


Urban Beautification Grant

Application Package



This document and all attachments are provided as assistance to persons seeking certain approvals and permits as required by various by-laws of the City of Saint John and other acts and regulations. Should there be a discrepancy between this document, and all attachments, and the associated by-law, act or regulations, the associated by-law, act or regulation shall prevail.

			
Urban Beautification Policy		Policy Category: Policy	
Policy No.: 16-77.2		Implementation Procedure No.:	
Approved or Last Reviewed Date		Next Review Date: December 2016	
Area(s) this policy applies to: Financial incentives supporting development in the Central Peninsula		Owner Service: Growth and Community Development	
Related Policy(ies): Urban Development Incentives Policy			
Revision History			
Date Created: March 15, 2016	Senior Leadership Review Date:	Council Approval Date:	Contact: Commissioner of Growth and Community Development

Urban Beautification Program

Overview

The purpose of the Urban Beautification Program is to provide incentive for people living in the Central Peninsula to invest in the beautification of the façades of their homes, or the landscaping of their front yards. The Beautification Program is designed to be a three-year program, subject to budget approval by Common Council, that will result in creating an enhanced public realm in the Uptown area. Increased reinvestment in the facades and front yards of private properties will contribute to beautification of the entire Central Peninsula, creating a more desirable place to live.

Eligibility Criteria:

- i. The project is located within the boundaries outlined in Schedule 1;
- ii. The property taxes for the subject property are current;
- iii. A completed application in the form generally as attached in Schedule 3 to this policy;
- iv. Individual apartment-style condominium units will not be eligible for a grant;
- v. All work proposed as part of a Beautification Program application must be conducted on the first four storeys of the dwelling;
- vi. All work proposed as part of a Beautification Program application shall be completed by November 1;
- vii. Where required, all work must have an approved building permit in order to receive funding.

Eligible Work:

The following work conducted to the front or flankage facades or yards of a dwelling will be eligible for a grant:

- i. Exterior painting, including any entranceways, siding, trim, moldings, porches, decks or other features of the exterior of the main building;
- ii. Siding repair, or the replacement of any siding with new siding material;
- iii. The repointing of existing brick on the exterior of the main building;
- iv. The repair and/or replacement of any architectural elements of the building that are original to the design of the building, or are similar to the architectural style of the building;
- v. The replacement or installing of any exterior windows or doors
- vi. The replacement, renovation or installation of exterior front steps, handrails or walkways;
- vii. The installation of any landscaping details including, but not limited to, sod, shrubs, trees and plant beds.

Ineligible Work:

The following work conducted to the subject property will not be eligible for a grant:

- i. The renovation of any interior spaces;
- ii. Work that has been started prior to the submission of an application;

- iii. The replacement or repair of the roof;
- iv. Any work done to a driveway or any other parking area;
- v. Any work done to an existing or proposed detached garage;
- vi. Any exterior Improvements done to backyards or side yards, or areas not visible from the street front;
- vii. Any work involving the installation of vinyl siding, or any siding that will result in the covering of brick;
- viii. Projects receiving any funding through the Urban Development Incentives Program are not eligible.

Program Guidelines

i. Structure:

- a. An approved grant will provide 35% of the cost of the eligible work completed to a maximum of \$4,000;
 - i. Where a grant application is for both a front and flankage building façade, an approved grant will provide 35% of the cost of eligible work completed to a maximum of \$6,000.
- b. Beautification Grants will be awarded to the applicants with the highest scores, as determined by the Application Evaluation Committee, until the funds have been exhausted;
 - i. Where a grant application is deducted points by the Application Evaluation Committee, the overall value of the grant shall be reduced from 35% of the cost of eligible work according to the following formula:

$$\text{Reduced Grant} = \text{Cost of Eligible Work} * 35\% * \left(1 - \frac{\text{Total Points Deducted}}{\text{Total Points Awarded}}\right)$$

- ii. Any work undertaken on the exterior of the building or property within the same year will be included as part of the application for the purposes of determining the project score.
- c. Any application that receives a score of zero or lower will not be eligible for a Beautification Grant.

ii. Distribution of Funds:

- a. The distribution of funds for an approved project will occur after a final site inspection has been conducted and it has been determined by staff that the approved work has been completed;
- b. No project will receive more than the 35% of the submitted proposal;
- c. The applicant must submit all receipts to staff in order to verify expenses.

iii. Schedule:

- a. The effective date of the program is March 22, 2016;
- b. Each application will be assessed by each member of the Application Evaluation Committee, using the Urban Beautification Grant Evaluation System (see Schedule 2);
- c. The Application Evaluation Committee will meet three times during a year, if required, to review and approve applications;
- d. The Application Evaluation Committee shall determine meeting dates, application

deadlines, and any other necessary deadlines for the Program, subject to the approval of the Commissioner of Community Growth and Planning;

- e. Conditionally approved grants shall be incomplete and the applicant will not be eligible for any funding if work has not within one month of the approval date;
 - f. All work approved by the Committee for a Beautification Grant must be completed by December 10;
 - i. If the proposed work approved by the Committee for a Beautification Grant is not completed by December 10, the project will be deemed incomplete and the applicant will not be eligible to receive any funding.
- iv. Application Evaluation Committee:
- a. The role of the Application Evaluation Committee is to provide a technical evaluation of applications in the context of the evaluation matrix as attached in schedule 2.
 - b. The Application Evaluation Committee will consist of five technical staff members from one or more of the following City of Saint John Departments: Growth and Community Development, Finance and Administrative Service, and Communications;
 - c. The members of the Application Evaluation Committee will be determined by the Commissioner of Growth and Community Development;
 - d. The members of the Application Evaluation Committee may step down from their role on the Committee, or be replaced, subject to the approval of the Commissioner of Growth and Community Development.

Schedule 1 Urban Beautification Program Boundaries



Schedule 2 Urban Beautification Grant Scoring System

High	Low	None	Negative
Siding			
6 Points Repairs or replaces; Fiber Cement; Masonry Work; Wood Siding; Shingle Siding.	3 Points Installs metal Siding	0 Points Not within scope of project	-14 Points Proposes to use vinyl siding; Proposes to cover exposed brick
Painting			
4 Points Painting exterior details; proposing to install coloured clapboard; Work executed by a professional	2 Points Painting work not executed by a professional	0 Points Not within scope of project	N/A
Entryways			
3 Points Includes two of the following: Restores original entryway; Installs wooden door; Installs wooden steps (including painting, handrails); Installs stone steps.	1 Point Installs only one of the previous items.	0 Points Not within scope of project	-3 Points Installs panel steel door with no windows;
Architectural Detailing			
3 Points Restores original architectural detailing to façade.	1 Point Work to trim of building.	0 Points Not within scope of project.	-3 Points Removal of original detailing.
Windows			
3 Points Wood; Metal Clad.	1 Point Contextually appropriate vinyl.	0 Points Not within scope of project.	-3 Points White vinyl windows; Storm windows.
Landscaping			
1 Point Shrubs; Trees; Perennial Gardens; Box Planters.	Not Applicable	0 Points Not within scope of project	0 Points Annuals
Additional bonus points for environmentally friendly/sustainable materials under consideration.			
Total Score is out of 20.			

Schedule 3 Urban Beautification Grant Application

Schedule 3: City of Saint John Urban Beautification Grant Application

(aussi disponible en français)

Applicant Information

Name of Applicant _____

Mailing Address of Applicant (with Postal Code) _____

Personal Telephone Number _____ Work Telephone Number _____

Fax Number _____ E-mail _____

Name of Property Owner (if different from applicant) _____

Mailing Address (with Postal Code) _____

Property Information

Location _____
Civic # _____ Street _____ PID _____

Is the property located outside the Heritage District? (yes or no) _____

NOTE: If the applicant is **NOT** the owner, the Owner's signature or authorization (in writing) to submit this application is required.

Signature of Applicant _____ Signature of Owner _____

Date _____ Date _____

Description of the Urban Beautification Incentive Application

Describe what you propose to do (attach additional pages if necessary).

Estimated Cost of Construction

Construction Cost Estimate	\$
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Information Accompanying Application:

- Letter of Intent Cost Estimate
 Site Plan Building Elevations/Renderings
 Other _____



Schedule 3: City of Saint John Urban Beautification Grant Application

Project Schedule:

Estimated Project Start Date: _____

Estimated Project Completion Date: _____

For Office Use Only

Reviewed By: _____ Date: _____

Project Number: _____ Eligibility Confirmed: Yes No

*City Hall Building
10th Floor - 15 Market Square
Saint John, NB E2L 1E8
OneStop@saintjohn.ca
(506) 658-2911*

