



# Façade Improvement Program Information Guide

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### I. Introduction

Stony Plain's Façade Improvement Program (FIP) offers grants to improve commercial building facades and storefronts throughout the town, with a focus on the Old Town area. The program provides an incentive to undertake building upgrades that will create more interesting and appealing streetscapes that attract people and businesses to the community.

The appearance of commercial properties speaks volumes about the businesses operating inside. Making impactful storefront improvements can help business owners market properties and attract and retain tenants, while creating lasting first impressions, instilling and inspiring civic pride, and contributing to the town's unique small-town feel and sense of place. Together, these economic and social conditions contribute to vibrant commercial areas that generate continued interest and investment in Stony Plain.

The FIP will be open for applications from early February to the end of March.

### 2. Purpose

The Façade Improvement Program is part of the ongoing implementation of the Old Town Community Plan (OTCP) Area Redevelopment Plan, which is a long-range policy document that provides a cohesive vision, policy framework, and implementation plan to guide development and redevelopment of the OTCP area. Funded through the Old Town South Redevelopment Project, successful façade improvements will help reinforce Old Town as the cultural and commercial heart of Stony Plain.



## 3. Program Eligibility

### 3.1 Who can apply?

Commercial property owners or business owners in Stony Plain are eligible to apply for the FIP. If the business owner applies, authorization from the property owner must be obtained in writing.

*Please note that the Town will prioritize first-time applicants over repeat applicants.*

### 3.2 Eligibility requirements

Individuals who are interested in applying for the FIP must be able to demonstrate that:

- They own a commercial property in Stony Plain or they operate a business within a building in Stony Plain that is primarily used for commercial purposes (the Town will prioritize applications on Main Street within the Urban Centre but will consider applications elsewhere in the town).
- Participating businesses hold valid business licenses.
- Property taxes are paid.



### 3.3 Urban Design Concepts

Applicants must be able to demonstrate that their proposed improvements address at least one of the desired urban design concepts:



#### Promote Quality Design



Create compatible additions that address innovation, aesthetics, and atmosphere through bold statements, decorate spaces with unique detail and quality materials, limit blank walls/uninviting areas.



#### Safety and Accessibility



Enhance doors and windows to increase visibility to the street/parking areas, addition of aesthetic lighting, clear and appealing signage, provide adequate accessible entrances.



#### Respect Established Character



Utilize similar scales, architecture, and accents that are compatible/complimentary to nearby developments, implement characteristics from the town's historical background, incorporate different building materials that add to the aesthetics of the community.



#### Human Scaled



Enhance the pedestrian experience using visual appeal and human scale design by centering design features at eye-level.



#### Winter Design



Make it easier for pedestrians to enjoy the winter environment. Consider protection from wind, rain, snow, warm, bright colours, lighting, non-slip, accessible entrances, all-season patios.

## 4. Eligible Improvements & Costs

The following improvement types are eligible under the FIP:



### Accessibility Features and Safety



New ramps, handrails, at-grade entrances, automatic doors, etc.



### Building Materials



Painting, cladding, use of masonry or brickwork, preservation of existing architectural features, professional murals.



### Frontages and Architectural Features



Doors, awnings or canopies, eaves, domes, cornices, columns, window details (sill and lintels).



### Lighting



New or upgraded light fixtures, accent lighting, entrance illumination, motion sensor lighting.



### Seasonal Elements



Planters, window boxes, hanging plants, permanent patio infrastructure (existing patios only).



### Signage



New or upgraded signage (fixed to the building).



### Windows



New or upgraded windows including glass, frames, and trim.



### The following costs are eligible for reimbursement under the FIP:

- Planning and development permit fees
- Professional fees, including project management and design (e.g., contracting, engineering, or architectural fees)
- Direct project labour costs
- Façade preparation work
- Removal and disposal of materials
- Project-related materials and supplies, including shipping and delivery
- Tool and equipment rental for construction work

### The following costs are not eligible for reimbursement under the FIP:

- Staff wages/benefits
- Routine maintenance and upkeep
- Insurance and warranty claims
- Utility payments
- The purchase of equipment and tools
- Costs associated with time and/or labour performed directly by the applicant
- Costs associated with overruns or changes to project scope that were not pre-authorized by the Town
- Expenses for façade improvements started before application approval
- Roof repairs or replacements

*The Town will work with community members to maintain and update the eligible/ineligible improvements and costs lists, as needed.*

## 5. Grant Allocation Details

Successful applicants will receive a grant for up to 50% of eligible costs.



Minor grants are up to  
\$1,000

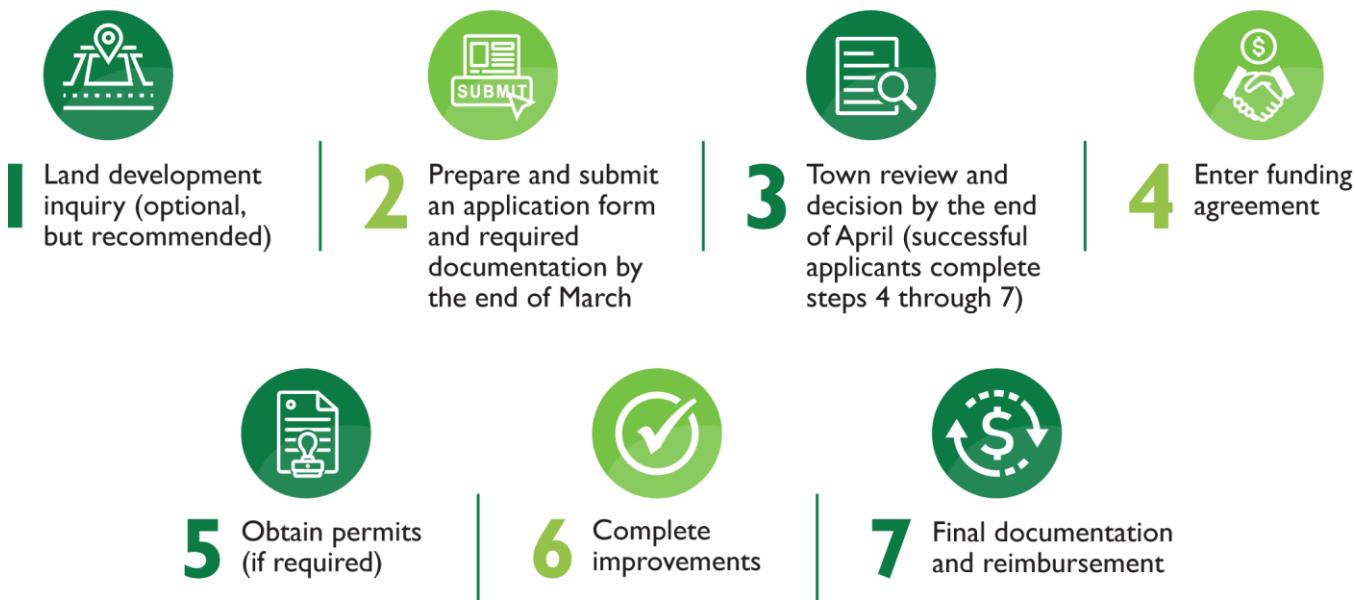


Major grants are between  
\$1,000-\$5,000

The Town will review applications following the FIP application deadline. The number of grants awarded will depend on the amount of funding allocated for the FIP in a given year. Applying does not guarantee approval, nor does it guarantee a specific grant amount.

## 6. Application and Approval Process

### 6.1 Application Process



### 6.2 Application requirements

- Completed Façade Improvement Program application form that includes the following information:
  - Applicant name and type (i.e., property owner or business owner).
  - Building address.
  - Name of the business(es) that occupies the building.
  - A project description that outlines the issues or opportunities with the existing façade and the scope of the proposed improvements to address them.
  - Which of the urban design concepts the proposed improvements will address and how.
  - How the applicant considers the proposed improvements to be unique and innovative.
- Legal land title.
- Corporate registry documentation.
- Active Business License.
- Photo of the building façade and its current condition.
- Design drawings that identify all proposed improvements related to the application.
- Cost estimate for the proposed improvements prepared by a qualified professional.

Landowners or business owners who are interested in applying can contact the Town with any questions about the application process or requirements.

*All proposed improvements must meet applicable national, provincial, and municipal regulatory and legal requirements.*



## 6.3 Evaluation criteria

The Town will evaluate FIP applications based on the following criteria, where a score of 1 does not meet the criteria, a score of 2 somewhat meets the criteria, and a score of 3 clearly meets the criteria:

Example:

Criteria	Description	1	2	3
Ability to deliver on urban design concepts	The Town will assign a score based on how well the proposed improvement addresses one or more of the urban design concepts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location and quality of proposal	The Town will assign a score based on the quality of the project proposal and the location of the commercial building based on the geographic areas outlined below: <ul style="list-style-type: none"><li>• <u>Primary</u>: On Main Street within the Urban Centre</li><li>• <u>Secondary</u>: Within the OTCP area</li><li>• <u>Tertiary</u>: Within Stony Plain's municipal boundary</li></ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Uniqueness and innovation of improvements	The Town will assign a score based on the creativity and innovation of proposed improvements and their ability to contribute to the Town's unique charm/sense of place	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Total</b>				<b>6</b>

The Town will review all applications received within the intake period. All applicants will be notified of the decision made on their application by the end of April. If all FIP funds are allocated following the intake period, the program will be closed for the year. If there are funds remaining after the intake period, additional applications will be reviewed on a case-by-case basis. The Town will encourage unsuccessful applicants to revise and resubmit applications and may prioritize these applications for future intakes.

*Once an application has been approved, any substantial changes that would alter the original intent of the eligible improvement must be authorized by the Town.*

## 6.4 Reimbursement

Upon completion of the approved improvements, the applicant must submit the following items and documentation to commence the reimbursement process:

- Certificate of completion or confirmation letter signed by the applicant and the general contractor/professional indicating that the work outlined in the agreement is complete and has been paid for in full.
- Cost summary/itemized breakdown of the completed improvements and specific costs.
- Copies of all project invoices and receipts/proof of payment.
- Photo of the building façade and completed improvements.
- The Town will verify expenditures and completion in accordance with the agreement and will reimburse the applicant for the agreed upon amount.

*All reimbursement items and documentation must be submitted to the Town by **November 30** of the year the approval was given.*



## 7. Monitoring and Reporting

The Town may use photos of completed improvements (either from the applicant or by acquiring professional photos) to regularly report on the status and success of the Façade Improvement Program.

The Town will launch a communication campaign early in the year to advertise the program and report on past years' successes.

## 8. Contact Us

Have questions about the Façade Improvement Program?

Contact us:



Phone: 780-963-8598



Email: [planning@stonyplain.com](mailto:planning@stonyplain.com)

Have a specific façade improvement in mind?



Submit a land development inquiry: <https://forms.stonyplain.com/Planning/Land-Development-Inquiry>





## FIP Area of Applicability

