

PROGRAM GUIDELINES FOR THE CITY OF WOODSTOCK DOWNTOWN AREA NON-STREET FRONT FAÇADE LOAN PROGRAM

These guidelines are to be used by persons wishing to apply for Non-Street Front Façade Loan Program funding offered under the Downtown Area Community Improvement Plan by the City of Woodstock.

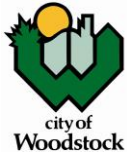
The Applicant is required to provide appropriate answers to all questions on the application form. If all prescribed information is not provided, the application will not be accepted.

SUBMISSION OF APPLICATION:

Please submit the completed application form and other information as set out herein to:

City of Woodstock
Economic Development Office
P.O. Box 1539
500 Dundas Street
Woodstock, ON N4S 0A7

Attention: Brad Hammond, Economic Development Officer
Phone: 519-539-2382 Ext. 2113
bhammond@cityofwoodstock.ca



NON-STREET FRONT FAÇADE LOAN PROGRAM GUIDELINES

1.0 Purpose

The Non-Street Front Façade loan is intended to:

- assist property owners in identified community improvement project areas with non-street front facade improvements;
- assist the property owner in retaining a professional service designer to develop the project concept; and
- bring participating buildings and properties within the identified community improvement areas into conformity with the City of Woodstock Property Standards By-law.

For the purposes of this program, a non-street front facade shall mean that portion of a non-street front building that is visible from an adjacent street or alleyway.

Where possible applicants are also encouraged to apply for Façade Improvement funding or a Awning, Signing and Decorative Light grant in conjunction with a Non-Street Front Facade Improvement loan to ensure a comprehensive improvement to the building's exterior. In doing so, the applicants are required to pre-consult with the City's Development Commissioner or designate for appropriate funding options.

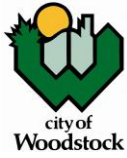
2.0 Funding

Loan commitments will be provided subject to funding availability within the supporting reserve fund. Should there not be adequate funding to meet demand for the loan program, applications will be held and processed in chronological order of their application date as funding becomes available. Design fees can be applied for prior to the application submission and can be applied for at any time of the year as funds are available. Please note that applicants risk disqualification if they undertake work before receiving and signing an Approval Letter. Projects will not be funded retroactively.

3.0 Eligible Areas

The Non-Street Front Facade Improvement Loan Program applies to:

- All properties within the 'Central Area' as defined on Schedule W-2 of County Official Plan as shown on Figure 1 in the Downtown Area CIP.



4.0 Eligible Program Improvements

Eligible Non-Street Front Facade Loan improvements would include:

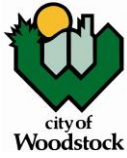
- exterior non-street front renovations including entrances and display windows as part of a larger restoration program, the repair and re-pointing of façade masonry and brickwork, façade painting and cleaning treatments, and other similar repairs/improvements consistent with the Woodstock Central Area Design Guidelines (2011);
- professional fees at the discretion of the Development Commissioner.

Non-street front renovations may only be eligible for funding after the street front facade has been improved or improvements to the street front facade deemed unnecessary by the Economic Development Office.

5.0 Eligibility for Loan (owner)

To be eligible for a Non-Street Front Facade Loan, the owner must meet all conditions detailed in this program description including:

- the owner must submit a complete application;
- the owner must be the registered owner of the property for which the application is being submitted;
- all mortgages and charges, including the Façade Improvement Loan, must not exceed 90% of the post rehabilitation appraised value of the property;
- the owner must provide sources of government and/or non-profit organization funding (Federal, Provincial, County, CMHC, Federation of Canadian Municipalities, etc.) that can be applied against the eligible costs anticipated or have been secured, and must be declared as part of the application;
- all City of Woodstock taxes must be paid in full when the loan is issued and remain so for the lifetime of the loan;
- the improvements will have regard to the Woodstock Central Area Design Guidelines to the satisfaction of the City of Woodstock. No grant shall be issued until such time as the eligible works are deemed to be complete by the City;
- there must be no other outstanding debts to the City of Woodstock;
- outstanding work orders for the City's Building Department or Fire Department and requests to comply must be addressed prior to approvals being granted;



- the owner must not have defaulted on any City-sponsored grant/loan program in the past;
- the applicant must sign an agreement which will identify the terms and conditions of the loan and
- loans will be paid on the basis of the actual cost of the eligible work and will be approved at the sole discretion of the City.

5.1 Eligibility for Loan (Structure)

Eligible structures for the Non-Street Front Façade Loan Program would include:

- occupied or vacant structures;
- any discrete building held in one ownership in the identified program area. Within a contiguous group of buildings, a discrete building will be interpreted as any structure which is separated from other structures by a solid party wall. The entirety of a multi-unit building, which contains separate units with condominium status, will be considered one building for the purpose of this program;
- each discrete building on each property is eligible for multiple loans provided the loans do not exceed the maximum amount allowable under program guidelines. Separate applications must be submitted for each discrete building on a single property;
- there must be no City of Woodstock Building Department orders or deficiencies when the loan is issued.

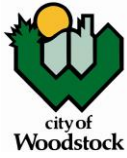
5.2 Eligibility for Loan (Lot)

To be eligible for a Non-Street-front Facade Improvement Loan, an eligible structure must be located on an eligible lot. For the purpose of this program, an eligible lot would mean:

- a lot wherein the proposed building improvements flank an interior side yard, exterior side yard or rear yard abutting an alleyway, easement, or road allowance such that the improvements would remain open and visible to the public.

6.0 General Terms of the Loan

The loan will be interest free and will be amortized over a 10 year period.



6.1 Loan Amount

Loans will be issued up to:

- \$25,000 per building.

The total of available funds will equate up to 50% of the value of eligible works.

In addition, 50% of the professional service design fees (exclusive of HST), to a maximum of \$1,500 may also be applied for per property.

Applicants can apply only once under the program to discourage staged improvements over multiple years. While more than one building on a single property may be eligible for a loan, the loan will not exceed 50% of the cost of the eligible works that related to each discrete building.

6.2 Loan Security

Loans will be secured through the registration of a lien placed on title for the total amount of the loan. Liens will be noted on the tax roll and will be registered and discharged by the City.

The Development Commissioner or designate may postpone the lien which is given as security for the Non-Street Front Facade Loan in circumstances where any of the registered mortgages are being replaced, consolidated or renewed and the total value of all mortgages and charges including the City's lien against the property does not exceed 90% of the appraised value of the property.

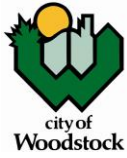
6.3 Loan Disbursement

The loan will be paid to the property owner upon receipt of invoices for completed work and inspection of the completed improvements by the staff of the City of Woodstock Building Department. Prior to the advancement of funds, the loan agreement will be signed only when the work is completed.

There will be no progress payments

6.4 Loan Repayment Provisions

Loan payments will begin after year five (5) after the advancement of funds. Repayment of the loan will be on a yearly basis and does not include interest. The amount of these yearly payments will be a minimum of \$1,000, at the discretion of the Development Commissioner or designate. Any outstanding balance is due by the end of year ten (10). Full repayment can be made at any time without penalty.



6.5 Transferable Loan

At the discretion of the City, loans may be transferable to a new owner providing that the new owner meets with the eligibility criteria and agrees to the terms and conditions of the loan. The new owner must enter into a new loan agreement with the City for the outstanding loan value at the time of purchase. Otherwise, where ownership is transferred the outstanding balance of the loan shall immediately become due and payable.

7.0 Additional Rehabilitation and Demolition

Additional work to the non-street front facade may be undertaken only after consultation with the Economic Development Department to ensure consistency with the provisions of the Design Guidelines.

Work carried out in the absence of consultation with the Economic Development Department may result in default of the loan and in the forfeiture of the City's consideration of subsequent applications for funding assistance under any of the City sponsored loan or grant programs.

The Non-Street Front Facade Improvement Loan Program does not impose any specific restrictions on demolition except that any outstanding loan amount must be repaid to the City prior to the issuance of a demolition permit.

8.0 Relationship to other Financial Incentive Programs

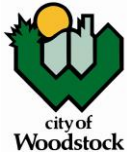
It is intended that the Non-Street Front Facade Improvement Loan Program will complement other incentive programs offered by the City of Woodstock. Property owners may also qualify for financial assistance under those programs specifically offered by the City. However, the funding from these programs cannot be used to subsidize the property owner's share of the total cost of the non-street front facade improvements.

9.0 Procedures

The following procedures must be completed in entirety prior to the disbursement of funds under the Non-Street Front Facade Improvement Loan Program.

9.1 Loan Application

The applicant is required to complete a complete Non-Street Front Façade Improvement Program application form and submit the form to the Development Commissioner or designate.



The Non-Street Front Facade Improvement Loan Program will not apply retroactively to works completed prior to the approval of the Loan application by the Development Commissioner or designate.

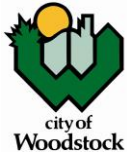
9.2 A "Complete" Application

To be eligible for a Non-Street Façade Improvement loan, the applicant will be required to submit a complete application. A complete application may include:

- Complete drawings and details of the works to be undertaken;
- A copy of the Building Permit (if required);
- Product brochures for the proposed installations;
- Where exterior cleaning is proposed, the cleaning method, type of product to be used, rinsing system, areas of sample cleaning, mortar joint repair procedure, experience of contractor including completed projects;
- A detailed estimate of the works to be completed;
- The cost estimate should be supported by a minimum of two quotations by qualified contractors. In general, the lower of the two estimates will be taken as the cost of the eligible works for the purpose of the program. Cost estimates should be consistent with the estimate noted on the accompanying Building Permit (if required). In no case shall a loan be issued where the portion of the loan attributed to work completed under a Building Permit exceed the verified construction value noted on the Building Permit;
- The cost estimate of the design fees; and
- Any or other information that may be deemed necessary by the Development Commissioner or designate.

9.3 Relationship of the Improvements to Design Guidelines

The application will include a description of how the proposed works relate to the Central Area Design Guidelines. The onus is on the applicant to show how the proposed works relate to the relevant Design Guideline.



9.4 Building Department Inspection

Following the submission of the loan application and prior to its approval, the Building Department will inspect the building to review its condition and the proposed improvements. The Economic Development Office will make arrangements for a title search of the property and check on tax payment records.

9.5 Final Determination of Eligible Improvements

The final determination as to how much of the proposed work is eligible for funding under the Non-Street Front Facade Improvement Loan Program will be made by the Development Commissioner or designate. The Development Commissioner or designate may require further drawings, cost estimates, or other items of information relating to the proposed works before approval of the loan is issued.

9.6 Loan Approval - Approval Expires in One Year

Once all eligibility criteria and conditions are met, and provided that funds are available in the supporting Reserve Fund, the Development Commissioner or designate will approve the Non-Street Front Facade Improvement Loan. If an application is refused, the applicant may appeal the decision of the Development Commissioner to City Council.

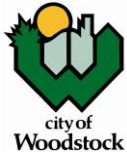
Approval by means of a letter to the applicant will represent a loan commitment. Loan commitments will be valid for one year and will expire if the work is not completed within that time period. The Development Commissioner may, at his/her discretion, provide a written loan commitment extension of up to One year. It is important to note that the consideration of such an extension will require a written request from the applicant detailing the reasons the extension is being sought.

9.7 Inspection of Completed Works

The loan will be paid to the property owner upon receipt of invoices for all completed work and after the City inspection of all completed improvements has taken place. The City will inspect the work completed to verify that the proposed improvements have been completed as described in the application. The loan amount will relate to the invoices showing the actual costs of completed work and not the estimated costs as described in 9.2 above.

Prior to the advancement of funds, the loan agreement will be signed only when the work has been completed.

There will be no progress payments.



9.8 Registration of Agreement/Legal Costs

The City of Woodstock shall be responsible for the cost and executing of the agreement and associated legal fees in doing so.

10.0 Administration

Minor grammatical, referencing or formatting amendments in this program that do not impact of funding or eligibility requirements may be undertaken at the discretion of the City without an amendment to this program.

11.0 Termination of Program

The City may discontinue the program at any time; however, loan commitments given prior to its termination will be processed in entirety subject to the eligibility criteria detailed in the program guideline.