

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 19th and early 20th 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"/>	
Awning colour samples are included	<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"/>	
Paint colour samples are included	<input type="checkbox"/>	<input type="checkbox"/>	