

## MUNICIPAL HERITAGE INCENTIVE APPLICATION FORM

### **A. APPLICANT INFORMATION**

Name of Applicant: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

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

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

**The applicant must be the owner of the Municipal Heritage Site. If the owner is an organization, include documentation verifying the applicant is a signing authority of the organization.**

### **B. MUNICIPAL HERITAGE SITE INFORMATION**

Name of Municipal Heritage Site: \_\_\_\_\_

Civic Address of Municipal Heritage Site: \_\_\_\_\_

Legal Description of Municipal Heritage Site: \_\_\_\_\_

City of Brandon Tax Roll Number: \_\_\_\_\_

Date of Designation as a Municipal Heritage Site: \_\_\_\_\_

### **C. PROJECT PROPOSAL**

Project Title: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Proposed End Date: \_\_\_\_\_

Present Use(s) of Building or Site: \_\_\_\_\_

Use(s) of Building or Site after Project Completion: \_\_\_\_\_

Briefly describe the scope of work of this project that you consider eligible for a grant from this program. This information should correspond to your cost estimate details under "D. Project Financing Summary".

Work Item #1	
Work Item #2	

Work Item #3	
Work Item #4	
Work Item #5	
Work Item #6	
Work Item #7	
Work Item #8	

List all major modifications the building or site has undergone since it was designated as a Municipal Heritage Site. If there is insufficient room below, attach a separate sheet of paper itemizing these details.

Who is responsible for the long-term maintenance costs?

## **D. PROJECT FINANCING SUMMARY**

Identify the expected costs and revenues of your project. This information should correspond to your Eligible Cost Details, Volunteer Labour Details and Donated Materials on the following page.

### **1. Complete Project Costs**

Includes the cost of eligible work **and** the cost of other, non-eligible work to be undertaken during the project.

Labour:	\$ _____
Materials:	\$ _____
Design/engineering fees	\$ _____
Equipment	\$ _____
Other (specify below)	
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total Complete Project Costs</b>	<b>\$ _____</b>

### **2. Eligible Project Costs**

Refer to the City of Brandon's municipal heritage incentive program information sheet for a list of eligible work items.

Labour:	\$ _____
Materials:	\$ _____
Design/engineering fees	\$ _____
Equipment	\$ _____
Other (specify below)	
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total Eligible Project Costs</b>	<b>\$ _____</b>

### **3. Proposed Project Revenues**

This includes all funding sources that will be used to undertake the project.

Fundraising sources (specify below)	
_____	\$ _____
_____	\$ _____
_____	\$ _____
Owner equity:	\$ _____
Volunteer labour:	\$ _____
Donated materials:	\$ _____
Loans (specify)	\$ _____
_____	

Approved grants (specify below)

_____	\$ _____
_____	\$ _____

Grants applied for but not yet approved (specify below)

_____	\$ _____
_____	\$ _____

Other property tax incentives (specify below)

_____	\$ _____
_____	\$ _____

Other funding sources (specify below)

_____	\$ _____
_____	\$ _____

<b>Total Proposed Revenue</b>	<b>\$ _____</b>
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#### 4. Eligible Cost Details

Include at least three (3) quotes for the work items listed below. If there is insufficient room in the table, attach a separate sheet of paper itemizing these details.

Work Item #	Item of Work	Materials			Labour			Total Cost
		Units	Cost/Unit	Total Cost	Hours	Cost/Hour	Total Cost	
Total Eligible Costs								

#### 5. Volunteer Labour Details

If there is insufficient room in the table, attach a separate sheet of paper itemizing these details.

Name of Volunteer	Type of Work	Hours Pledged	Value of Labour	Volunteer's Signature
Total Volunteer Labour				

#### 6. Donated Materials

If there is insufficient room in the table, attach a separate sheet of paper itemizing these details.

Work Item #	Donor	Material Description	Units	Cost/Unit	Total Cost	Donor's Signature
Total Donated Materials						

#### E. APPLICANT'S DECLARATION

As the applicant, I confirm and verify to the City that

1. I am the registered owner of this Municipal Heritage Site or a signing authority of the organization owning this Municipal Heritage Site,
2. The information provided on this application form and the application package is true and complete, and
3. I have made arrangements to obtain other applicable approvals, such as a building permit.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## Municipal Heritage Incentive Program

A Municipal Heritage Site is a legally recognized and protected site that has significance to the community's history and heritage. Significance can include an association with an important person, event or theme in the community's history, notable architecture or materials, recognition as a community landmark, or a connection to everyday experiences or spiritual lives of residents.

One of the benefits of designation as a Municipal Heritage Site is that the site owner may qualify for Brandon's Municipal Heritage Incentive Program. This program involves an exemption on at least part of the municipal portion of property taxes to help offset some of the costs associated with heritage conservation.

### Program Highlights

- All eligible projects may have up to 50% of costs covered through ordinary municipal property tax exemptions for up to ten (10) years
- Sites used only for residential purposes may receive a graduated exemption, starting at 100% the first year and declining 10% every subsequent eligible year
- Other sites may receive a 100% exemption for every eligible year
- Minimum \$5,000.00 in eligible project costs per application
- Application must be granted conditional approval before proposed work can be completed
- First installment of property tax exemption will occur after final approval granted (e.g. work completed and passed final inspection)

### Eligibility

- You as the applicant must be the owner of the subject site
  - If the owner is an organization, the applicant must be a signing authority of the organization
- Site is designated by the City of Brandon as a Municipal Heritage Site
- Site must not have any financial amounts owing to the City of Brandon, such as property tax arrears or outstanding utility charges
- Site must not have any outstanding contraventions or non-compliance orders, except for contraventions or orders requiring work for which the applicant is applying for this program
- Work for which you are applying for this program cannot have started yet
- You must successfully obtain a Municipal Heritage Permit for work for which you are applying for this program
  - Work must comply with the latest edition of the Canada's Historic Places' "[Standards and Guidelines for the Conservation of Historic Places in Canada](#)"
- Eligible project costs—minimum \$5,000.00
  - Structural repair, building stabilization and moisture control
  - Repair and energy upgrading of existing original windows
  - Exterior restoration, including
    - Conservation of original, existing material
    - Restoration of deteriorated material
    - Reconstruction of missing components
  - Exterior historic paint colours
  - New windows that match the original windows in their details, operation and materials, but only if the original windows no longer exist or are in irreparable condition
  - Accessibility requirements with minimal impact to historically significant exterior and interior features
  - Restoration of original interior features where the building is accessible to the public on a regular basis
  - All professional fees associated with any of the work listed above

## **Documentation and Fee Requirements**

- Application Fee: See fee schedule
- [Municipal Heritage Permit application package](#)
- Plans and details showing your proposed work on the Municipal Heritage Site
- At least three (3) quotes for all eligible work items associated with the proposed work
- Other information as applicable, such as structural or building condition reports and photographs of areas of the building, structure or site affected by the proposed work

## **Timelines**

The process to obtain conditional approval generally can take two (2) months at best. Complicated applications may take a longer period of time.

If you successfully obtain conditional approval for the heritage incentive program, you must complete all outstanding conditions of approval and final inspection to obtain final approval. Once you obtain final approval, you may begin receiving your heritage incentive.

## **Decision Making Authority**

Municipal heritage incentive applications are approved by the City of Brandon Planning, Property & Buildings Department.

## **Pre-Application Review**

Before formal submission of an application, the Planning, Property & Buildings Department can do a preliminary review of the application package and, if necessary, advise the applicant on which elements of the package should be revisited. The Planning, Property & Buildings Department cannot guarantee support or approval of an application, as it must objectively analyze all applications. The pre-application review may take two to three (2-3) weeks.

## **Committee's Review of Associated Heritage Permit Application**

You as the applicant must attend the Brandon Municipal Heritage Advisory Committee meeting in which the associated heritage permit application is scheduled to be considered, and you are responsible to present details of your application and answer any questions the Committee may have.

## **Conditions and Limits of Approval**

If your application meets all applicable criteria, the City of Brandon may grant you conditional approval for your heritage incentive application. Conditions will be attached to ensure the heritage integrity of the building, structure or site is maintained. A typical example of a condition for municipal heritage incentive approval is the owner obtaining final occupancy for a building permit associated with the proposed work.

## **Other Approvals Required**

Some work proposed in your application also requires a development or building permit. Please consult with the Planning, Property & Buildings Department on requirements and the process for a development or building permit.

Some work proposed may not comply with other laws or by-laws, such as the Zoning By-law. Those issues must be addressed before the heritage incentive application can be considered.