
DOWNTOWN AND HEALTH AND WELLNESS CLUSTER URBAN DESIGN STUDY GRANT PROGRAM GUIDE

1) **Program Description**

This program provides a financial incentive in the form of a grant to help offset the cost of preparing professional urban design studies and architectural/design drawings required by the City.

2) **Who can apply?**

Only owners of properties (and tenants with written authorization from owners) within the 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.

3) **How does the program work?**

The program is structured as a matching grant where the City will provide a grant 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 \$2,500 per property/project and a maximum of one (1) urban design study grant per property/project.

4) **What types of studies/drawings are eligible for funding?**

Eligible studies and drawings include:

- a) Professional urban design studies; and,
- b) Professional architectural/design drawings.

5) **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:

- Applications must be accompanied by a:
 - a) 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;
 - b) Description of the planned facade improvement or building rehabilitation/redevelopment, including any planning applications that have been submitted/approved; and,

- c) 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.
 - All urban design studies and architectural/design drawings must be:
 - a) submitted to the City in electronic and hard copy format for the City's review and retention;
 - b) prepared by an architect or other qualified professional as determined by the City; and,
 - c) to the satisfaction of the City and must meet the City's Urban Design Guidelines and any other City guidelines, by-laws, policies, procedures, and standards.
- 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.

6) Is there a fee to apply?

No.

7) When will the grant funds be advanced?

The grant will be advanced in full once the urban design study and/or architectural/design drawings have been submitted to the City, reviewed by City staff, and deemed to meet the City's Urban Design Guidelines and any other City guidelines, by-laws, policies, procedures, and standards.

8) How do I apply for a grant?

- a) Arrange a pre-application meeting or consultation with staff in order to determine program eligibility, proposed scope of work, project timing, etc...
- b) If authorized to apply for a grant, complete and submit an application form. Ensure that all required signatures have been provided and that the application is accompanied by all required documentation as shown in the required documents checklist.

9) What happens next?

- Applications 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.
- Staff will perform an initial site visit(s) and inspection(s) of the property (as necessary).
- A recommendation on the grant application is made by staff and forwarded to Council or Council's designate.
- You will be notified in writing of the decision made by Council or Council's designate on your application.
- If your application is approved by Council or Council's designate, 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.
- Once you have received the City's approval letter, preparation of the urban design study/ drawings may commence.

- Contact City staff when the study/drawings are completed.
- 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.
- The actual grant amount will be calculated based on 50% of the original cost estimate for the study/drawings or 50% of the actual cost of the study/drawings, whichever is less.
- 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.
- The applicant will be asked to complete a grant receipt form and return this to the City.
- 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 contact Christine Rossetto, Planning Assistant at (905) 735-1700, Extension 2258 or via e-mail at christine.rossetto@welland.ca