

*Town of Petrolia*  
*Celebrating our Heritage. Investing in Our Future*



***Downtown Historic Facade Restoration Grant Program***  
***Grant Details and Application Procedures***

**Background**

The Town of Petrolia Council has adopted a new Strategic Plan with the vision of **“Celebrating our Heritage. Investing in our Future”**

The downtown core is rich in Victorian character with traditional and authentic detailing. However, some of this has been lost through the passage of time and these features must be restored to provide an improved image for the Petrolia. Facade improvements in accordance with the Victorian theme and character of our heritage will enhance the image of the downtown and Petrolia as a whole.

To assist property owners and merchants with restoration work, the Town of Petrolia in conjunction with the Petrolia Heritage Committee has implemented the **“HISTORIC FACADE RESTORATION GRANT PROGRAM”**

**a) Project Term**

The term of the Historic Facade Restoration Grant Program shall be determined on an annual basis by Council in conjunction with the setting of the Operating Budget.

**b) Amount of Grant**

The maximum amount of grant shall be 50% of the cost of facade improvements up to a maximum of \$10,000 per property. The value of the project must be at least \$2000, in order that the grant may amount to a minimum of \$1000.

A single property is eligible for grants on more than one occasion during the lifetime of the program at the sole discretion of Council and the Heritage Committee and will be considered on its merit along with other applications in the year applied for.

### **c) Project Selection Criteria**

Eligible Projects: Work that conserves and / or restores the historic façade of a building is eligible for grant assistance. The main intent of this work is to ensure the integrity of the façade and to conserve its heritage value.

When reviewing applications for funding, the Strategic Master Plan, prepared by Urban Design Consultants, 1994, shall guide the Historic Facade Restoration Grant Program.

#### Eligible Properties:

Building owners and tenants of buildings who operate a business in the Town of Petrolia may apply for grants under the Historic Facade Restoration Grant Program. Any applicant who does not own the property subject to the improvements must provide written authorization to proceed with the application from the owner.

All non-residential and mixed-use buildings located within the area identified by Council as the "Heritage Sensitive Area" and as defined in this program are eligible for a grant, subject to conformity of the proposed project as described in the categories of eligible work.

All residential properties within the "Heritage Sensitive Area" that have been designated as a Heritage Property are eligible for a grant, subject to conformity of the proposed project as described in the categories of eligible work.

Structural or facade improvement projects undertaken properties listed on the Heritage Register or designated under the Ontario Heritage Act (consistent with the designation and in accordance with the recommendations of the Heritage Committee) will be given highest priority under this program.

Notwithstanding the Program criteria, at their sole discretion, the Town in conjunction with the Heritage Committee may consider other projects which have heritage merit and meet the overall intent of the program.

The designated area encompass buildings on the north side of Petrolia Line from Kerby St. to the bridge at Bridgeview Park and on the south side of Petrolia Line from Princess St. to the bridge at Bridgeview Park.

Eligible facades are those which are adjacent to or easily visible from a public street or area.

In the event that the grants requested exceed the moneys available, priority may be given to projects with the following attributes:

- Location within the “Heritage Sensitive Area”
- Restoration of original elements such as parapets and cornices
- Landowner investment commitment exceeding 50% of the value of the project.

### **Examples of eligible work**

- Conservation and /or repair of existing building elements. (This would include repair of deteriorated original elements such as doors and windows, walls and other significant features on the building’s facade)
- Reconstruction of architectural features that still exist but which are beyond conservation or repair
- Restoration of architectural features which have been lost but where the appearance can be clearly determined from documented sources
- More specifically, eligible projects may include the repair, reconstruction or restoration of significant features such as doors, windows, historically significant walls, shop fronts, cupolas, towers, barge board or other decorative trim
- Examples of facade improvements include masonry cleaning, restoration and stabilization
- Repair, re-pointing and cleaning of masonry work is eligible only if the materials and methods used will not cause harm to the historic masonry
- In repair and re-pointing work, relatively soft mortars **MUST** be used. All cement content must be white cement to avoid introducing harmful salts. Re-pointed areas are to match the historic mortar in color, texture, joint width and profile. Old, defective mortars are to be cut out using hand tools only (power saws or discs may be used for partial cutting out of hard cement mortars).

### **Ineligible Projects**

- Work on modern doors and windows unless appropriate replicas of the original are used; double glazing of original historic windows, modern eaves, roofing or rainwater leaders; the insulation of historic buildings, interior work; short term maintenance or landscaping
- Installation of storefront awnings; replacement of signs
- Masonry work using non-reversible materials such as epoxies is not eligible

- Application of water repellent coatings is not eligible
- Grants are not available for sandblasting
- Properties and buildings with any tax arrears do not qualify
- Properties with outstanding work orders will only be considered if the work outlined in the application addresses the work order and the objectives of the Facade Restoration Grant Program
- Expansion or rehabilitation of legal non-conforming uses is not eligible
- Additions to buildings are not eligible for incentives under this program.

#### **d) Grant Commitment**

To obtain a commitment for a grant, the property owner must submit a detailed proposal and three estimates for consideration by the Downtown Historic Facade Restoration Grant Program Committee, prior to commencement of the improvement works. In the event that the nature of the work makes it impossible to get three (3) quotes, consideration will be given with a lesser number of quotes.

The Petrolia Heritage Committee has been delegated the authority by Council to review applications and make recommendations to Council on all requests for funding through the program.

Outlined below are the deadline requirements for applications under the Downtown Historic Facade Restoration Grant Program:

- Letter of intent to complete work must ***be received no later than February 28<sup>th</sup>*** of the year the work is to be completed
- Applications and quotes must ***be received no later than June 30<sup>th</sup>*** of the year the work is to be completed
- The commitment will lapse if a notice of completion of the improvement works has not been received within eight months of the date of commitment. An extension of up to four months may be granted by the Heritage Committee following receipt of a written request by the property owner explaining the reasons for the extension and providing a new date of completion

***Work completed prior to the application being approved is not eligible for a grant.***

**e) Letter of Understanding**

The property owner who receives a commitment will be required to execute a letter of understanding which includes terms and conditions of the grant.

**f) Payment**

The Town will provide funding following receipt of a notice of completion of the works, submission of paid invoices and inspection by the Building Inspector and the Chair of the Petrolia Heritage Committee or a member of the Committee as designated by the Chair.

*Town of Petrolia*  
*Downtown Historic Facade Restoration Grant Program*  
*Letter of Understanding*

I \_\_\_\_\_ who have applied for a grant under the Town of Petrolia Downtown Historic Facade Restoration Grant Program agree to the terms of the grant program and further understand that in order to be eligible for the grant I /we declare the following:

- The Property Taxes for the grant property are paid in full
- There are no outstanding work orders on the property. (Building Dept.)
- There are no outstanding work orders on the property (Fire Dept.)
- No outstanding By-Law enforcement matters (including property standards)
- Conforms to Zoning By-law
- Business License has been obtained.

I further understand the maximum amount of grant shall be 50% of the cost of facade improvements up to a maximum of \$10,000 per property. The value of the project must be at least \$2000, in order that the grant may amount to a minimum of \$1000, and;

That payment of the grant will occur upon completion of the project and submission of the paid invoices for the improvements.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Owner or Tenant**

\_\_\_\_\_  
**Please print name here**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Town of Petrolia Representative**

\_\_\_\_\_  
**Please print name here**

*Application Form*  
*Town of Petrolia*  
*Downtown Historic Facade Restoration Grant Program*

Address of Property

\_\_\_\_\_

Name of Property Owner \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-mail address \_\_\_\_\_

Applicant (if different from the owner)

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-mail address \_\_\_\_\_

General Description of Proposed Facade Improvement Works

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I am attaching the following drawings or other material to illustrate the proposed facade improvement works:

\_\_\_\_\_

\_\_\_\_\_

I am attaching a copy of three estimates from building contractors or trades people for all facets of the eligible works, as summarized below.

Improvement	Estimate 1 (incl. GST)	Estimate 2 (incl. GST)	Estimate 3 (incl. GST)
<b>Total</b>			

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Owner or Tenant

\_\_\_\_\_

Please print name here

**Owner Authorization**

*Note: to be signed by Owner only if a Tenant is the applicant.*

I am attaching a copy of three estimates from building contractors or trades people for all facets of the eligible works, as summarized below.

As of the date of this application, I am the registered owner of the lands described above. I authorize the submission of this application by:

Please print name of Tenant \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Owner

\_\_\_\_\_

Please print name here

\_\_\_\_\_



**Application Checklist**

The following is a checklist designed to assist the applicant and to accelerate the application process.

**REQUIRED FOR APPROVAL**

	<b>Yes</b>	<b>No</b>	<b>Notes</b>
<b>Property Taxes paid in full</b>	_____	_____	_____
<b>No outstanding work orders (Building Dept.)</b>	_____	_____	_____
<b>No outstanding work orders (Fire Dept.)</b>	_____	_____	_____
<b>No outstanding By-Law enforcement matters (including property standards)</b>	_____	_____	_____
<b>Conforms to Zoning By-law</b>	_____	_____	_____
<b>Business License has been obtained or a Professional Service (Physician, Dentist, Chartered Accountant, Lawyer Registered Massage Therapist, Chiropractor etc.) which does not require a Business license</b>	_____	_____	_____