



Policy Group: Council/Administration
Policy Title: Heritage Financial Incentives Policy
Policy Number: A.26
Date Approved/Amended: November 13, 2018

1. General Statement of Policy:

The Carbonear Municipal Plan states that "No development shall take place within the Downtown Heritage Area which will alter the appearance of the Area, or individual buildings within it, in a manner that would be inconsistent with their appearance at the time they were initially constructed. In promoting revitalization of the Water Street West Area, it is Council's intention to designate the land encompassing the Carbonear Downtown Heritage Area with the intention of preserving the community character. This is to be achieved through the preservation of older buildings and features of careful management of new development."

The Heritage Financial Incentives Policy is intended to defray some of the development cost difference associated with maintaining and renovating buildings in the Heritage Waterfront District (Downtown Heritage Area in the Carbonear Municipal Plan and Development Regulations), hereafter referred to as "Heritage Waterfront District". The applicant must substantiate the cost difference and the grant shall not exceed the amount of the cost difference.

2. Financial Incentive:

Heritage Maintenance Grant: This grant is for the maintenance and repair to façade elements abutting a public street and sides that are exposed and visible from the street. A grant of up to 25 per cent of the material and labour costs will be available to a maximum of \$2,000 per building, per calendar year.

3. General Conditions:

Any work undertaken prior to grant approval shall be identified and may be considered for funding at Council's discretion provided the Town receives the grant application within the time frame as specified in Section 6.1 and within one (1) year of the date the Building Permit was issued.

4. Eligibly Work Projects for the Heritage Financial Incentives Program:

Measures undertaken for the maintenance, repair, preservation, restoration and/or replacement of façade elements abutting a public street and sides that are exposed and visible from the street, including but not limited to:

- 4.1 Work to conserve the exterior such as: cornices, parapets, dormers, towers, windows, doors, canopies, and decorative features such as panels, mouldings, trims, carvings and similar architectural details. Subject to demonstrated need, cladding stabilization may also be eligible. This includes the repair and restoration of terracotta and re-pointing of stone and brick masonry.
- 4.2 Work to reconstruct missing exterior elements. This work must be based on drawings; photography's surviving physical remnants, or other acceptable evidence of the original design.
- 4.3 Repainting or re-coating of the exterior elements.
- 4.4 Preservation of existing exterior architectural elements. This may include the preservation of deteriorated windows and doors, cladding, roofing, foundation, cornices, mouldings, architectural trim and other significant features.
- 4.5 Restoration of exterior architectural elements which have been lost but which the appearance can be clearly determined from physical evidence or documentary sources such as historic drawings or photography.
- 4.6 Replacement of existing exterior architectural elements that still exist but which are beyond preservation or repair. This includes replacement of deteriorated doors and windows, cladding, cornices, mouldings, architectural trim, and other significant features.

5. Not Eligible for Assistance:

The following works shall not be eligible:

- New construction;
- Demolition;
- The removal, storage and/or reuse of façade of demolished Heritage Buildings;
- Signage;
- Fences, outbuildings, and landscaping;
- Building relocation;
- Vinyl siding;
- Asphalt Shingles;

- Legal fees and borrowing costs; and
- Owner's labour

6. Application for a Heritage Grant:

- 6.1. An application for a Heritage Grant shall be made in writing to the Town by May 1st.
- 6.2. An application shall be signed by the property owner or a person operating under the owner's written consent. A copy of the written consent shall accompany the application.
- 6.3. Applications shall include:
 - A completed application:
 - Current, coloured photographs of the façade abutting a public street, with close-ups of the areas of work, for which the grant is applied. Photographs may be submitted digitally by e-mail or USB drive;
 - Two cost estimate quotes for proposed work; and
 - Supporting documentation substantiating the amount of increased cost attributed to the work being completed in the Heritage Waterfront District due to its location requiring materials to be used that were consistent with the time that the building was initially constructed. This may also include increased maintenance costs associated with maintaining wood trims and clapboard.
- 6.4. Late or incomplete applications may not be considered.

7. Priority of Grant Applications:

- 7.1. Priority will be given to:
 - Designated municipal Heritage Buildings;
 - First time applications;
 - The preservations, restoration and weatherproofing historic elements rather than cosmetic improvements; and applications supported by a Conservation Plan or a Heritage Report prepared by a design professional (architect, engineer, or qualified restoration professional); though this is not required for consideration of the application.

8. Review Process:

8.1. Applications will be evaluated based on eligibility of work and the work's positive impact to the public streetscape.

8.2. Council may, in its sole discretion approve, approve with conditions, or refuse a grant application.

8.3. Applicants shall be notified in writing of Council's decision.

9. Applicant's Responsibilities on Approval of a Grant

9.1. Upon approval of a grant application the applicant shall:

- Submit all costs and work plans to the Town;
- Obtain a building permit, if one is required, from the Town;
- Notify the Town when there is any deviations to the costs and/or work plans
- Provide any other information as may be requested by Council; and,
- Complete the project as set out in the grant application.

10. Funding:

10.1. Funding for the Heritage Financial Incentive Program may be established by Council on an annual basis during budget deliberations.

10.2. Each property shall be limited to one (1) grant per calendar year and two (2) grants in any four (4) consecutive calendar years.

11. Conditions for Grant Payment

11.1. Applicants are required to complete all work and submit proof of payment of all paid invoices pertaining to the work within 24 months from the date of Council's approval of the grant.

11.2. Applicants shall submit coloured photographs of the completed work for which the grant is applied. Photographs may be submitted digitally by e-mail or USB drive.

11.3. All work and documentation must be deemed satisfactory upon inspection by the Town prior to the disbursement of the grant. If upon final inspection it has been

determined that the work has not been completed as per approved plans; and/or has not been completed in compliance with all applicable legislations, the grant will be cancelled.

- 11.4. The grant may be cancelled should the work associated with it remain incomplete 24 months after approval of the grant.