at the time of application.

CANDIDATE PROPERTY INFORMATION

ADDRESS OF PROPERTY:	
NUMBER OF STOREYS:	YEAR CONSTRUCTED:
APPROXIMATE DATE PROJECT CONSTRUCTION WILL BEGIN:	
ANTICIPATED WORK COMPLETION DATE:	

CURRENT BUILDING USE:

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DESCRIPTION OR SKETCH OR PHOTOS OF CURRENT CONDITION OF BUILDING/PREMISE:

DESCRIPTION OR SKETCH OR PHOTOS OF OUTCOME OF RENOVATION/FINAL PRODUCT:

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PROGRAM DETAILS

The maximum grant available is \$25,000 per premises and/or business. Funding is approved/distributed on a matching contribution basis, i.e. if total improvements *that meet the program criteria* cost \$50,000, you pay \$50,000 and apply for a maximum reimbursement of \$25,000.

AMOUNT OF FUNDING REQUESTED: \$

TOTAL OVERALL COST OF IMPROVEMENTS (ex. HST): \$

ACKNOWLEDGEMENT

I understand that my submission of an application does not constitute a guarantee for funding under the Facade Improvement Program. 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 and conditions of the reimbursement agreement I will enter into with the Town of Oxford (TOO). Any deviation from the information included in this form may result in any conditional offer of grant being withdrawn. I understand it is the responsibility of the applicant to advise the TOO staff contact of any changes to the proposed facade improvements as conditionally approved for support by the Town.

I understand and agree that the Town of Oxford (TOO) shall not be liable for any losses, costs, damages or injuries however and by whomsoever caused, and I shall indemnify and hold the TOO harmless in the event of any loss.

APPLICANT SIGNATURE

PRINT APPLICANT NAME

DATE

I have completed the requirements as outlined in the checklist on PAGE 4 in the application package

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

PRINT APPLICANT NAME

DATE

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APPLICATION CHECKLIST

Please attach/include the following items and please note that failure to include all required documentation may disqualify you from funding consideration:

- Pages 1, 2 and 3 of this package completed in full;
- In the instance of tenant or owner agent applications, a signed letter from the building owner providing written permission must be included;
- Project description and detailed drawings of key features, including colour scheme if applicable;
- Before photos of the building and building details;
- Detailed line item budget for project;
- A minimum of one (1) professional contractor* quote for work to be completed (quotes must be broken down to illustrate the cost of the front façade only, if part of a project wherein the applicant intends to do work beyond the front façade); the Society *may require* a second quote as part of the review process. OR if work is already completed, a detailed itemized list of the work completed and associated costs;
- A description of the materials to be used on the exterior in accordance with the guidelines of the Oxford Façade Improvement Program;
- Return your application to the Town of Oxford by dropping it off at Oxford Town Hall (105 Lower Main Street.

Please note: The Town of Oxford strongly encourages the use of those contractors registered with Registry of Joint Stocks; those who possess Workman's Compensation Certificates; and those who hold Certificates from the Nova Scotia Construction Safety Association. ALSO, please note that **in-kind contributions or work by contractors shall not be eligible for consideration.*

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IMPORTANT INFORMATION

- For questions about this program, please contact the Town CAO at 902-447-2624.
- Any permission from the Façade Improvement Program does not exclude the requirement for building permits and development permits, when applicable. For further information on permits, applicants are strongly encouraged to contact the Municipality of Cumberland Development Office at 902-667-2313.
- Permits for signs, exterior or interior renovations including Building Permits and Development Permits require consent from the building/property owner. Authorization for a leaseholder to apply for such permits must be provided in writing.
- Individuals may submit an application for qualified renovation work for consideration by the Oxford Beautification Advisory Committee(OBAC) **after** completion within the same calendar year; applicants will be expected to submit detailed itemized receipts as part of their packages in lieu of quotes.
- Transfer of grant monies to the applicant is **conditional** upon the applicant being approved under the OBAC program.
- Applicants are encouraged to consider the additional time that may be required to secure Development and Building permits (if required) in scheduling their project.
- Please take the time to ensure you have considered and included all components related to your Façade Improvement Project. Overruns will be considered with proof on actual invoices at the end of the project.
- Please also consider all options available to you and to determine your choices and price points. It is strongly recommended that the applicant assures themselves of their own funding contribution prior to making an application.
- HST expenses incurred are not eligible under the program.
- Information collected in this application form is confidential & collected for the purpose of administering the Façade Improvement Program and to maintain communications as considered necessary. Please note, that the name & location of the buildings and facade improvement designs may be released to various organizations, the media & the public, insofar that the building received a grant under the Oxford Façade Improvement Program.