

# DOWNTOWN HERITAGE FAÇADE IMPROVEMENT PROGRAM APPLICATION FORM



Administered by the Carleton Place BIA  
Contact: 613-257-8049 or  
[info@downtowncarletonplace.com](mailto:info@downtowncarletonplace.com)  
[www.downtowncarletonplace.com](http://www.downtowncarletonplace.com)



## Applicant Information

Property Address: \_\_\_\_\_

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

Names of Tenants: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

## Description of Improvements:

Please provide a written description and sketch of the proposed improvements and describe how these improvements will revitalize your building façade.

Attachments should include

- Sketch of proposed improvements
- Paint Chips
- A diagram of where colors will be used
- Design of any new signage being purposed

Applicants should clearly define work to be completed and submit designs, quotations and have approval before the work has begun; those who do not follow the protocol may not qualify for re-imburement.

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**Work Estimates:**

Submit two separate written estimates of work to be provided by a recognized contractor other than the owner. The owner may present an estimate but is required to have at least two prepared by contractors. Grant will be calculated based upon the lowest estimate.

1. **Name of preferred contractor:** \_\_\_\_\_

**Amount:** \_\_\_\_\_

2. **Name of second contractor:** \_\_\_\_\_

**Amount:** \_\_\_\_\_

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For office use only, review Committee Considerations:

Application received by: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Confirmation of all eligibility requirements: \_\_\_\_\_

Amount approved: \_\_\_\_\_ Payment of Grant: \_\_\_\_\_

Approval of Carleton Place BIA \_\_\_\_\_

Town of Carleton Place Planning Department:  
\_\_\_\_\_

Mayor Louis Antonakos \_\_\_\_\_

**NEW INFORMATION REQUIRED**

**Has this business/property owner applied for Façade Improvement in the past?**

**If the answer to the above question is yes, how many times?** \_\_\_\_\_

**and what was the total amount of dollars received?** \_\_\_\_\_