

TOWN OF PARRY SOUND

FACADE IMPROVEMENT PROGRAM

Application Process

During each year's budget process, Council will determine and approve the allocation of funds to the Facade Improvement Program.

The availability of grant money maybe limited to the total amount of funding that has been allocated to the Facade Improvement Program.

The Facade Improvement Program will be advertised twice per year, in February and September.

Council and the Application Review Committee reserve full right to either approve or reject any application.

1. Application for grants under the Facade Improvement Program shall be forwarded to the Application Review Committee c/o, the Economic Development Project Manager.
2. Where the applicant is not the building owner, the application must include approval from the building owner, authorizing the improvements.
3. The Application Review Committee will consist of the following:
 - Economic Development/Project Manager
 - Director of Community Development
 - Downtown Business Association Member
 - Business Retention/Expansion Team Member
 - Council Member
 - one lay appointee
4. The Town's Community Development and Finance Departments will confirm that the subject property does not have tax arrears or outstanding orders against it.
5. The Application Review Committee may request a site visit to fully assess the application.
6. The Application Review Committee will review each application to confirm that the proposed work conforms with all Town By-laws.
7. The Application Review Committee shall forward a recommendation to Council,

for their consideration. The applicant will be notified of the date when the recommendation will come forward to Council.

8. Upon approval, the Application Review Committee will mail the applicant (or the property owner if different than the applicant), the standard Letter of Agreement with an outline of the grant details. The Letter of Agreement is to be signed and returned to the Town of Parry Sound within 30 days.
9. Prior to commencing with any improvements, the applicant must obtain all necessary municipal permits. Building permit fees and other planning fees, if applicable, will be reimbursed once the work has been initiated.
10. All work completed by the applicant shall be in accordance with the Letter of Agreement and the requirements of the building permits and applications.
11. Upon completion of the project, the applicant shall submit copies of all invoices (stamped paid), and/or receipts pertaining to the approved improvements, to the Economic Development/Project Manager. The Chief Building Official will inspect the completed work to ensure compliance with the commitment agreement. The Chief Building Official may obtain assistance from the Application Review Committee.
12. 50% of the grant will be paid to the applicant once the application has been approved. The balance of the grant will be paid within 30 days of receipt of the paid invoices, as indicated above.