



### APPLICATION ELIGIBILITY & SUBMISSION GUIDELINES

Please fill out the following checklist in order to accelerate the Application process.

Please refer to the **Design and Procedural Guidelines, revised June 15, 2011**, for details on any of the following points.

#### ITEMS REQUIRED FOR APPROVAL

	Yes	No	Notes
Completed Application form	<input type="checkbox"/>	<input type="checkbox"/>	
Detailed drawings of planned work	<input type="checkbox"/>	<input type="checkbox"/>	
Detail on building materials to be used	<input type="checkbox"/>	<input type="checkbox"/>	
Detail on colours to be used	<input type="checkbox"/>	<input type="checkbox"/>	
Two (2) independent itemized quotes from qualified contractors*	<input type="checkbox"/>	<input type="checkbox"/>	
Property taxes in good standing	<input type="checkbox"/>	<input type="checkbox"/>	

\* The Committee may consider specialized work with only one quote, but only to a maximum 40% Grant, subject to cost review and scrutiny.

#### CONSISTENCY WITH DESIGN GUIDELINES

##### Proposed Works

	Yes	No	Notes
Project is consistent with the original architectural design of traditional buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> N/A
Project is consistent with the building's architectural style	<input type="checkbox"/>	<input type="checkbox"/>	
Project enhances building's architectural characteristics	<input type="checkbox"/>	<input type="checkbox"/>	
Project improves overall property appearance	<input type="checkbox"/>	<input type="checkbox"/>	
Project is consistent with and contributes to adjacent buildings	<input type="checkbox"/>	<input type="checkbox"/>	
Project is sympathetic to traditional facades	<input type="checkbox"/>	<input type="checkbox"/>	

**Materials to be Used**

	Yes	No	Notes
Project uses appropriate window and door sizes, shapes, detailing, and locations	<input type="checkbox"/>	<input type="checkbox"/>	
New materials match texture, colour, size, shape, and detail of original materials	<input type="checkbox"/>	<input type="checkbox"/>	
Any new windows and doors closely replicate original window and door design	<input type="checkbox"/>	<input type="checkbox"/>	

**Traditional Facades (Fill out this section for 19<sup>th</sup> and early 20<sup>th</sup> Century Buildings only)**

	Yes	No	Notes
Project re-establishes original elements	<input type="checkbox"/>	<input type="checkbox"/>	
Project replicates original elements	<input type="checkbox"/>	<input type="checkbox"/>	
Project reflects traditional façade characteristics, outlining storefront, upper façade, and cornice	<input type="checkbox"/>	<input type="checkbox"/>	
Project removes aluminum or vinyl siding and restores original brick, stone, or wood	<input type="checkbox"/>	<input type="checkbox"/>	
Project uses natural materials such as real or replicated wood to maintain form and scale of original façade where restoration is not possible	<input type="checkbox"/>	<input type="checkbox"/>	

**Signs**

	Yes	No	Notes
Are part of an overall façade improvement project	<input type="checkbox"/>	<input type="checkbox"/>	
Are compatible with the building's architecture	<input type="checkbox"/>	<input type="checkbox"/>	
Are consistent with traditional façade signage	<input type="checkbox"/>	<input type="checkbox"/>	
Use original or authentic heritage colours	<input type="checkbox"/>	<input type="checkbox"/>	
Use natural materials	<input type="checkbox"/>	<input type="checkbox"/>	
Use external lighting**	<input type="checkbox"/>	<input type="checkbox"/>	

\*\*Back-lit box signs are not eligible. The Program encourages embossed signs where appropriate.

### Awnings\*\*\*

	Yes	No	Notes
Are part of an overall façade improvement project	<input type="checkbox"/>	<input type="checkbox"/>	
Are compatible with the building's architecture	<input type="checkbox"/>	<input type="checkbox"/>	
Use original or authentic heritage colours	<input type="checkbox"/>	<input type="checkbox"/>	
Use natural materials	<input type="checkbox"/>	<input type="checkbox"/>	
Any lettering on an awning consists of individual block letters	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Awning colour samples are included</b>	<input type="checkbox"/>	<input type="checkbox"/>	

\*\*\* Retractable awnings are encouraged/preferred where consistent with original building design. Non-retractable awnings that do not take away from the architectural appearance of the façade may also be permitted where consistent with architectural style of the building.

### Colour

	Yes	No	Notes
Natural masonry remains unpainted	<input type="checkbox"/>	<input type="checkbox"/>	
Wood surfaces are covered in weather protective finishes	<input type="checkbox"/>	<input type="checkbox"/>	
Background finishes use muted colours	<input type="checkbox"/>	<input type="checkbox"/>	
Bright colours are used for accents only	<input type="checkbox"/>	<input type="checkbox"/>	
Historic structures have been colour tested to find original colours	<input type="checkbox"/>	<input type="checkbox"/>	
An overall colour scheme has been developed for the building which is compatible with adjacent buildings	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Paint colour samples are included</b>	<input type="checkbox"/>	<input type="checkbox"/>	