

# HERITAGE GRANT PROGRAM APPLICATION FORM

## PROPERTY & CONTACT INFORMATION

Civic Address: \_\_\_\_\_

Heritage Permit #: \_\_\_\_\_

Property ID (PID): \_\_\_\_\_

Building Permit #: \_\_\_\_\_

Applicant: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Preferred Method of Contact:  Email  Phone

Are you the legal owner of the property?:  Yes  No – Please indicate the legal owner’s contact information below

Owner: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

## TO BE COMPLETED BY PROPERTY OWNER

Is the subject property covered by insurance?  Yes  No

Are you currently in good standing with the City of Saint John, meaning you have no unpaid taxes or outstanding property-related by-law violations?  Yes  No

As owner of the property, I am aware that, by allowing my tenant to apply for a Heritage Grant, I am forfeiting my opportunity to apply for the same category of Heritage Grant in the applicable year.

\_\_\_\_\_  
Owner’s printed name

\_\_\_\_\_  
Owner’s signature

\_\_\_\_\_  
DD/MM/YYYY

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I am applying for:

- Heritage Conservation Plan Grant:** A one-time grant provided to offset the cost of retaining a design professional (architect or engineer) to prepare a Conservation Plan for designated heritage properties. A Conservation Plan provides the property owner with a phased plan to undertake required heritage/structural work. 50% of the cost is funded up to a maximum reimbursement of \$1,500.
- Heritage Maintenance Grant:** A grant of 25% up to a maximum reimbursement of \$750 per year available to properties without a Conservation Plan in place, or to tenants for storefront signage and maintenance.
- Heritage Conservation Grant:** A grant to support large conservation projects for properties which have a Conservation Plan in place. There are two levels of funding provided by the Conservation Grant, depending on the nature of the project:
  - Minor Funding:** 25% up to a maximum reimbursement of \$7,500 for maintenance work as outlined in the Conservation Plan.
  - Major Funding:** 45% up to a maximum reimbursement of \$7,500 for restoration work to original character-defining elements, and for major projects such as masonry or structural repair.
- Heritage Window Grant:** A grant to offset the cost of repairing or replacing windows. No Conservation Plan is required.
  - Wood Window Repair:** 45% up to a maximum reimbursement of \$7,500.
  - Wood Window Replacement:** 35% up to a maximum reimbursement of \$7,500.
  - Aluminum-Clad Wood Window Replacement:** 20% up to a maximum reimbursement of \$7,500.
- Upgrade Grant:** A one-time grant for property owners to have their previous year's Maintenance Grant reassessed as a Heritage Conservation Grant, with the difference paid out. This grant is automatically waitlisted to November 30 and is dependent on available end-of-year funds. The following conditions must be met:
  - a) Work was undertaken in the previous calendar year that received a Heritage Maintenance Grant.
  - b) In the active program year, the property owner has obtained a Conservation Plan.
  - c) The previously reimbursed work is detailed in the Conservation Plan.

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## PROJECT COST ESTIMATE

In the table below please describe your pre-HST project cost estimates. If applying for more than one grant category, please note the category for which each item is being applied. **Written project estimates must be attached with the application form.**

CATEGORY	APPROVED ITEM(S) FROM HERITAGE PERMIT	COST ESTIMATE PRE-HST

## HERITAGE GRANT APPLICATION CHECKLIST

Please ensure your application is complete and includes all of the following items:

- Heritage Permit Number
- Building Permit Number (if required)
- Confirmation that the owner, if different from the applicant, is aware of the grant application
- Signature of the applicant and legal owner of the building
- If applying for a Heritage Conservation Grant, please attach the relevant page(s) from the Conservation Plan

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## SIGNATURES

I hereby request that this application be considered under the *Heritage Grant Program Policy* of the Growth & Community Services Department of The City of Saint John.

By signing below, I certify that all information included on this application form is truthful and accurate.

\_\_\_\_\_  
Applicant's printed name

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
DD/MM/YYYY

## General Collection Statement

This information is being collected in order for the City of Saint John to deliver an existing program/service; the collection is limited to that which is necessary to deliver the program/service. Unless required to do so by law, the City of Saint John will not share your personal information with any third party without your express consent.

The legal authority for collecting this information is to be found in the Municipalities Act and the Right to Information and Protection of Privacy Act.

For further information or questions regarding the collection of personal information, please contact the Access & Privacy Officer.

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