PROGRAM GUIDE FOR CITY OF PORT COLBORNE
EAST WATERFRONT COMMUNITY IMPROVEMENT PLAN
URBAN DESIGN STUDY GRANT

This guide is to be used by persons wishing to apply for Community Improvement Plan funding for the incentive programs offered under the Downtown Central Business District Community Improvement Plan by the City of Port Colborne.

Further Information:

For more information regarding the Urban Design Study Grant Program please contact:

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Program Description

The purpose of the Urban Design Study Grant is to provide a financial incentive in the form of a grant to offset the cost of preparing professional urban design studies and architectural/design drawings required by the City.

Frequently Asked Questions (FAQs)

1.   Who can apply?

Only owners of properties (and tenants with written authorization from owners) within the Port Colborne East Waterfront Community Improvement Project Area that meet the program eligibility requirements may apply. If the applicant is not the owner of the property, the applicant must provide written consent from the owner of the property to make the application.

The City retains the right and absolute discretion to reject an application received from a person or corporation which in the opinion of the City or its professional advisers, does not possess the experience, financial, technical, personnel or other resources that may be required to carry out the obligations that the applicant proposes to assume under the terms of its application.

2.   How does the program work?

The program is structured as a "50-50" matching grant program where the City will provide a grant to an applicant equal to 50% of the cost of preparing professional urban design studies and architectural/design drawings (excluding H.S.T.) to a maximum grant of $1,750 per property/project and a maximum of one (1) urban design study grant per property/project.

3.   What types of studies/drawings are eligible for funding?

Eligible studies and drawings include:

      i)   Professional urban design studies; and,

      ii)   Professional architectural/design drawings.

4.   What conditions must be met to be eligible for a grant?

In addition to the General Program Requirements, the following program specific requirements must also be met:

a)   Applications must be accompanied by a:

      i)   Description of and cost estimate for the urban design study and/or drawings, prepared by an architect or other qualified professional as determined by the City;

      ii)   Description of the planned facade improvement or building rehabilitation and/or redevelopment, including any planning applications that have been submitted/approved; and,

iii)   Where the applicant is not the owner of the property, written consent from the owner of the property confirming that the applicant may make the application, submit the required study/drawings and receive the grant.

b)   All urban design studies and architectural/design drawings must be:

     i)   Prepared by an architect or other qualified professional as determined by the City; and

     ii)   To the satisfaction of the City and must meet the City's Downtown CBD Facade Design Guidelines and any other City guidelines, by-laws, policies, procedures, and standards.

c)   One (1) electronic and one (1) hard copy of the study/drawings shall be submitted to the City for review. You must agree to provide the City with permission to provide the study/drawings to a subsequent owner(s) of the property should you decide not to proceed with the work that is subject of the study/drawings.

5.   Is there a fee to apply?

No.

6.   How do I apply for a grant?

In order to apply for a grant, an applicant must arrange for a pre-application meeting with staff in order to determine program eligibility, proposed scope or work, project timing etc.

Once authorized to apply for a grant, the applicant must complete and submit an application form, ensuring that all required signatures have been provided and that the application is accompanied by all required documentation as shown on the required documents list.

7.   What happens next?

The following is a basic outline of what occurs, once the application is submitted:

     i)   Application and supporting documentation are reviewed by staff to ensure that they meet all of the eligibility requirements. If your application does not meet the eligibility requirements, you will be notified of this in writing.

          *Staff may request clarification or additional supporting documentation.

     ii)   Staff will perform an initial site visit(s) and inspection(s) of the property (as required).

     iii)   A recommendation on the grant application is made by Staff and forwarded to the appropriate approval authority.

iv)   If your application is approved, you will receive a grant approval letter specifying the amount of the grant and the requirements that must be met in order to receive payment of the grant. If your application is not approved, you will receive a letter advising you of this.

v)   Once you have received the City's approval letter, preparation of the urban design study/drawings may commence.

vi)   Submit to the City one (1) electronic copy and one (1) hard copy of the study/drawings and a copy of an invoice(s) showing that the study/drawings have been paid for in full.

vii)   The actual grant amount will be calculated based on 50% of the original cost estimate (up to a total of $1750.00) for the study grant/drawings or 50% of the actual cost of the study/drawings, whichever is less.

viii)   Upon review and approval of all submitted documentation, the City will issue a grant cheque to the applicant for the full amount of the approved funding.

ix)   The City reserves the right to audit the cost of the urban design study/drawings prior to advancing the grant payment.

For further information on this program please visit our website at:
http://www.portcolborne.ca/page/waterfront_cip

Or contact Amy Dayboll at 905-835-2901 x 204 or via email at
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