



**COMMERCIAL FAÇADE AND BEAUTIFICATION**

**POLICY PURPOSE**

- 31.1 It shall be the policy of the Municipality of the District of Shelburne to have clear terms and conditions for the administration and distribution of funding for all commercial façade and beautification assistance.

**POLICY DETAILS**

- 31.2 This policy provides the opportunity to assist business owners to beautify, improve and promote their exterior premises and associated promotional signage.
- 31.3 Each year, the Municipality shall advertise any availability of funding for Commercial Façade and Beautification, under the provisions of this policy.
- 31.4 Application deadline and maximum eligibility amount shall be clearly stated on all advertising.

**ELIGIBILITY**

- 31.5 All industrial and commercial properties within the Municipality of the District of Shelburne are eligible for 50% cost-shared assistance for external façade upgrades up to a maximum amount of \$2500.00.
- 31.6 Each year, the Municipality may review its current Commercial Façade and Beautification Policy to determine if the eligible maximum amount needs to be revised.
- 31.7 All rates and taxes from previous years, on any eligible property, must be paid in full before an application for assistance can be considered.
- 31.8 Not-for-profit organizations are not eligible under this program as they can apply for funds under other Municipal programs.
- 31.9 Eligible upgrades may include window and door replacement, painting, siding, signage and landscaping from any eligible property.
- 31.10 All eligible properties, which have received funding under this program, shall be re-considered for additional funding only after five years from the date of the original application approval.

**PROGRAM BUDGET**

- 31.11 The budget allowance for this program will be reviewed annually during the Municipality's budget process and will be subject to the limitations of the overall operating budget.
- 31.12 If the total value of applications received exceeds the available funding amount for this program, preference will be given to those projects demonstrating the most positive impact on the Community, as determined by Council.
- 31.13 Once approved, the Municipality may work with the property owner(s), or designate, to ensure the timely execution of all eligible work. All unused funding will expire six months from the date of the application's approval, unless otherwise authorized, in writing by the Municipality of the District of Shelburne.

**THIS IS TO CERTIFY** that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Residential Land Beautification on the 26th day of March, 2018.

**SIGNED** this \_\_\_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
WARDEN

\_\_\_\_\_  
MUNICIPAL CLERK

Approved by Council: March 26, 2018

Effective Date: March 26, 2018

**MUNICIPALITY OF SHELBURNE**  
**COMMERCIAL FAÇADE AND BEAUTIFICATION PROGRAM**  
**APPLICATION FORM**

NAME AND ADDRESS OF BUSINESS:

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PROPERTY ADDRESS (If Different): \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**1. PLEASE PROVIDE BRIEF PROJECT DETAILS OF WORK TO BE COMPLETED FOR THE BEAUTIFICATION OF THIS COMMERCIAL PROPERTY\*:**

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\*Please provide any available pictures of the property.

**5. PLEASE DESCRIBE THE BENEFITS YOUR PROJECT WILL PROVIDE TO THE COMMUNITY AND/OR MUNICIPALITY:**

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**6. PLEASE SUMMARIZE THE PROJECT BUDGET:**

<b>BUDGET</b>	
<b>ESTIMATED EXPENSES</b>	
<b>DETAILS OF WORK TO BE COMPLETED*</b>	<b>AMOUNT</b>
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total Project Cost**</b>	\$
<b>Total Amount Requested</b>	\$

\*If you required more space, please provide additional sheet of paper.

\*\*Please include quotes for work to be completed.

**10. PLEASE ENSURE YOUR SUBMISSION INCLUDES THE FOLLOWING:**

- COMPLETED APPLICATION FORM
- PROOF OF PREVIOUS YEAR'S TAX PAYMENTS

**8. AUTHORIZATION:**

Application Prepared By: \_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_  
 (Contact Person)                      Signature                      Print                      DD/MM/YY

**9. SUBMISSION:**

**MAIL: MUNICIPALITY OF THE DISTRICT OF SHELBURNE**  
 COMMERCIAL FAÇADE AND BEAUTIFICATION PROGRAM  
 PO BOX 280  
 SHELBURNE, NS  
 B0T 1W0

**EMAIL: [contact@municipalityofshelburne.ca](mailto:contact@municipalityofshelburne.ca)**

**DROP OFF: 136 HAMMOND STREET, SHELBURNE, NS**

**APPLICATION DEADLINE:**