



**DOWNTOWN
MAPLE RIDGE**
Business Improvement Association

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2023 FAÇADE IMPROVEMENT PROGRAM APPLICATION

Application Deadline: April 14, 2023. Applications received after this date will be considered if grant monies are still available.

Date: _____	Applicant is the: <input type="checkbox"/> Property Owner <input type="checkbox"/> Business Owner
Applicant Name: _____	Phone: _____ Fax: _____
Address: _____	Email: _____
City: _____ P.C. _____	

Property Address: _____

Legal Description of the property where the project will occur:

Please attach a detailed description of the improvements that are proposed. Attach supporting materials including a description of the project, photos of the existing building façade, drawings of the proposed improvements (if applicable), two (2) quotes, a detailed line item budget and a project schedule. Please ensure all attachments are clearly labelled.

Total Cost of Improvements: \$ _____

Grant requested: \$ _____

Approximate Date Project Construction will begin: _____ Proposed Completion Date: _____ Deadline Dec.31, 2023

BUILDING INFORMATION:

To your knowledge is the building a *Heritage Building*? ☐ YES ☐ NO ☐ UNKNOWN Number of Stories: _____

Total Square Feet : _____ Square Feet / Storey: Ground: _____
First: _____
Second: _____
Third: _____

Total Square Feet Vacant : _____

Current use: ☐ Retail ☐ Restaurant ☐ Office ☐ Service ☐ Other Commercial ☐ Residential ☐ Other
(please tick all appropriate boxes)

I understand that my submission of an application does not constitute a guarantee for funding under the Façade Improvement Program. I certify that all information is true and accurate to the best of my knowledge and, if approved, work will be completed in accordance with terms and conditions of the Performance Agreement entered into with the DMRBIA and City of Maple Ridge.

Applicant Signature

Office Use Only

Date Rec'd: _____ Date of Application Review: _____

Application Complete: ☐ YES ☐ NO (If no, provide details)

Decision: ☐ APPROVED ☐ APPROVED / CONDITIONS ☐ NOT APPROVED

Amount of Grant: \$ _____

PLEASE ATTACH THE FOLLOWING ITEMS:

- | | | |
|--|--|---|
| <input type="checkbox"/> Copy of Property Title | <input type="checkbox"/> Project Description | <input type="checkbox"/> Photos of the existing building façade |
| <input type="checkbox"/> Sketch/illustrations/drawings of the proposed improvements, incl. colour scheme | <input type="checkbox"/> Detailed line item budget | |
| <input type="checkbox"/> Project schedule (Start and End Date) | <input type="checkbox"/> Two (2) Contract Quotes | <input type="checkbox"/> Description of materials |

Note: Information collected in this application form is confidential & collected for the purpose of administering the Façade Improvement Program and to maintain communications as considered necessary. Please note that the name & location of the building and façade improvement designs may be released to various organizations, the media, and the public if the applicant receives a grant under the Façade Improvement Program.

ELIGIBILITY REQUIREMENTS

- Eligible buildings must be located within the Downtown Maple Ridge Business Improvement Association (DMRBIA) Area.
- The applicant must be the property or business owner, with property owner's written consent.
- Grants are only paid upon completion of the pre-approved façade improvement project.; applications submitted after project is completed (or started) are not eligible.
- Maximum grant is 50% of cost of eligible improvements, maximum of \$10,000 per building façade (Max \$20,000 if corner).
- Only projects which meet the list of eligible improvements, or are otherwise deemed eligible upon review by the Project Review Committee may be eligible to receive a grant.

PROCEDURE

- All applicants are encouraged to directly connect with the DMRBIA prior to formally submitting their application to discuss the program process, project design, and eligible improvements.
- Completed application submitted to the DMRBIA.
- Pre-construction inspection conducted by the Project Review Committee.
- The Project Review Committee reviews the application and will either approve, approve with conditions or refuse an application at its discretion. Additional information may be requested.
- A Performance Agreement is entered into between the successful applicant and the DMRBIA, which will include a detailed description of the project, total cost of the project, list of eligible project expenses, start and completion dates of the project (completion must occur by December 31, 2023), amount of the grant awarded, and any conditions.
- Project construction begins.
- Applicant provides to the DMRBIA a Certificate of Completion signed by the applicant and contractor or architect, copies of all bills pertaining to the project, proof of payment, and proof of final inspection (where required) + "after pictures".
- Completed project is inspected by the Project Review Committee.
- Applicant is issued a cheque.

ELIGIBLE FAÇADE IMPROVEMENTS

Façade and storefront features eligible to be renovated, restored, or redesigned with grant dollars include:

Exterior Walls	Windows	Exterior Architectural Details	Landscaping Elements
Doors	Storefronts	Exterior Decorative Details	Exterior Security Lighting
Entranceways	Awnings	Design, Architectural, Engineering Fees	Façade Cleaning & Painting
Exterior Signage*	Patio Areas	Moldings/Trim/Cornices	Laneways

***NO vinyl stick on signs**

GRANT APPROVAL

- All project proposals are subject to a comprehensive review of the building storefront and façade, must meet high quality standards, and must reflect the spirit and intent of the Façade Improvement Program Guide.
- Submission of an application is not a guarantee of funding approval or a specific grant amount.

GRANT REIMBURSEMENT PROCESS

- The applicant must provide the following to the DMRBIA for reimbursement:
- A Certificate of Completion signed by the applicant and contractor or architect;
- Copies of all bills pertaining to the project and proof of payment (copies of credit card receipts or cancelled cheques);
- Proof that the improvements have passed final inspection (where required) and meet all District of Maple Ridge requirements including zoning, building and safety code (where required);
- Project inspection completed by Project Review Committee;
- Applicant is issued a cheque.

IMPORTANT

- Full details of this program are contained in the Façade Improvement Program Guide.
- The Applicant must obtain all necessary development, building and sign permits and is encouraged to consider the additional time required to obtain such permits.
If the proposed improvements significantly alter the external building appearance (i.e. changes to existing materials, form & character) and/or if the work value is greater than \$25,000 the applicant will be required to submit a Development Permit Application from the City of Maple Ridge and will have to refer to the Maple Ridge Town Centre Development Permit Area Guidelines.