

Façade and Capital Enhancement (FACE) Grant Program Application Form

Application Instructions:

Thank-you for your interest in the City of Leduc's FACE Grant Program.
Please carefully read and follow each of the steps outlined on the next page.

For more details on this grant program, please refer to the City of Leduc's FACE Grant Program Guidelines.

Any interested applicants are strongly encouraged to contact the Planning and Economic Development for more information, prior to preparing or submitting an application.

Please Contact:

FACE Grant Program
Planning and Economic Development

Email: planning@leduc.ca

Phone: (780) 980-7177

Mailing address:

Long Range Planning
City of Leduc
#1 Alexandra Park, Leduc, AB T9E 4C4

Program Link: leduc.ca/FACE

Conditions of Application:

- All applicants are required to fill out this form. Please ensure you have completed the Application Checklist on the next page.
- Filling out and submitting a complete application does not guarantee acceptance to the program. All applications are subject to the City's review and all grants are disbursed at the full discretion of the City.
- In addition to the information supplied in this application, further information may be required (*written, illustrations, etc.*) and will be determined on a case-by-case basis at the discretion of the City of Leduc.

Application Steps & Checklist:

STEP 1: Visit the FACE Grant Program website for information about the program such as: Program Guidelines, Application Package, Application Checklist, whether the proposed improvements would be listed in the Leduc Heritage Inventory, eligibility, submission criteria, and more. It is highly recommended to set up a pre-application meeting via the [City View Portal](#) to review what you would require for application completeness, as well as project eligibility. You may also visit the website at leduc.ca/FACE for more information on how to apply to the FACE program through the online Portal. Contact info is on the previous page.

STEP 2: Complete this application form and submit it to the Portal or deliver it in person to the Civic Centre front desk. To ensure your application is deemed complete, please include all of the Application Checklist items below.

STEP 3: Wait for the City's Program Coordinator to contact you. Once your application has been reviewed for completeness, or other information have been requested/submitted, you will be notified if your application has been accepted.

STEP 4: After the program submission deadline has passed, your application will be adjudicated by the Design Committee. If your grant application has been approved, you will be required to sign a Letter of Agreement with the City prior to starting your project.

STEP 5: Once an agreement is signed with the City, you will apply for all necessary permits. Acceptance into the FACE Grant Program does not guarantee permit approval. Once all necessary permits have been obtained and an Agreement has been signed with the City, you will have 18 months from the date of signing to complete construction.

Application Checklist:

- ☐ This application form, completed and signed.
- ☐ Written permission from the property owner(s), if applicant is a lessee. Please fill out both the authorization on page 10 of this application form and the Landowner Authorization Form within the FACE Grant Program application package.
- ☐ Photos of your existing exterior storefront(s) and interior storefront (if applicable).
- ☐ Storefront Design Concept/Letter of Intent: Provide copies of a detailed design concept that include at least two detailed illustrations (front elevation and side elevation, to-scale and with measurements). The illustrations must be in color, utilizing your proposed color scheme. Be sure to include any relevant measurements, including sign and canopy projections from exterior walls.

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NOTE: The higher quality your design concept, the easier it will be to evaluate the application. Therefore, applicants are strongly encouraged to hire a professional architect and/or designer, especially for larger scale projects. Once approved, up to 15% of your total grant is eligible toward a professional architect's design fees.

- ☐ Copies of project-related quotes for all work you will submit for grant funding.
- ☐ If available, you are strongly encouraged to include copies of photo examples (from catalogues, online, etc.) of any new building elements you plan to install.

***Please note: City staff may upon review of this application, require the applicant to also submit related building, development, and/or signage permits.**

Applicant #1 Contact Information:

Applicant's name: _____

Applicant's company: _____

Applicant's Address: _____

Postal Code: _____

Applicant's Phone: _____ Applicant's Email: _____

I am the: (check each box that applies):

☐ owner of the property to be improved

☐ tenant of the subject property to be improved. I have been a tenant since _____ (month/year). My lease expires on _____ (month/year).

Applicant # 2 Contact Information:

Applicant's name: _____

Applicant's company: _____

Applicant's Address: _____

Postal Code: _____

Applicant's Phone: _____ Applicant's Email: _____

I am the: (check each box that applies):

- ☐ owner of the property to be improved
- ☐ tenant of the subject property to be improved. I have been a tenant since _____ (month/year). My lease expires on _____ (month/year).

Property Owner Contact Information (if different from Applicant):

Property owner name(s): _____

Company name(s): _____

Property owner phone number: _____ Email: _____

Property owner mailing address: _____

Postal Code: _____

Building Information:

Please fill in the information below for the building in which storefront improvements are proposed:

Building's Street Address: _____

Is the building in the Urban Centre, as depicted in the FACE Grant Program Guidelines (Appendix A)?

- ☐ yes
☐ no

Is the building listed in the Leduc Downtown Commercial Heritage Inventory?

- ☐ yes
☐ no

Have any other grant applications been submitted or approved for the subject property, or is there intent to pursue other such grants in the future? (For example grants through the Provincial Alberta Historical Resources Program or the Leduc Patio Program)

- ☐ yes
- ☐ no

If yes, please explain:

This application is to renovate (please check all those which apply):

- ☐ a single storefront within a building
- ☐ a corner property (two adjacent storefronts facing adjoining streets, or one facing a public parking lot)
- ☐ a building with multiple storefronts/self-contained commercial units
- ☐ other (please explain)_____

The building contains _____ (#) self-contained commercial units/storefronts.

The full building contains _____ (#) businesses.

The full building contains _____ (#) floors.

Briefly describe all of the full building's uses (list the names of stores, restaurants, offices, and any residential uses):

Ground Floor:

Upper Floors(s):

Tenants within the same building are highly encouraged to collaborate with each other and the property owner for a complete building design. To your knowledge, are there any other FACE Grant Program applicants or potentially interested applicants within the same building?

- ☐ yes
- ☐ no

Please explain:

Project Information:

Description of project proposal: Please describe the building's existing condition, the problems that are to be addressed, the proposed solutions and overall design objectives for your storefront. Include as much detail as possible about your proposed design, including color schemes, materials, fixtures (signs, canopies, etc.), and any other architectural elements you plan to use; please note that You may attach a separate document if there isn't adequate space provided here:

[illegible]

PROPERTY OWNER'S WRITTEN AUTHORIZATION OF PROGRAM APPLICATION

I, _____, of _____, the
(name) (address)

owner of the property located at _____, have read
(building address)

the complete application by the agent, employee or lessee of the above-noted property, if applicable, and concur with and give my consent to the work proposed in the application.

I agree not to involve the City of Leduc in any legal action between myself and any contractors, estimators, employees, workers or agents arising from the FACE Grant Program.

I give my consent to the City to make all inspections necessary to confirm the approved plans are implemented in accordance with expected standards outlined within the Downtown FACE Grant Program Guidelines, the FACE Grant Program Letter of Agreement, and any other relevant plans, codes, regulations, and/or bylaws.

Property Owner's Signature _____

Date: _____

Witness Name: _____

Witness Signature: _____

Date: _____

I have read and understand the intent of the FACE Grant Program, its associated Policy, and Program Guidelines, and verify that all information submitted is true:

Applicant's name (please print): _____

Applicant signature: _____

Date: _____

**The personal information in this application is being collected under the authority of Section 4(c) of the Protection of Privacy Act and may be subject to the Access to Information Act. The information collected will be used for the Façade and Capital Enhancement Grant Program and to maintain communication as considered necessary. It will be treated in accordance with the privacy protection provisions of the Protection of Privacy Act and Access to Information Act. Questions regarding the collection, use, protection and correction of information can be directed to the City's Privacy Officer at 1 Alexandra Park, Leduc, AB, T9E4C4 or by calling 780-980-7177.*



LANDOWNER AUTHORIZATION

Date: _____

Civic Address: _____

Project: _____

This letter is to advise that I/we, _____ am/are the registered owners of the above referenced property and hereby authorize _____ to act as an agent for the address noted above in all matters relating to this project including applying for development and building permits within the City of Leduc.

Signature of registered owner(s): _____

Name(s): _____

Address: _____ City/Prov: _____ Post. Code: _____

Email: _____ Phone: _____

Appendix B: Detailed Scoring Matrix - FOR INTERNAL USE ONLY

Project Practicality and Quality Design							
				Yes	No	Eligibility	
Project Practicality	Projects can be completed within an 18 month window					YES / NO	
	Budget is reasonable to complete proposed improvements					YES / NO	
	Description		Examples		Yes	No	Eligibility (if "no" at Simple Façade or Comprehensive Façade Improvement levels, deem this ineligible)
Quality Design (20 points)	Enhancements were developed in consultation with a qualified professiona at Simple Façade Improvements and Comprehensive Façade Improvement levels.		- Architects (landscape, building, etc.) - Urban Designer - Planner - Engineer - Contractor				N/A
	Description	Scoring (1-10)	Examples	Scoring (1-10)	Weighting (1-10)	Possible Points	Earned points
	Design considers neighbourhood context and aesthetics, including incorporating elements reflected in current available City policy and plans. (10 points)		- Applicable design found in the Urban Centre Redevelopment Plan - Incorporation of Leduc identity into Façade design - Thoughtful analysis considering the context of the surrounding neighbourhood		2	20	
							TOTAL POINTS:
Development Features							
	Project Impact	Scoring (1-10)	Project Innovation and Creativity	Scoring (1-10)	Weighting (1-10)	Possible Points	Earned Points
1. Placemaking (170 points)	1.1 Artwork is added to blank facades that is affixed to the building that incorporates Leduc story, history, and/or community characteristics. (10 points)		1.11 Artwork is added to blank facades that is affixed to the building that uses creative materials, display techniques,and/or innovative use of wall and/or public space. (10 points)		3	60	
	1.2 Building façade enhancements that incorporate a mix of durable materials to create visual interest in all seasons, incorporate community characteristics into the design, and create a sense of place that attracts customers and creates an inviting environment. (10 points)		N/A		7	70	
	1.3 New, durable, permanently affixed signage that is easily visible from a pedestrian viewpoint. Signage examples may include shingle signage or fascia signage. (10 points)		1.31 New, durable, permanently affixed signage that is easily visible from a pedestrian viewpoint. Signage may include elements of Leduc identity, story, and/or creative lighting elements. (10 points)		2	40	
2. Storefront/ Visual Impact (210 points)	2.1 Addition of large windows to add active frontages to the building façade, thus adding a storefront to display goods and services available in the business, increase safety and accessibility. (10 points)		2.11 Storefront and facade design is interesting, creative, and attractive. (10 points)		3	60	
	2.2 Addition of transparent features such as doors, including open-air features like retractable garage doors. (10 points)		N/A		5	50	
	2.3 Awnings made of durable materials that showcase the architecture of the building and feature elements of the façade, providing shelter for pedestrians from the elements. (10 points)		2.31 Awning design incorporates a substantial decorative feature. (10 points)		2	40	
	2.4 Improved exterior lighting at building entrances and storefronts (e.g., pot/down/up lighting) integrated into the sidewalk and building facades that increases accessibility, safety, and visual interest. (10 points)		N/A		6	60	
3. Heritage (60 points)	3.1 Restoration of building façade to buildings listed in the Heritage Inventory. (in this category, point eligibility is either/or) (10 points)		3.11 The façade design incorporates historic architectural features on buildings not listed in the Heritage Inventory. (in this category, point eligibility is either/or) (10 points)		3	30	
	3.2 Addition of plaques, wayfinding, and historical information for education, tourism, and placemaking. (10 points)		N/A		3	30	
4. Accessibility (50 points)	4.1 Includes widening of existing doors, addition of power-assisted openings, and ramps for accessibility for every ability. (10 points)		N/A		4	40	
	N/A		4.21 New, durable, permanently affixed signage that is easily visible from a pedestrian viewpoint. Signage may include accessible elements such as various languages, braille, or other creative features to increase legibility. (10 points)		1	10	
							TOTAL POINTS:

Bonus				
	Description	Yes=full points No=0 points	Possible Points	Earned Points
5. Community Meaning Making (90 points)	5.1 Project has a substantial element of creative, integrated community participation woven into the improvement. Projects like this integrate community meaning-making, involving community and local participation, involving storytelling and a felt sense of ownership over place.	YES / NO	90	
6. Storefront Addition (100 points)	6.1 A storefront is added to the building, increasing commercial space. Addition of a storefront may include façade differentiation and addition of doors, windows, and other transparent features.	YES / NO	100	
7. Innovative Interventions (60 points)	7.1 Proposed design incorporates features beyond existing bylaw or code requirements and considers best practice principles, such as but not limited to Crime Prevention Through Environmental Design (CPTED) safety interventions, universal design interventions that increase accessibility for all, and any other design interventions respecting heritage, arts and culture.	YES / NO	60	
				TOTAL POINTS:
Total Possible Points: 760				TOTAL SCORE:

City evaluation completed by: _____ Date: _____



THE FOLLOWING ARE MINIMUM REQUIREMENTS FOR PLANS TO BE SUBMITTED WITH AN INDUSTRIAL/COMMERCIAL/INSTITUTIONAL AND MULTI-RESIDENTIAL DEVELOPMENT PERMIT APPLICATION

PLEASE NOTE ALL SITE, LANDSCAPE, FLOOR AND ELEVATION PLANS MUST BE SUBMITTED DIGITALLY

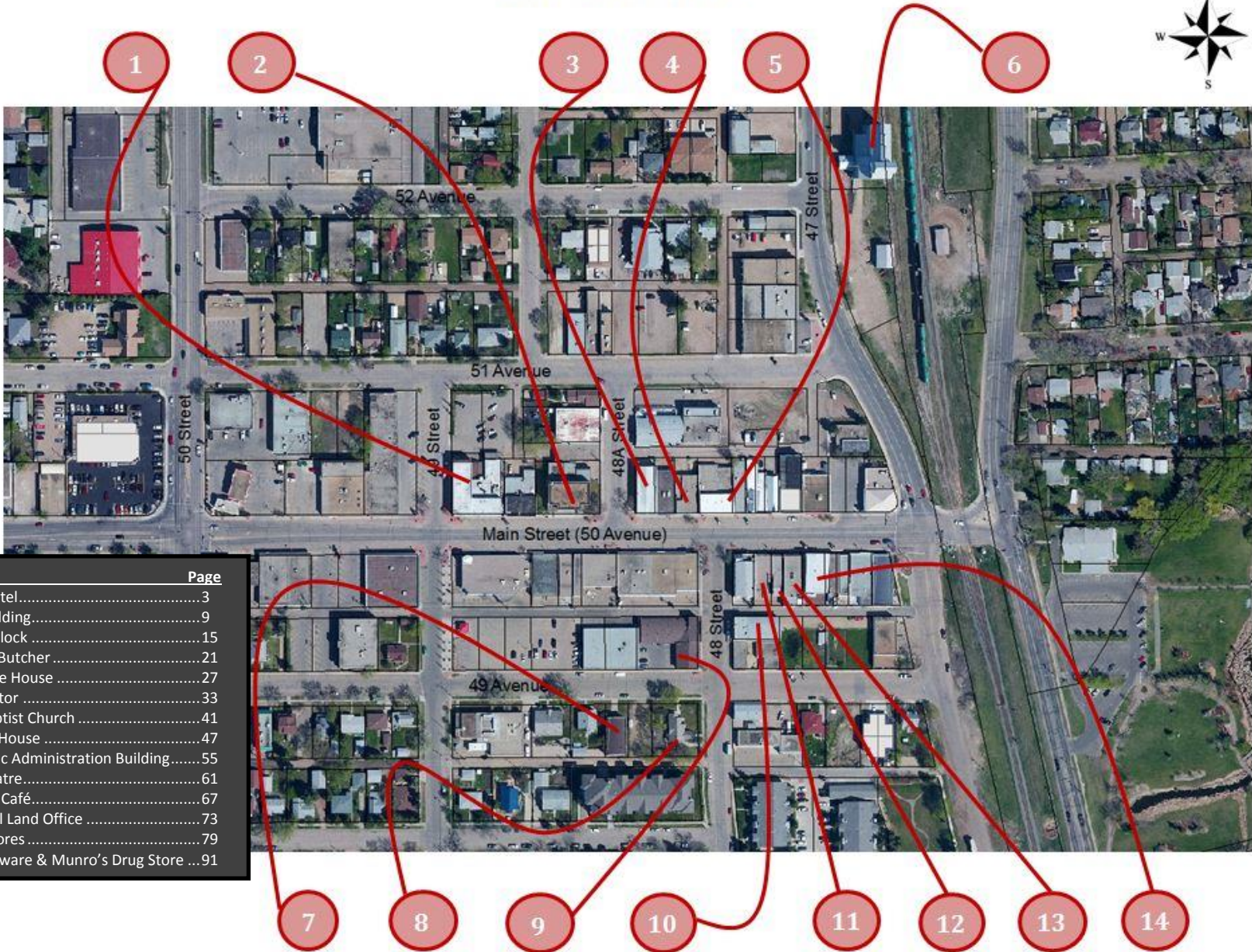
1. Site plan at a scale satisfactory to the Development Officer, identifying all of the following:
 - Lot lines with dimensions
 - location and dimensions of all proposed and existing buildings;
 - front, side and rear yards with dimensions;
 - outlines of the roof overhangs on all buildings;
 - north arrow;
 - legal description and municipal (civic) address of property;
 - access/egress location to the property; **(NOTE: Engineering Standards require all entrances on a rural road cross-section be a minimum of 5 meters from property boundary)**
 - dimension layout of existing and proposed parking areas including parking stalls, and size; driveways, paved area, entrances and exits abutting streets, avenues and lanes, drive aisle width;
 - location of garbage and recycling bins
 - location of Fire Department Connection on a proposed building,
 - adjacent roadways
 - location of all registered utility right of ways and easements
2. Building Plans identifying:
 - height and horizontal dimensions of all faces of all proposed new and existing buildings;
 - Floor Plans (identifying public floor area where required in order to calculate parking)
 - Colored rendering and material details for building exterior.
 - Fence enclosure plans for garbage and recycling receptacles
3. a completed Development Permit Application form including Form B
4. Site grading and servicing plans, signed and stamped by a qualified professional engineer showing existing and proposed grading and servicing information. These plans must meet the City of Leduc Lot Grading and Servicing Requirements.
4. Landscape plan identifying:
 - tree and/or shrub plantings or removal;
 - grassed areas and/or other landscape material;
 - quantity of planting, height, spread and calliper of plantings;
 - fencing location and details including: color, design and materials.
5. Itemized cost estimate for landscaping including:
 - all soft Landscaping elements such as trees, shrubs, plants, lawns and ornamental plantings;
 - hard surfacing elements such as bricks, pavers, shale, crushed rock, concrete, asphalt, or other suitable materials in the form of patios, walkways, curbing, paved driveways, paths; (but not paved parking lot area)
 - architectural elements such as fencing, walls and sculpture;planting, grass,

NOTE:

Other information may be required by the Development Officer if deemed to be pertinent to the approval of the development permit.

The above noted items may not all apply to your project, please contact a development officer at the Planning and Development Department at (780) 980-7124 for further information.

BUILDING LOCATIONS



No.	Building	Page
1.....	Waldorf Hotel.....	3
2.....	Federal Building.....	9
3.....	Anderson Block	15
4.....	Herb Reed Butcher	21
5.....	Temperance House	27
6.....	Grain Elevator	33
7.....	Temple Baptist Church	41
8.....	Dr. Woods House	47
9.....	MD of Leduc Administration Building.....	55
10.....	Gaiety Theatre.....	61
11.....	Maple Leaf Café.....	67
12.....	C.W. Carroll Land Office	73
13.....	Safeway Stores	79
14.....	Leduc Hardware & Munro's Drug Store ...	91