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## CITY-WIDE FAÇADE IMPROVEMENT PROGRAM GUIDE

### INTRODUCTION

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The City-Wide Façade Improvement Program (FIP) is a City of Duncan initiative to promote business revitalization by encouraging building owners to invest in storefront upgrades. The objective of this program is to make significant improvements to the appearance of our streetscapes while creating an enjoyable walking environment. This program targets businesses not currently included in the Downtown Duncan Business Improvement Area, which has a similar program.

Council approved \$10,000 in 2021 for the Façade Improvement Program, which may provide a grant up to 50% of the cost of eligible improvements to a maximum of \$1,000 per application, per project, per year. Applicants will be assessed and approved on a first come first served basis.

### ELIGIBILITY

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#### ELIGIBLE APPLICANTS

- The applicant may be a business or property owner in the City of Duncan and not currently a member of the Duncan Downtown Business Improvement Area. A tenant will require the building owner to consent on the application.
- All property tax, utilities, and business licence fees must be paid for the current year.

#### ELIGIBLE FAÇADE IMPROVEMENTS

The Façade Improvement Program is primarily focused on the appearance of the properties in relationship to the street, the storefront, or thoroughfare. Eligible improvements may renovate, restore or re-design business frontages including:

- Exterior architectural or decorative details such as moldings/trims/cornices
- Windows and window openings, including awnings
- Exterior lighting to building and/or doorway openings
- Signage (excluding sandwich boards)
- Façade repairs and painting
- Landscaping elements
- Patio spaces

### PROCESS

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Façade improvements **may** require a Development Permit, depending on the extent of the work you are considering. Applicants may also need to obtain necessary Building and/or Sign Permits. You will be contacted by the Corporate Services Department to notify you if further steps are required.

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## APPLICATION, APPROVAL, & REIMBURSEMENT PROCESS

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### 1. Make application to the City-Wide Façade Improvement Program.

**1.1** Application reviewed for completeness, in good standing, landlord signatures, and project description. (Corporate Services and Finance). Scan to application file.

**1.2** Application reviewed for need for a Development Permit, and/or Sign Permit. (Planning Department)

**1.3** Application reviewed for need for a Building Permit. (Building Department)

### 2. Application Approval. Notify Applicant of permit needs, if any. (Corporate Services)

**2.2 (a)** Permits not Required

**2.2 (b)** Permits Required: Submit Development Permit (DP), Sign Permit, and/or Building Permit Application

### 3. Move forward with Façade Improvements.

**3.1** Submit expenditure list with receipts and photos.

**3.2** 50% reimbursement of costs, up to \$1000 issued.

**4.** Successful projects will be celebrated on the City of Duncan website, and City publications with the expressed permission of the applicant.

#### Questions?

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