

# Façade and Landscape Improvement Incentive Project Checklist

## Step 1: Pre-Consultation

- A pre-consultation meeting with municipal staff to discuss for work that will be undertaken. Meetings can be arranged by emailing Caroline Birch, Economic Development Coordinator at [cbirch@brighton.ca](mailto:cbirch@brighton.ca).

## Step 2: Preparing Your Application

Before submitting your application, please make sure it includes:

- A completed Application Form which can be found online on our website or in hard copy format at the Municipal Centre (35 Alice Street)
- A signed copy of the Community Improvement Plan (CIP) Policies and Conditions document (included in Application Form)
- Electronic Transfer Funds (EFT) paperwork (included in Application Form)
- Property Tax Roll Number (included in Application Form)
- A copy of the parcel register for the subject property showing name of the current owner and legal description (can be obtained from the Land Registry Office)
- Written consent from the property owner

Additional Supporting Documentation:

- Two (2) itemized independent quotes that include the name of the qualified contractor(s) who will be undertaking the renovation (note: 50% of renovation costs eligible for rebate up to \$10,000), **OR**
- One (1) itemized independent quote that includes the name of the qualified contractor(s) who will be undertaking the renovation (note: up to 40% of renovation costs eligible for rebate up to \$10,000)
- Confirmation of an approved Heritage Permit (if applicable)

*Please note:* The municipality's preference is applications to the Façade and Landscape Improvement Incentive are supported by two (2) itemized independent quotes, however due to the specialized nature of some work in particular on buildings designated under the Ontario Heritage Act, it may be subject to a comparison with invoices for similar projects where available.

## Step 3: Submitting Your Application

Applications for 2025 are being accepted on an alternative intake period of April 1<sup>st</sup> to June 30<sup>th</sup>. In 2026, applications will be accepted during the regular intake period of January 1<sup>st</sup> to March 31<sup>st</sup>. If there is remaining funding following the evaluation of the applications received, a second intake period may occur at the discretion of the Municipality.

Applications can be submitted:

- ✓ online here: [www.brighton.ca/cip](http://www.brighton.ca/cip)
- ✓ emailed to: [cbirch@brighton.ca](mailto:cbirch@brighton.ca)
- ✓ by mail to:

The Municipality of Brighton  
35 Alice Street, PO Box 189  
Brighton, ON  
K0K 1H0

- in-person at the Brighton Municipal Centre located at 35 Alice Street during regular business hours

#### **Step 4: Wait for your Application to be Reviewed by Municipal Staff**

Municipal staff will review applications based on the criteria provided to applicants. The decision to fund and the amount of funding will generally be determined through the application of the criteria listed in each program. The highest quality of the proposed property enhancement and/or development project, or community benefits will be awarded, as funding allows.

The criteria provided to applicants has been determined by staff and is based on priorities laid out in the Municipality of Brighton's Strategic Plan.

In some cases, municipal staff may require a visual inspection of the property in order to fully assess the application.

If your application is approved, a letter and/or agreement will be provided from municipal staff and the work may begin. **Please note: any work commenced after applying but prior to application approval is done at the applicant's risk. Funding will only be provided after an agreement is executed.**

#### **Step 5: Complete Your Project**

- Approved work must be completed within one (1) year following the date of approval, except where it can be proven to the Municipality that a delay is due to the limited availability of specialized contractors;
- Proof of all paid invoices for professional fees related to the completion of work associated with the façade improvement must be submitted to the Municipality within six (6) months of the latest invoice date.

#### **Step 6: Receive Payment from the Municipality of Brighton**

- Submit paid invoices to the Municipality.

Invoices can be submitted:

- ✓ By email to: [cbirch@brighton.ca](mailto:cbirch@brighton.ca)
- ✓ by mail to:

The Municipality of Brighton  
35 Alice Street, PO Box 189  
Brighton, ON  
K0K 1H0

- ✓ in-person at the Brighton Municipal Centre located at 35 Alice Street during regular business hours

- Inspection of work completed by the Chief Building Official (CBO) and other municipal staff as necessary (if applicable)
- Receive payment from the Municipality of Brighton through Electronic Fund Transfer (EFT)

Please note: if actual costs are less than what were approved under the letter and/or agreement, the dollar amount of the payment may be reduced; however, if the costs are higher, the payment shall not be increased without the approval of Municipal Council.