

## APPENDIX A

March 31, 2014



### HERITAGE GRANT PROGRAM POLICY



#### PROGRAM AIM

The *Heritage Grant Program* is an incentive program designed to encourage property owners to meet the spirit and intent of the *Saint John Heritage Conservation Areas By-Law*, as expressed in the *National Standards for Conservation of Historic Places in Canada* and Saint John's own series of *Practical Conservation Guidelines*. Heritage Grants are not construction subsidies; they are intended to assist owners to retain traditional materials and details of character-defining elements and, if necessary, replace them with new components, matching the original materials and profiles.

#### OBJECTIVES

##### Primary:

- To encourage retention of designated heritage buildings and their character-defining elements, including their materials and details;
- To maximize conservation of the character-defining elements of designated heritage buildings using an approach of: understanding, documenting, planning (for proposed use) and then intervening.

##### Secondary:

- To create employment opportunities for the citizens of Saint John;
- To discourage demolition of designated heritage buildings;
- To reduce waste and the impact on the environment by demonstrating that the greenest building is one that already exists;
- To encourage owners to undertake necessary but costly major conservation projects.

#### CATEGORIES OF GRANTS

1. **Heritage Maintenance Grant:** A grant of 25% up to a maximum of \$750 per year available to properties without a Conservation Plan in place; also available to tenants for storefront signage.
2. **Heritage Conservation Grant:** A grant of 25% - 45% up to a maximum of \$7,500 per year to support large conservation projects for properties which have a Conservation Plan in place. There are two levels of funding provided by the Conservation Grant, depending on the nature of the project:
  - a) Minor funding: 25% up to a maximum of \$7,500 for maintenance work, as outlined in the Conservation Plan.
  - b) Major funding: 45% up to a maximum of \$7,500 for **restoration** work to original character-defining elements, and for major projects such as masonry or structural repair.
3. **Heritage Conservation Plan Grant:** A grant provided to offset the cost of retaining a design professional (architect or engineer) to prepare a Conservation Plan for designated heritage properties. A Conservation Plan provides the property owner with a phased plan to undertake required heritage/structural work. 50% of the cost is funded up to a maximum of \$1,500.

## ELIGIBLE PROPERTIES

- Grants are awarded based on the Property Identification Number (PID) rather than per civic address. Each PID is eligible to receive **one grant per category per year**.
- Property must be a non-government owned designated heritage property located within one of the designated Saint John Conservation Heritage Areas. Refer to the *Saint John Heritage Conservation Areas By-Law* for a listing of properties. A copy of the By-Law can be found on the City's website, picked up in person at the Growth and Community Development Services office, or an official copy at the Common Clerk's office.
- Property must be covered by insurance.
- Property owner must be in good standing with the City of Saint John and shall not have unpaid property taxes.
- Property owner must not have any outstanding property-related by-law violations and/or building permit violations.

## ELIGIBLE WORK & MATERIALS

- Projects must be to the exterior of the property and in accordance with the terms and conditions of a Certificate of Appropriateness [Heritage Permit].
- Projects must be completed prior to the Grant Summary Form deadline and grant funding for projects not completed by the end of the calendar year will be forfeited except in exceptional circumstances.

*Note: For appropriate materials and restoration approaches, please see the Practical Conservation Guidelines on the City's website, which can also be picked up in person at the Growth and Community Development Services offices.*

## INELIGIBLE WORK & MATERIALS

- Contemporary materials such as but not limited to vinyl or aluminum clad windows, steel doors, or vinyl siding.
- Work carried out prior to issuance of a Certificate of Appropriateness [Heritage Permit].
- Work carried out without required building permits in place prior to work being undertaken.
- Work related to landscaping, roof replacement, or infill construction.
- Owner performed labour.
- Poor or defective work as identified by the Heritage Officer and/or Building Inspector.

## HERITAGE GRANT FUNDING APPLICATIONS

*Note: Application forms can be found on the City's website, or picked up in person at the Growth and Community Development Services office, 10th floor City Hall.*

- Before completing and submitting a Heritage Grant Funding Application form, applicants must first obtain a Certificate of Appropriateness [Heritage Permit] and building permit (if required), and include these numbers on their Heritage Grant Funding Application form.
- The following must accompany the completed application form:
  - Certificate of Appropriateness [Heritage Permit] number;
  - Building permit number (if required) for proposed work;
  - Recent photographs of all sides of the building and detailed photographs of area related to proposed work;
  - Start and end date for proposed project;
  - Signature of both the applicant and owner of the property;

- Those applying for a Heritage Conservation Grant must copy and attach page extracts from the Heritage Conservation Plan that relate to the proposed work to be funded;
- Those applying for a Heritage Conservation Plan Grant must include the Heritage Conservation Plan;
- Written project cost estimate.

#### REVIEW OF HERITAGE GRANT FUNDING APPLICATIONS FOR APPROVAL OR DENIAL

- Applications will be screened for basic eligibility as they are received (i.e. application package is complete and legible). Applicants will be notified promptly if their application is ineligible.
- Complete applications will be reviewed by Heritage Staff for the following:
  - Ensuring the Certificate of Appropriateness was approved;
  - If required, confirming building permit has been issued;
  - Reviewing project estimates and calculating amount of requested grant funding;
- Conditional approval will be awarded to applicants that meet the eligibility requirements. Conditional approval will be awarded in the sequence in which applications are submitted.
- Approval of a Heritage Grant Application conditionally approves the applicant for grant funding rather than guaranteeing it.
- Conditional approvals cannot exceed the Council-approved budgeted amount. If the grant requests exceed the budgeted amount, then any subsequent applicants will be placed on a waiting list in the sequence in which they applied. Applicants that are on the waiting list will submit the grant summary form upon completion of their project. Waiting list applicants will be notified by letter after the November 30 deadline about the status of their submission.

#### BUILDING INSPECTION

- A successful building inspection by Building & Inspections Services for the proposed work is required to receive grant funding (If a building permit is required).
- It is the responsibility of the grant applicant to notify the Building & Inspections Services of the project completion and arrange for inspection.
- The Building inspection should be arranged and completed prior to submission of the Grant Summary Form.
- The inspection must be completed by November 30. Allow two weeks for the inspection to be scheduled and completed.

#### HERITAGE OFFICER INSPECTION

- A successful inspection by a Heritage Officer of the City of Saint John is required to receive grant funding.
- It is the responsibility of the grant applicant to notify the Growth and Community Development Services that the project is complete and ready for inspection by the Heritage Officer.
- A Heritage inspection should be arranged and completed prior to submission of the Grant Summary Form as outlined below.
- The Heritage Officer will inspect and photograph the completed work to ensure that it shows good craftsmanship and complies with the Certificate of Appropriateness [Heritage Permit].
- The inspection must be completed by November 30. Allow two weeks for the inspection to be scheduled and completed.

## GRANT SUMMARY FORM

- The Grant Summary Form is required to be completed and submitted once the project work related to the grant application is complete in order to receive grant funding.
- Grant Summary Forms are accepted throughout the year up until **November 30**.
- The Grant Summary Form should include the following information and attached documents:
  - Using the space provided, an itemized summary of the invoices and receipts that correspond to the work outlined in the Certificate of Appropriateness with the amounts stated pre-HST;
  - Legible photocopies of all invoices and receipts included in the summary with proof of payment;
  - Signature of the applicant, the legal owner of the property, and contractors who performed the project.
- Applicant must assert that a building inspection (if required) and heritage inspection have been requested and completed to the best of their knowledge.
- It is the responsibility of the applicant to ensure that the itemized summary is complete, accurate, and legible.
- Grant Summary Forms are reviewed when received and applicants will be notified through written communication within 60 days of submission whether the form is approved, with attached cheque, or whether it has been denied.

## PAYMENT OR DENIAL OF GRANT FUNDING

- Whether the applicant receives grant funding depends on successful building and heritage inspections and a properly completed and approved Grant Summary Form.
- The City will release grant funding payments within 60 days after submission of the Grant Summary Form provided all requirements are met.
- Wait list applicants will be notified by letter after the November 30 deadline about the status of their submission.

Heritage Services | Growth and Community Development Services

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If you have any questions or concerns Heritage Staff can be contacted at:

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