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Trent Hills Heritage Grant Program

Program Package
March 2010



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1. Purpose:

The Trent Hills Heritage Grant Program reflects the desire of the community to preserve and conserve heritage resources. The Municipality, will encourage private investment in revitalization efforts of designated heritage properties. The Trent Hills Heritage Grant Program focuses assistance for the owners of designated buildings.

The Goals of the Trent Hills Heritage Grant Program are:

- a) To recognize the importance of heritage resources:

The Municipality of Trent Hills recognizes the vital role of its heritage in community life. The result is an effort to preserve buildings of historic and architectural value and cultural landscapes.

- b) To establish a strategy that sustains value, focuses and coordinates the efforts of the municipal government, designated property owners and community organizations in the implementation of the Program.

The Objectives of the Trent Hills Heritage Grant Program are:

- a) For the Municipality to be an active partner providing technical support and grants in order to encourage private sector investment consistent with the goals of the program.
- b) For property owners, investors and community organizations to invest in property improvements and to undertake community projects and related activities consistent with the goals of the program.
- c) For the Municipality to participate in key community projects in support of the goals of the program.

2. Eligibility Program:

The following eligibility requirements shall apply to the program:

- a) All properties designated under Part IV of the Ontario Heritage Act within the Municipality of Trent Hills are eligible for this program;
- b) The work eligible for a grant is confined to elements in the Reasons for Designation;
- c) The applicant must be the registered owner of the property for which the application is being made or an agent authorized by the registered owner for a designated building;
- d) A property owner who is in arrears of property tax or any other municipal financial obligation is not eligible to participate in the program;
- e) A property owner will be required to provide design details for the proposed work as part of the program application;
- f) The total amount of the grant received for a subject property shall not exceed 50% of the total cost of the work done and designated elements to a maximum of \$2,500;
- g) Grants will be made upon successful completion of the approved work and documentation of the costs associated with the work;



- h) The Municipality will undertake an audit of work done;
- i) An applicant will enter into an agreement with the Municipality, which will specify the terms of the grant;
- j) If a building, improved with a program grant, is demolished prior to the expiry of the grant period, the grant is forfeited;
- k) Proposed work must conform with all municipal policies, standards and procedures including zoning, design guidelines and heritage matters and will be subject to review and the issuance of necessary planning and development approvals and building permits pursuant to the *Ontario Building Code*;
- l) Any outstanding orders against the subject property must be satisfied prior to the grant being made or be satisfied as part of the proposed work; and,
- m) The Municipality may at any time discontinue a program; however, any participants in the program prior to its closing will continue to receive grants as approved for their property until the conclusion of their project.
- n) Repairs or replacement of an architectural feature recognized by the reasons for designation using appropriate materials for the subject property. The property improvements addressing the exterior of a building must be consistent with the reasons for designation;
- o) A completed application for the program must be submitted to the Municipality prior to the commencement of any works and either prior to, or at the same time, as planning/building applications are made

3. Application Process:

Step #1 – Application Submission

- Applicants are required to have a pre-application consultation meeting with municipal staff in order to determine program eligibility, scope of work, project timing, etc.
- Applicants submit completed application including required supporting documentation
- Staff screens the application to ensure it meets eligibility criteria. If the application does not meet the program criteria, the application will not be accepted
- There is no application fee

Step #2 – Application Review & Evaluation

- Staff, in consultation with the Heritage Committee, reviews and evaluates application and supporting documentation against eligibility requirements
- Staff performs an initial site visit and inspection of the building/property
- Staff makes a recommendation to Council regarding the application



Step #3 – Grant Approval

- Council approves the application and directs staff to execute an agreement with the property owner/authorized agent
- Property owner/authorized agent signs agreement

Step #4 – Payment

- Approved applicant has one (1) year to complete the approved project from the date of the signed agreement or grant approval. Extensions may be considered on a case by case basis
- Owner/Agent provides proof that the project is complete
- Staff inspects the property and is satisfied with all reports and documentation
- The owner has no property tax arrears and has paid property taxes for the year and has no outstanding orders or municipal fees against the property
- Payment will be issued by the municipal Finance Department



4. Application Form:

Instructions

1. Before completing this application please consult with Jim Peters, Director of Planning, (705-653-1900, Ext. 234 or jim.peters@trenthills.ca) to obtain information regarding the Trent Hills Heritage Grant Program, review eligibility criteria, and application process.
2. Please print clearly in ink or type information.
3. Please keep a copy of the application for your own records.
4. Please ensure the application has been signed by the property owner or authorized agent.
5. Please attach a complete copy of the deed to the subject property.
6. Please attach 2 financial quotes, drawings or other required information as appropriate.

Applicant & Property Information

Registered Property Owner

Name: _____
If Corporation, Signing Officer to contact: _____
Mailing Address: _____
City: _____ Province: _____ Postal Code: _____
Daytime Telephone: _____ Fax: _____
Email: _____

Authorized Agent (if any: see Appendix "A")

Name: _____
Mailing Address: _____
City: _____ Province: _____ Postal Code: _____
Daytime Telephone: _____ Fax: _____
Email: _____

Subject Property

Civic Address: _____

Legal Description (Lot and Plan #, Assessment Roll #): _____



Subject Property Continued

Are property taxes for the subject property up to date? Yes __ No __

Are there any outstanding orders or municipal fee against the subject property? Yes __ No __

Please provide a description of the proposed project. Please attach 2 financial quotes and a full set of working drawings.

Estimated total construction cost for the project: \$ _____

Estimated total design and other professional costs: \$ _____

(Please note: The final calculations of grants will be based on the Building Permit Value and actual receipts)

Approximate construction start date: _____

Approximate construction end date: _____

Have you made an application for a Building Permit pertaining to the work proposed?

Yes __ No __



Application Agreement

I/We hereby certify that the information given herein is true, correct and complete in every respect and understand that the Municipality reserves the right to verify any information contained herein. I/We agree to the terms and conditions of the programs for which the application is being made.

This section should be signed by the property owner / agent or if held by a corporation, by the signing officers

Dated at _____ this _____ day of _____, 201__

Signature of Owner/s _____

Or Agent _____

Signature of Witness _____

(Print Name) _____

Submit application in person or by mail to:

Jim Peters, Director of Planning
Municipality of Trent Hills
Box 1030, 66 Front Street South
Campbellford, ON
K0L 1L0

Agent Authorization

If this application is to be signed by an agent or solicitor on behalf of the property owner/s, complete this section. This section should be signed by the property owner/s or if held by a corporation, by a signing officer (name and position) of the corporation.

I hereby authorize _____, as agent, to act on my behalf in regard to the above application. I acknowledge that the authorized agent is to receive all correspondence and information pertaining to this application on my behalf.

Dated at _____ this _____ day of _____, 201__.

Signature of Owner(s) _____

Signature of Witness _____

(Print name) _____



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