



# 2017

**Business**

**Improvement**

**Program**





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## Program Guidelines

1. Eligible properties must have a commercial use at street level in 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 at least three (3) eligible front façade improvements from the following list:
    - 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 façade 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
- ALTERNATIVELY,**
5. Application will also be considered for Landscaping improvements only, as per City of Corner Brook's [Landscaping Standards](#).
  6. For Central Business District buildings, façade improvements should ensure maintaining original architectural character of the building.
  7. The tax credit will be limited to the lowest of:
    - a) 50% of actual expenses on façade improvement (net of HST)
    - b) Annual property tax for 2017
    - c) \$10,000
  8. Carry forward of tax credit to future years is not permitted
  9. A property can be considered only once under BIP.
  10. Approved projects must be completed and all required information submitted by December 15, 2017.

## 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 15, 2017. The applicant will be required to verify the work has been done and the cost incurred, by submitting paid invoices, before the tax credit can be applied.

If the front façade and/or landscaping improvements are not completed by December 15, 2017, approval to 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 façade and/or landscaping for of the tax credit calculation.

The renovations will be valued without including the HST.

The application must include 2 estimates for each front façade 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 estimate, the credit will be based on the actual costs. If actual costs incurred were more than the lowest estimate, the tax credit will be based on the lowest estimate submitted.

## Building Permits:

A building permit and its related processes will be required though the fee for the front façade and/or landscaping improvements will be refunded, if the BIP tax credit is approved.

If you are undergoing extensive renovations, we recommend you consult with ServiceNL regarding the provincial government's requirements around building accessibility. Visit

<http://www.servicenl.gov.nl.ca/licenses/building/badr.html> or phone (709) 637-2200



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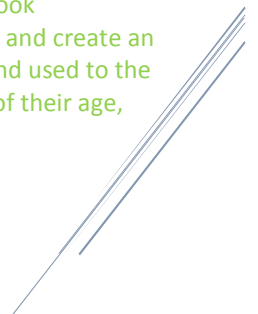


## Application Requirements (Complete application form):

- Applicant Information sheet
- Description of proposed improvements (must have 3 front façade improvements from criteria #4 or the criteria #5 under Program Guidelines)
- Photograph of existing façade and/or landscaping
- Sketch or artist's rendition 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

### ACCESSIBLE UNIVERSAL DESIGN- CONSIDER IMPROVING ACCESS WHEN RENOVATING

People who visit buildings and businesses come in all shapes and sizes, ranging from infants to seniors, with various ever-changing abilities and skills. The City of Corner Brook encourages you to design for greater accessibility and create an environment that can be accessed, understood and used to the greatest extent possible by all people regardless of their age, size and ability.



## Applicant Information

Address of Property:

Property Owner:

And/or

Business Owner:

Name of Applicant:

Mailing Address of Applicant:

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Please check one:

Tenant

Owner

## Description and Cost of Proposed Improvements

Please note as per program guideline #4 or #5 under Program Guidelines, you must do either 3 front façade improvements or the landscaping improvement.

Describe each improvement. If making more than 3 improvements please copy this page.

Below describe in as much detail as possible the proposed improvement. For example, for window improvements, describe location, style, colour, or other details.

### **Improvement #1**

Estimated cost of proposed façade and/or landscaping improvements (net of HST)

Contractor 1: \$

Contractor 2: \$

\*Please attach copies of quotes.



## Description and Cost of Proposed Improvements

Please note as per program guideline #4 or #5 under Program Guidelines, you must do either 3 front façade improvements or the landscaping improvement.

Describe each improvement. If making more than 3 improvements please copy this page.

Below describe in as much detail as possible the proposed improvement. For example, for window improvements, describe location, style, colour, or other details.

**Improvement #2**

Estimated cost of proposed façade and/or landscaping improvements (net of HST)

Contractor 1: \$

Contractor 2: \$

\*Please attach copies of quotes.

# Description and Cost of Proposed Improvements

Please note as per program guideline #4 or #5 on under Program Guidelines, you must do either 3 front façade improvements or the landscaping improvement.

Describe each improvement. If making more than 3 improvements please copy this page.

Below describe in as much detail as possible the proposed improvement. For example, for window improvements, describe location, style, colour, or other details.

**Improvement #3**

Estimated cost of proposed façade and/or landscaping improvements (net of HST)

Contractor 1: \$

Contractor 2: \$

\*Please attach copies of quotes.

# Estimated Total Cost of Proposed Improvements

Total Cost of improvements (net of HST)

Lowest cost estimate for each:

Improvement #1

Improvement #2

Improvement #3

Total: \$ \_\_\_\_\_

*\*Please attach copy of quotes.*

# Letter of Application

I/We are the owners(s) of the property at \_\_\_\_\_

And/or

I/We are the business owner(s) at \_\_\_\_\_

I/We apply for tax credit on the total project value \$ \_\_\_\_\_ for the purpose of commercial façade and/or landscape improvement to the building at \_\_\_\_\_

I/We will obtain all necessary permits required for or in respect of the proposed improvements.

I/We acknowledge that the completed improvements are subject to inspection by the City.

I/We certify that all taxes, water rates and other amounts owing to the city are fully paid and not in arrears.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_

\_\_\_\_\_  
Name of Corporation (if applicable)

## The Before & After

Please place photo of  
Existing front of building and/or landscape  
Or send by email ([bip@cornerbrook.com](mailto:bip@cornerbrook.com))

Please place photo of  
Existing front of building and/or landscape  
Or send by email ([bip@cornerbrook.com](mailto:bip@cornerbrook.com))

***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.***

## Checklist

### PLEASE SUBMIT APPLICATIONS TO:

Business Division  
City of Corner Brook  
5 Park Street, PO Box: 1080  
Corner Brook, NL A2H 6E1  
Tel. 709-637-1551 Fax. 709-637-1627 Email. [bip@cornerbrook.com](mailto:bip@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

### ***Please Note:***

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

#### For office use only

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

## Application Submission Information

**Please submit application to:**

**Business Division**

City of Corner Brook  
5 Park Street, PO Box 1080  
Corner Brook, NL A2H 6E1  
Tel: 709-637-1551  
Email: [bip@cornerbrook.com](mailto:bip@cornerbrook.com)

## Application Deadline Information

Application will be considered and approved on a first qualifying basis, until the entire \$50,000 tax credit has been reached.

## Notes

