

**General Information**  
**Pickering Village Community Improvement Plan**  
**Façade Improvement Grant & Sign Grant**

**Façade Improvement Grant**

**What is the program?**

The Façade Improvement Grant Program provides property owners within the Pickering Village Community Improvement Plan (CIP) Area a financial incentive to undertake restoration or upgrades to their building and property.

The main focus is on improvements to the building that is visible from the street or public spaces. The Town encourages applicants to restore original building features and storefronts, including windows and decorative elements such as fascia, trim, cornices, parapets etc.

**Who can apply?**

The Façade Improvement Grant Program will only be made available to the following commercial, institutional, residential and mixed used properties in order of priority:

1. Properties designated under Part IV (individual designation) of the *Ontario Heritage Act* within the CIP Area and properties within the Pickering Village Heritage Conservation District, designated under Part V of the *Ontario Heritage Act*.
2. Properties listed on the Town of Ajax Heritage Inventory within the CIP Area.

**When is the application window?**

- The application window is from January 15 to March 15.
- For properties designated individually (Part IV) or within the Pickering Village Heritage Conservation District (Part V), applications will be processed on a first come, first serve basis within this application window upon receipt of a completed application.
- For properties listed in the Town of Ajax Heritage Inventory within the CIP Area, applications are subject to the application deadline (March 15) and will be processed and evaluated after the deadline, subject to available funding.
- Applications will continue to be accepted after the March 15 deadline and will be evaluated and awarded on a first come, first serve basis (no prioritization applies), subject to available funding.

### **What funding is available?**

- A grant equal to 50% of the eligible costs to a maximum of \$10,000 per building:
  - For exterior façade improvements & structural or weather/water proofing repairs to the front, exterior side yard and interior side yards visible from the street or public space.
- An additional grant equal to 50% of the eligible costs to a maximum of \$5,000 per building:
  - For structural or weather/water proofing repairs to maintain overall building integrity.
  - For commercially zoned and operated properties, accessibility upgrades to access building entrances for interior side yards or rear yards not visible from the street.
- A grant equal to 50% of the eligible costs to a maximum of \$30,000 per building with multiple storefronts and/or frontages (i.e. the south side of Old Kingston Road):
  - The majority of the funding shall be devoted to front and exterior side yard improvements unless funding is for structural or weather/water proofing repairs to maintain overall building integrity.

### **What improvements are eligible for the grant?**

- Restoration of original details including windows, doors, storefronts, cornices, eaves, trim, shutters, parapets and other architectural features;
- Structural/safety replacement and repair for exterior façades;
- Repair/replacement of awnings;
- Addition of decorative lighting/upgrading of existing fixtures on exterior façade and in entrance and storefront display areas;
- Cleaning/painting of façade visible from adjacent streets and public walkways;
- Entrance modifications, including the installation of ramps for accessibility purposes;
- Hard landscaping such as walkways, permanent planters, pavers for entranceways, entrance features, decorative/ornamental fencing;
- Water/flood/weather proofing;
- Structural repairs to exterior walls, foundations, porches, balconies; and
- Other similar repairs/improvements which the Town, in its sole discretion, determines are important to incorporate as an integral part of the total façade improvement design.

**Note:** Any work commenced prior to receiving Façade Improvement Grant approval is not eligible for funding under this program.

### **What improvements are ineligible for the grant?**

- Roof repairs/replacement (unless considered a decorative element of the building) at the discretion of the Town;
- Insulation;
- Renovation or restoration of building interiors;
- Security systems;
- Sandblasting and high-pressure water blasting of brick;
- Painting of historic masonry; and
- Driveway paving/widening for parking areas.

### **What are the urban design principles?**

- Sensitivity to existing streetscape with respect to scale, proportions, materials, colour, signage and architectural detail;
- Preservation/restoration of original façade (i.e. windows, storefronts, doorways);
- Restoration of windows to original style;
- Replacement of windows using similar materials and profile;
- Use of original/authentic materials and historic colours where feasible;
- Cleaning, repainting of painted surfaces and replacement of original brick as required;
- Preservation, restoration of architectural detail;
- Well-designed signage in proportion to building scale; and
- Sensitivity of the project to the appearance of the entire streetscape.

### **What is the approval process?**

- Pre-consult with Planning and Development Services staff to ensure project eligibility.
- Complete the Façade Improvement Grant Application form and submit to Planning and Development Services (Planning Section) for review.
- The project may also require a Heritage Permit, Building Permit, Site Plan, Site Plan Amendment or other approvals. Planning and Development Services staff can assist with determining if further approvals are required.
- The Applicant is responsible to consult with the Town's Heritage Advisory Committee, where required, prior to Application submission.
- If the application requires a Site Plan or Site Plan Amendment, a formal pre-consultation process in accordance with the *Planning Act* will need to be completed.
- Subject to not requiring other approvals, a Façade Improvement Grant application that has been deemed complete, will be awarded within one month of submission for Part IV and Part V properties.
- The Applicant will be required to enter into an agreement with the Town of Ajax outlining the approved grant amount and eligible work.

### **When does the work need to be completed?**

- All work must be completed by November 30 of the calendar year for which it was approved.
- All invoices must be paid and submitted to the Town and final inspection must be completed by December 15 of the calendar year for which the grant was approved.
- The grant will expire if the work has not been completed, invoices have not been paid or final inspection has not been signed off.

### **What types of supporting documents are required?**

- Drawings – Architectural drawings and elevations showing the proposed changes to the structure including colour schemes
- Materials – samples or specifications (brochures) of materials to be used
- Photographs – of existing building and neighbouring buildings or streetscapes if required, historical photographs may be beneficial if available
- Site Plans / Surveys – showing existing and proposed structures on the property, setbacks to property lines and any changes to the layout of the property

## **Sign Grant**

### **What is the program?**

Signage plays a major role in a neighbourhood's distinctive identity and character. Therefore, the Sign Grant Program promotes the establishment of new signage and improvements to existing signage to further showcase the historic buildings and create an attractive streetscape in Pickering Village.

An applicant participating in the Façade Improvement Grant Program is also eligible to receive the Sign Grant.

### **Who can apply?**

The Sign Grant Program will only be made available to the following commercial and institutional properties in order of priority:

1. Properties designated under Part IV (individual designation) of the *Ontario Heritage Act* within the CIP Area and properties within the Pickering Village Heritage Conservation District, designated under Part V of the *Ontario Heritage Act*.
2. Properties listed on the Town of Ajax Heritage Inventory within the CIP Area.
3. All other commercial and institutional zoned properties within the CIP Area.

### **When is the application window?**

- The application window is from January 15 to March 15.
- For properties designated individually (Part IV) or within the Pickering Village Heritage Conservation District (Part V), applications will be processed on a first come, first serve basis within this application window upon receipt of a completed application.
- For properties listed in the Town of Ajax Heritage Inventory within the CIP Area and all other commercial and institutional zoned properties, applications are subject to the application deadline (May 1) and will be processed and evaluated after the deadline in order of priority above, subject to available funding.
- Applications will continue to be accepted after the May 1 deadline and will be evaluated and awarded on a first come, first serve basis (no prioritization applies), subject to available funding.

### **What funding is available?**

- A grant equal to 50% of the eligible costs to a maximum of \$2,000 per storefront
- For a subsequent replacement sign by a new owner/operator, a grant equal to 50% of the eligible costs to a maximum of \$1,000 per storefront.

### **What improvements are eligible for the grant?**

- Cost for fabrication and installation of appropriate new signs or improvements to existing signs in accordance with the Permanent Sign By-law.
- Decorative lighting improvements associated with the signage such as goose neck lighting.

**Note:** Any work commenced prior to receiving Sign Grant approval is not eligible for funding under this program.

### **What improvements are ineligible for the grant?**

- Replacement of internally illuminated signs.

### **What are the urban design guidelines?**

- Signs should not block architectural features;
- Signs should be placed in traditional locations such as above the storefront or a stand-alone ground sign;
- Use of traditional materials such as wood or canvas are encouraged, while modern plastics or vinyl shall be avoided;
- Use of appropriate font or letter styles;
- Use of frosted glass or tasteful window signs; and
- Prohibition of obsolete or internally illuminated signs.

### **What is the approval process?**

- Pre-consult with Planning and Development Services staff to ensure project eligibility.
- Complete the Sign Grant Application form and submit to Planning and Development Services (Planning Section) for review.
- Complete the Sign Permit (Building Permit) Application form and submit to Planning and Development Services (Building Section) for review and approval.
- The project may also require a Heritage Permit if the sign is located on a property within the Pickering Village Heritage Conservation District or designated individually under the *Ontario Heritage Act*.
- The Applicant is responsible to consult with the Town's Heritage Advisory Committee, where required, prior to Application submission.
- Subject to not requiring other approvals, a Sign Grant application that has been deemed complete, will be awarded within one month of submission for Part IV and Part V properties.
- The Applicant will be required to enter into an agreement with the Town of Ajax outlining the approved grant amount and eligible work.

**When does the work need to be completed?**

- All work must be completed within six months of the approved Sign Permit application (sign permits are valid for six months).
- Regardless, all applications must be completed by November 30 of the calendar year for which it was approved.
- All invoices must be paid and submitted to the Town and final inspection must be completed by December 15 of the calendar year for which the grant was approved.
- The grant will expire if the work has not been completed, invoices have not been paid or final inspection has not been signed off.

**What types of supporting documents are required?**

- Drawings – Architectural drawings and elevations showing the size, height, location and installation of the sign on the building
- Materials – samples or specifications (brochures) of materials to be used
- Colour Schemes – showing the colour palette and how it fits in with the building
- Photographs – of existing building and any historical photographs may be beneficial if available
- Site Plans / Surveys – showing existing and proposed structures on the property, setbacks to property lines and any changes to the layout of the property

# Pickering Village Community Improvement Plan Area

