

Cobourg Heritage

2017 HERITAGE FINANCIAL INCENTIVES APPLICATION GUIDE



Contact:

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HERITAGE FINANCIAL INCENTIVES APPLICATION GUIDE

Financial Programs:

Cobourg provides several financial incentives to promote the conservation of our heritage resources. These funding opportunities are administered directly by Planning and Building staff and the Finance Department. Persons interested in applying for any municipal incentive programs as detailed below must submit a complete heritage financial incentives application form to the Building and Planning Department.

There are several sources of restoration project funding and tax incentive programs for designated property owners:

Permit Fee Program

The Heritage Fee Program has been instituted for all designated buildings under Part IV and Part V of the Ontario Heritage Act. Any project applying for this loan program MUST be consistent with both the Town's Heritage District Guidelines and *Parks Canada Standards and Guidelines for the Conservation of Historic Sites*.

IF WORK IS STARTED WITHOUT APPROVALS AND PERMITS FULL PERMIT FEES APPLY.

IF WORK IS INCONSISTENT WITH APPROVED PLANS, FULL PERMIT FEES APPLY.

This program waives building and planning fees for restoration, renovation and reconstruction initiatives in the Commercial Core Heritage District (both interior and exterior works). This program does not apply to new construction (new developments and additions).

Permit Fees for restoration, renovation and reconstruction initiatives for exterior works on designated heritage properties outside of the Commercial Core District receive a 50% discount on permit fees. This program does not apply to new construction (new developments and additions).

Projects eligible for this program MUST be consistent with both the Town's Heritage District Guidelines and with *Parks Canada Standards and Guidelines for the Conservation of Historic Sites*.

Heritage Loan Program

The Cobourg Heritage Loan program provides monies for exterior restoration projects on designated heritage buildings that receive heritage approval to a maximum of \$15,000.00 per project per property. This program is intended to provide additional incentives for both residential and commercial property owners to restore, upgrade or maintain those properties protected under the Ontario Heritage Act. Projects eligible for this loan program MUST be consistent with both the Town's Heritage District Guidelines and *Parks Canada Standards and Guidelines for the Conservation of Historic Sites*.

The Treasurer administers the program in consultation with Planning and Building Staff.

IF WORK IS STARTED WITHOUT APPROVALS AND PERMITS THE APPLICANT IS NOT

ELEGIBLE FOR THE HERITAGE LOAN PROGRAM.

IF WORK IS INCONSISTENT WITH APPROVED PLANS, THE APPLICANT IS NOT ELEGIBLE FOR THE HERITAGE LOAN PROGRAM.

Heritage Tax Incentive Program (Commercial Core Only)

The Heritage Tax Incentive Program grants money to building owners in the Commercial Core Heritage District for restoration or redevelopment projects that receive heritage approval. The grant is equal to the annual increase in the town portion of the property taxes resulting from an increase in assessment as a direct result of the project. This is credited against the property taxes annually for a maximum period of ten consecutive years. Projects eligible for this program MUST be consistent with both the Town's Heritage District Guidelines and with *Parks Canada Standards and Guidelines for the Conservation of Historic Sites*.

IF WORK IS STARTED WITHOUT APPROVALS AND PERMITS THE APPLICANT IS NOT ELEGIBLE FOR THE HERITAGE TAX INCENTIVE PROGRAM.

IF WORK IS INCONSISTENT WITH APPROVED PLANS, THE APPLICANT IS NOT ELEGIBLE FOR THE HERITAGE TAX INCENTIVE PROGRAM.

Development Charges Credit On Existing Buildings Program

The Town of Cobourg has passed an amendment to the Development Charges By-law to provide for greater flexibility in allowing credits for all redevelopment projects which utilize existing buildings. This program is not specifically for heritage purposes and it is available for all redevelopment in the Cobourg community. For heritage properties, this could be a change-of-use credit based upon the floor area of the former use versus the new use. Projects in the Heritage Districts applying for this credit MUST be consistent both the Town's Heritage District Guidelines and with *Parks Canada Standards and Guidelines for the Conservation of Historic Sites*.

IF WORK IS STARTED WITHOUT APPROVALS AND PERMITS THE APPLICANT IS NOT ELEGIBLE FOR THE DEVELOPMENT CHARGES CREDIT ON EXISTING BUILDINGS PROGRAM.

IF WORK IS INCONSISTENT WITH APPROVED PLANS, THE APPLICANT IS NOT ELEGIBLE FOR THE DEVELOPMENT CHARGES CREDIT ON EXISTING BUILDINGS PROGRAM.

Other Funding Opportunities:

In addition to the Town of Cobourg's Heritage Financial Incentives Program, there are other financial programs an individual may investigate which are operated separately from the Town's programs.

Architectural Conservancy of Ontario (ACO), Cobourg Branch: Cobourg Heritage Fund Grant Program

The Cobourg Branch of the Architectural Conservancy of Ontario has a program designed to accommodate smaller restoration / repair projects to a maximum of \$1,000.00 per applicant. For more information download the ACO Grant Application Form at the Town's website or contact the Cobourg Branch of the Architectural Conservancy of Ontario for more information.

HERITAGE FINANCIAL INCENTIVES APPLICATION PROCESS

There are over 540 individual and district designated properties which require a heritage permit when undertaking alterations to the property. Property-owners receiving heritage approvals are eligible to be considered for a number of municipal heritage financial incentive programs. These programs are administered by the Finance staff and Planning and Building staff.

STAFF APPROVAL TABLE

a)	Applicant receives Heritage Approval through either planning staff or the Cobourg Heritage Committee and Town Council			
	↓			
b)	Applicant meets with Finance and Planning and Building Staff to determine if the application meets the requirements of being considered for a heritage financial incentives program.			
	↓			
c)	Town staff will decide whether the application will receive approval for the financial incentive program.			
	↓			
d)	Town Staff either:			
	Approves Application	OR	Approves Application Subject to Conditions	OR
		↓		Refuses Application
		↓	↓	
	↓			
e)	Town Staff will contact the applicant with their decision and, if applicable, finalize any agreement with the applicant.			

If you have any questions regarding the Town of Cobourg’s Financial Incentive Programs, please contact:

Alison Torrie Lapaire
Planning Department

Town of Cobourg
 Planning Department
 55 King Street West
 Cobourg, ON
 Phone: 905-372-1005 ext. 4455
 Fax: 905-372-1533
 Email: atorrie@cobourg.ca

For further information please visit
www.cobourg.ca

HERITAGE FINANCIAL INCENTIVES APPLICATION FORM

To be submitted to Heritage Planning staff

Location and Contact Information

The accuracy and completeness of this application is the responsibility of the applicant.

Location of Subject Property:

Municipal Address: _____

Legal Description: _____

Property Owner's Contact Information:

Name: _____

Address & Postal Code: _____

Day Time Phone No.: _____

Home Phone No.: _____

Fax No.: _____

E-mail Address: _____

Designation Status:

- Individual (Part IV) Designation
- District (Part V) Designation
- Listed Property of Interest
- Other _____

A. Heritage Permit Approval

Have you received heritage approval from the Town of Cobourg?

- YES** **NO**

If Yes:

Please attach a copy of the approval you have received.

B. Planning Act Applications

Does this application in which you received Heritage Permit Approval also require other municipal approvals such as Minor Variance, Site Plan, and Building Permit?

- YES** **NO**

If Yes:

a) Please acknowledge that all municipal approvals must be received before your application for a heritage financial incentive approved:

- I Acknowledge**

C. Permit Fee Program

Permit Fee Reduction Requested? Yes No

(If Yes, please provide separate letter indicating request for permit fee reduction which will be reviewed and considered by planning and building staff before any permits are issued .)

D. Heritage Loan Request

Heritage Loan Requested? Yes No Amount Requested _____
(maximum \$15,000)

If Yes, please provide separate letter indicating request for heritage loan which will be reviewed and considered by heritage and finance staff. Please include a copy of a quotation from the approved contractor for the project.

E. Heritage Tax Incentive Program (Commercial Core Only)

Heritage Tax Incentive Program Requested? Yes No _____

If Yes, please provide separate letter indicating request for heritage tax incentive which will be reviewed and considered by heritage and finance staff and further submitted to the Municipal Property Assessment Corporation (MPAC) for their input on assessment changes.

F. Development Charges Credit On Existing Buildings Program

Development Charges Credit Requested? Yes No

(If Yes, please provide separate letter indicating request for Development Charges Credit which will be reviewed and considered by planning and building staff before any permits are issued .)

G. Completed Submission

Before submitting this application, please check off the following applicable boxes to ensure that your application is complete:

- Pre-consultation meeting with staff has been completed
- A copy of your Heritage Approval is attached

Declaration & Signature:

I hereby declare that the statements made herein are, to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application.

I have reviewed the submission requirements and understand that incomplete applications may not be accepted.

I also understand that the proposal must comply with all other applicable legislation and by-laws and that other approvals if required must be described clearly in this application form (e.g. Minor Variance, Site Plan, Building Permit, Sign Permit).

I acknowledge that Town of Cobourg staff may visit the property that is the subject of this application for the purpose of evaluating the merits of this application.

I acknowledge that personal information on this form is collected under the authority of the *Ontario Heritage Act* and will be used to process the Heritage Financial Incentive Application and the information may also be released to the public.

I confirm that I am the owner of the property and have reviewed this application with Planning and Building Staff and Financial Staff at a pre-consultation meeting.

Property Owner's Signature (*required*)

Date

The personal information on this form was collected pursuant to the ***Freedom of Information Act*** and forms part of a public record open to inspection by any person upon request at the office of the clerk during normal office hours. See the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56, s.14(1)(c).

OFFICE USE ONLY

Heritage Financial Incentives Application Completion Verification for Staff

HPA No:	
Date of Pre-Consult Meeting:	
<p>The following portions of this application have been completed or submitted:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pre-consultation meeting with staff <input type="checkbox"/> A copy of the Heritage Approval is attached 	
Verified by:	
Planning staff member	Signature
Date	

Circulation Tracking

Approvals Required:	Date Approved	
Planning and Building Staff Approval(s) AND/OR:	_____	_____
Finance Staff Approval	_____	_____