



CITY OF NANAIMO

**HERITAGE HOME
GRANT PROGRAM**

Application Guidelines and Procedures

INTRODUCTION

The City of Nanaimo has committed to providing financial incentives for heritage buildings as part of its economic development and revitalization strategy. Incentives are intended for the rehabilitation and enhancement of historic buildings, as well as to promote investment in historic residential neighbourhoods, thereby enhancing the neighbourhood's historic building stock and long term livability.

This program mirrors similar heritage home incentive programs in Cities such as Vancouver and Victoria that have been in existence for many years and have encouraged home owners in historic residential areas to fix up and maintain their historic homes.

FUNDING ELIGIBILITY

The Community Charter stipulates that local governments may provide financial assistance to conserve buildings with heritage value. A property owner or business operating from the property is therefore eligible to apply for grant funding if the building is recognized as having heritage status by the local government and is considered to be a protected heritage property (in this case, the property owner has entered into a heritage conservation covenant with the City of Nanaimo),

In addition, the property must be residentially occupied, have no delinquent property taxes and utility user fees, and be compliant with both the Zoning Bylaw and Building Bylaw.

The following residential properties are listed on the City's official Heritage Register and are therefore eligible for funding under this program:

- Holland/Morrison Residence (763 Albert Street)
- Simpson Residence (18 Albion Street)
- Residence (112 Craig Street)
- Residence (1500 Cranberry Avenue)
- Residence (1518 Cranberry Avenue)
- Residence (467 Eighth Street)
- Western Fuel Company House #24 (715 Farquhar Street)
- Shaw Residence (815 Fitzwilliam Street)
- Beattie Residence (825 Fitzwilliam Street)
- Wilson Residence (18 Fourteenth Street)
- McCourt Residence (750 Franklyn Street)
- Young Residence (102 Fry Street)
- Residence (797 Girvin Road)
- Jones/Bevilockway Residence (55 Haliburton Street)
- Residence (111 Haliburton Street)
- Manson's Store (236-240 Haliburton Street)
- Rowe Residence (545 Haliburton Street)
- Hayes Residence (703 Haliburton Street)
- Hunt Estate (925 Harbour View Road)

- York Residence (908-912 Hecate Street)
- Smith/Wilson Residence (12 Irwin Street)
- Cunningham Residence (190 Kennedy Street)
- Freethy Residence (304 Kennedy Street)
- Wilkinson Residence (305 Kennedy Street)
- Woodman Residence (307 Kennedy Street)
- Pargeter Residence (536 Kennedy Street)
- Adams Residence (547 Kennedy Street)
- Dykes Residence (639 Kennedy Street)
- Layer-Hall Residence (115 Machleary Street)
- Rowbottom Residence (320 Machleary Street)
- Parrots Residence (411 Machleary Street)
- Rowley Residence (426 Machleary Street)
- Residence (2126 Meredith Road)
- Residence (408 Millstone Road)
- Newbury Residence (39 Milton Street)
- Wilton/Welch Residence (129 Milton Street)
- Wood Residence (133 Milton Street)
- Ledingham Residence (347 Milton Street)
- Residence (434 Milton Street)
- Land Residence (1002 Milton Street)
- Galbraith Residence (164 Mount Benson Street)
- Van Houten Residence (184 Mount Benson Street)
- Woodward/Harrison Residence (215 Newcastle Avenue)
- Giovando Residence (225 Newcastle Avenue)
- McCannel Residence (757 Northumberland Avenue)
- Residence (465 Park Avenue)
- Residence (259 Pine Street)
- Clements Residence (420 Pine Street)
- McKechnie Residence (546 Prideaux Street)
- Jones Residence (639-41 Prideaux Street)
- Residence (1343 Quinn Lane)
- Residence (746 Railway Avenue)
- Newbury Farm House (678-696 Second Street)
- Manson Residence (471 Selby Street)
- Beck Residence (610 Selby Street)
- Sullivan Residence (673 Selby Street)
- Johnston Residence (36 Stewart Avenue)
- Daniel Galbraith Residence (185 Stewart Avenue)
- Sloan/Isaacson Residence (255 Stewart Avenue)
- Egdell Residence (725 Terminal Avenue North)
- Wardill Residence (755 Terminal Avenue North)
- Williams Residence (40 Thetis Place)
- Sharp Residence (261 Vancouver Avenue)
- Ekins Residence (441 Vancouver Avenue)
- Granby Mine Residence (523 Vancouver Avenue)

- McRae Residence (98 Victoria Road)
- Residence (413 Victoria Road)
- Isherwood Residence (421 Victoria Road)
- Crewe Residence (624 Wakesiah Avenue)
- Jenkins Residence (674 Wentworth Street)
- Wilson Residence (697 Wentworth Street)
- Crossan Residence (718 Wentworth Street)
- Wells Residence (904 Wentworth Street)

GRANT PURPOSE

The purpose of the Heritage Home Grant Program is to enhance and conserve Nanaimo’s historic residential building resources. To achieve this objective the program provides financial assistance for structural and exterior building improvements which follow the Federal Government’s “Standards and Guidelines for the Conservation of Historic Places in Canada.”

GRANT AMOUNT

Grants will cover up to 50% of total project cost, to a maximum of \$2,500 per building, and are available on a first come first served basis while limited funding lasts. Please note, the grant total to each property over the life of the grant program cannot exceed \$2,500.

FUNDING OBJECTIVES

Priority will be given to applications achieving the following objectives:

- Demonstration that façade improvements meet or exceed Federal heritage building rehabilitation principles and guidelines;
- Facade improvements will enhance the streetscape;
- Structural improvements will prolong the life of the building;
- The amount of private contribution the application will leverage above and beyond the grant request;
- Historical or architectural importance of the building, as outlined in the City’s Heritage Register.

GRANT CONDITIONS

- Only external or structural improvements qualify – rehabilitation work must be consistent with guidelines set out by the Provincial and Federal Governments (i.e. Parks Canada’s “Standards and Guidelines for the Conservation of Historic Places in Canada.”)
- The owner(s) and all mortgage holders will register on title of the property a heritage conservation covenant prohibiting demolition or exterior alteration of the building, unless the City approves these actions.
- Work must be substantially underway within 6 months of grant approval and completed within one year.
- Work must not commence until the grant is approved.

- Work must be of good quality, meet appropriate building/fire codes or approved equivalent, comply with existing bylaws, be conducted in accordance with a valid building permit (if applicable), and pass municipal inspections.
- Work is subject to inspection. If, during the course of the project, it is determined that the work fails to adhere to the program guidelines, then the award of the grant, in whole or in part, may be rescinded.
- The owner will agree to mount a small plaque in close proximity to the home's main entrance provided by the City indicating the home's heritage status (see attached design).

APPLICATION REQUIREMENTS

1. An initial discussion must be held with the City's Heritage Planner to determine eligibility, scope of work and funding availability.
2. Applicants must submit the following with their application:
 - Summary of scope of work;
 - A cost estimate from a product supplier or contractor for each element of the project;
 - Photographs of existing building structure or exterior where improvements will occur;
 - Drawing(s) of proposed work (if applicable);
 - Material and Colour samples (if applicable).

APPLICATION PROCESS

Applications will be reviewed and approved as follows:

- Step 1 – homeowner has preliminary application meeting with City's Heritage Planner to determine project eligibility.
- Step 2 – application made to City of Nanaimo (c/o Heritage Planner). Application includes details illustrating proposed work (e.g. concept sketches, colour swatches, etc.). Cost estimates also provided.
- Step 3 – application evaluated by Heritage Planner based on Federal Heritage Building Conservation Guidelines and then recommendation prepared for consideration by Heritage Commission.
- Step 4 – application placed on next available Heritage Commission meeting agenda. Heritage Commission reviews application and staff recommendation and either approves grant or rejects grant.
- Step 5 – Heritage Planner sends out letter informing applicant of Commission's decision.
- Step 6 – If grant approved, applicant proceeds with project within 6 months. Applicant applies for building permit if necessary.
- Step 7 – Project work completed by applicant within 1 year.
- Step 8 – Reimbursement is provided at project completion following:

- confirmation by Heritage Planner that applicant has completed project in compliance with grant approval;
 - submission of final invoices to Heritage Planner substantiating in detail the value of the completed work.
 - Registration of heritage conservation covenant on property title (completed by City).
 - Installation of heritage plaque provided by City.
- Step 9 – applicant is sent a final letter from the Heritage Planner noting completion of the grant requirements and payment of grant.

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**CITY OF NANAIMO
HERITAGE HOME GRANT PROGRAM**

APPLICATION FOR A GRANT

Building Owner Application

1. Name of Building	
2. Address of Building	
3. Owner's Name	
4. Address	
Telephone:	Fax:
Email:	
Contact Person (if different from owners):	

Architect/Designer responsible for the project (if applicable)

1. Name	
2. Address	
Telephone:	Fax:
Email:	

Applications are to be submitted to:

Heritage Planner
City of Nanaimo
455 Wallace Street
Nanaimo, B.C. V9R 5J6
Ph. (250) 755-4472
Fax (250) 755-4479

PROJECT INFORMATION

1. *Describe the proposed project:*

2. *Planned start date:* _____

3. *Planned completion date:* _____

4. *Estimated total project cost:* _____

5. *Project cost components (estimates):*

	<u>Estimate</u>
Design	\$
Exterior	\$
Structural	\$
Other	\$

APPLICANT CHECKLIST

- ___ Property taxes paid
- ___ Utility taxes paid
- ___ Residential Occupancy

Attach to application:

- ___ Photographs of existing conditions
- ___ Scope of work summary
- ___ Cost estimates from contractors or tradespeople
- ___ Scale Drawings (if applicable)
- ___ Material and colour samples (if applicable)

Heritage Conservation Covenant – Example

WHEREAS:

- A. The Grantor is the register owner in fee simple of:

[Property Legal Description] (hereinafter called the “Land”);
- B. The Grantee is the City of Nanaimo;
- C. The Grantor has agreed to grant to the Grantee a covenant under Section 25(3) of the *Community Charter* and Section 219 of the *Land Title Act* to protect and conserve the building on the Land known as the [Building Name] the “Heritage Building” which is considered to have heritage value.

NOW THEREFORE, in consideration of the payment of the sum of \$1.00 by the Grantee to the Grantor and the premises and the covenants herein contained and for other valuable consideration, receipt and sufficiency of which is hereby acknowledged by the parties, the parties hereto covenant and agree with the other as follows:

1. The Grantor shall preserve, conserve and maintain the Heritage Building in its existing state and without limiting the generality of the foregoing, shall not, except with the written consent of the Grantee, alter or cause the alteration of any part of the exterior of the Heritage Building.
2. The Grantor shall keep and maintain the Heritage Building in good appearance and in good repair.
3. The Grantor and the Grantee agree that the enforcement of this Agreement shall be entirely within the discretion of the Grantee and that the execution and registration of this covenant against the title to the Land shall not be interpreted as creating any duty on the part of the Grantee to the Grantor or to any other person to enforce any provision or the breach of any provision of this Agreement.
4. Nothing contained or implied herein shall prejudice or affect the rights and powers of the Grantee in the exercise of its functions under any public or private statutes, bylaws, orders and regulations, all of which may be fully and effectively exercised in relation to the Land as if the Agreement had not been executed and delivered by the Grantor.
5. It is mutually understood, acknowledged and agreed by the parties hereto that the Grantee has made no representations, covenants, warranties, guarantees, promises or agreements (oral or otherwise) with the Grantor other than those contained in this Agreement.
6. The Grantor agrees to execute all other documents and provide all other assurances necessary to give effect to the covenants contained in this Agreement.
7. The Grantor covenants and agrees for itself, its heirs, executors, successors and assigns, that it will at all times perform and observe the requirements and restrictions hereinbefore set out and they shall be binding upon the Grantor as personal covenants only during the period of its respective ownership of any interest in the Land.
8. The restrictions and covenants herein contained shall be covenants running with the Land and shall be perpetual, and shall continue to bind all of the Lands when subdivided, and

shall be registered in the Victoria Land Title Office pursuant to Section 219 of the *Land Title Act* as covenants in favour of the Grantee as a first charge against the Land.

9. This Agreement shall enure to the benefit of the Grantee and shall be binding upon the parties hereto and their respective heirs, executors, successors and assigns.
10. Wherever the expressions “Grantor” and “Grantee” are used herein, they shall be construed as meaning the plural, feminine or body corporate or politic where the context or the parties so require.

IN WITNESS WHEREOF the parties hereto hereby acknowledge that this Agreement has been duly executed and delivered by the parties executing Form C (page(s) 1 and 2) attached hereto.

Quick Facts - What home owners need to know about the Heritage Home Grant Program:

- You can be reimbursed up to 50% of the total project costs for structural and exterior building improvements, up to a maximum of \$2,500.
- You can apply at any time during the year.

You should:

- Speak to the City's Heritage Planner.
- Ensure your home is listed on the City's official Heritage Register.
- Ensure your property taxes and utility user fees have been paid.
- Submit a completed application, including a summary of the scope of the work; a cost estimate for each element of the project; photographs of the existing building; a drawing of the proposed work (if applicable); and material and colour samples (if applicable).
- Complete the project within 1 year of its approval by the Heritage Commission.

You should not:

- Begin the work prior to the grant approval;
- Delay the work beyond 6 months, once the grant is approved.
- Refuse to have the project inspected.
- Refuse to have a heritage conservation covenant registered on the title of your home. This is required in order to give the property protected heritage status. Protected status is required in order for public funds to be given to a private property owner.