

**Please submit application to:
Economic Development
Department**

City Hall 5 Park Street
P.O. Box 1080 Corner Brook, NL A2H 6E1
t. 709-637-1558
e. business@cornerbrook.com

Deadline: Until total tax credit is disbursed

This program is designed to improve the appearance of commercial buildings and properties in Corner Brook.

Address of Property: _____

Property Owner
and/or
Business Owner

Name of Applicant:

Mailing Address of Applicant: _____

Telephone: _____

Fax: _____

Email: _____

Please check one:

Tenant
Owner

Program Guidelines

- 1) Eligible properties must have a commercial use at street level in the front of the building.
- 2) Places of worship, institutions, and residential buildings are ineligible for the program. The only exceptions will be the residences on West Street that are attached to commercial properties in the Andrew Cobb designed multi-unit townhouses.
- 3) Properties with outstanding work orders or taxes from the City of Corner Brook are ineligible until all outstanding orders and tax payments are resolved.
- 4) **Applications must include a minimum of 3 of the eligible front facade improvements listed below.**
 - a) Exterior painting (not including painting of brick). Replacement of wood siding or installation of vinyl siding that looks like wood:
 - b) Replacement of doors or windows on any level of the front facade of the building
 - c) Replacement or repair of cornice, parapets and other architectural features
 - d) Brick cleaning treatments such as power washing
 - e) Re-pointing of brick masonry
 - f) Installation or replacement of awnings or canopies
 - g) Installation and improvement of signage
 - h) Installation or upgrading of exterior lighting features
 - i) Re-design of storefront
 - j) Installation of wheelchair ramps
 - k) Landscaping as per City of Corner Brook's landscaping standards
 - l) Other improvements as agreed to by the Planning & Development division, City of Corner Brook

OR

- 5) **Applications will also be accepted for Landscaping improvements only, as per City of Corner Brook's landscaping standards**
- 6) For Central Business District buildings, facade improvements should enhance original architectural character of the buildings. (See resources provided for complete historic color schemes, heritage style awnings, signage, etc.)
 - a) Colours have to be historic, use a tri-colour scheme, and be approved by the evaluation committee
 - b) Doors and windows can be modern material but in historic style
 - c) Awning, lighting, signage should also be in appropriate historic style
- 7) Approved projects must be completed and have required information submitted by December 1st, 2016.

Application requirements (Complete application form):

- Description of proposed improvements (note must be 3 front facade improvements from criteria #4 or 1 from criteria #5 above.)
- Photograph of existing façade and/or landscaping
- Sketch of proposed façade and/or landscaping
- Two independent detailed contractor estimates for each front façade and/or landscaping improvements.
- **Incomplete applications will have to be re-submitted and evaluated as a new application as of the date of re-submission.**

Application approval:

City staff will be available for consultation on proposed design prior to submission.

An evaluation committee will judge the applications in terms of design and impact in the area.

Applicant must receive approval from the City of Corner Brook prior to commencing work. Work already begun or completed on the property prior to receipt of approval is ineligible for the tax credit.

The property owner or leaseholder will sign an agreement with the city on the proposed work and the amount of approved tax credit. The work must be completed by December 1st, 2016. The applicant will be required to verify the work has been done and the costs incurred, by submitting paid invoices, before the tax credit can be applied.

If the front façade and/or landscaping improvements were not completed in 2016, approval into the program will not extend into the following year.

Tax credit calculation

While the renovations planned may include work for the entire exterior, the program will only consider costs for the front facade and/or landscaping as part of the tax credit calculation.

The renovations will be valued without including the HST.

The application must include 2 estimates for each front facade and/or landscaping improvements. The credit will be based on the lowest estimate. Or in the event that the actual costs incurred were less than the lowest estimates, the credit will be based on the actual costs. If actual costs incurred are more than the lowest estimate, the tax credit will be based on the lowest estimate submitted.

Building Permits

Please note a building permit and its related processes will be required though the fee is waived for the front façade and/or landscaping improvements.

If you are undergoing extensive renovations, we recommend you consult with Service NL regarding the provincial government's requirements around building accessibility. Visit <http://www.gs.gov.nl.ca/licenses/building/badr.html> or phone 637-2204

Description of Proposed Improvements

Please note as per program guideline #4 or #5 on page 2, you must do either 3 front façade improvements or one landscaping improvement.

Describe each improvement per page 4, 5, & 6. If making more than 3 improvements please copy this page.

Below describe in as much detail as possible the proposed improvement. For example if window, describe location, style, colour, etc.

Estimated cost of proposed Façade and/or landscaping improvements

Contractor 1: \$

Contractor 2: \$

***Please attach copy of quotes.**

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2016 Business Improvement Program

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Estimated cost of proposed Façade and/or landscaping improvements

Contractor 1: \$ _

Contractor 2: \$ _

***Please attach copy of quotes.**

The Before & After

**Please place photo of
existing front of building and/or landscape**

**Please place sketch of
proposed front of building and/or landscaping**

Please place a detailed drawing/sketch of the proposed improvements in the box provided above or attach a drawing. Provide notes on the drawing to show the 3 or more front façade and/or landscape improvements.



Estimated cost of proposed improvements

Total Cost of improvements

Lowest Cost Estimate

Improvement # 1.

Improvement #2.

Improvement #3.

Total: \$ _____

***If doing more than 3 improvements, please add lowest cost estimate of all improvements.**

***Please attach copy of quotes**

CHECKLIST

PLEASE SUBMIT APPLICATIONS TO:

Business Development Department, 2nd Floor, City Hall
City of Corner Brook
5 Park Street
P.O. Box 1080
Corner Brook, NL A2H 6E1
t. 709-637-1508 f. 709-637-1627 e. business@cornerbrook.com

Documents to be submitted with the completed application form:

- 2 contractor estimates for each improvement
- Photograph of the current façade and/or landscape
- Sketch and/or architectural drawing of the proposed façade and/or landscaping

Note:

- Please submit the application form to our office with the above mentioned documents.
- Our office will contact you with the results of our Review Panel
- Please review the [City of Corner Brook's Landscape Standards](#)
- No proposed work on the façade and/or landscaping should commence prior to written confirmation of the tax credit.
- Incomplete applications will be returned to applicant for re-submission.

For office use only

- All pertaining documents received
- Taxes paid in full
- Photos of existing & sketch of proposed improvements
- Estimates attached