



EAST HANTS

HERITAGE INCENTIVE PROGRAM Guidelines & Application Form

Address: Box 230, Suite 170, 15 Commerce Court, Elmsdale, NS, B2S 3K5 **Phone:** (902) 883-2299 **Toll Free:** 1-866-758-2299

Objective:

To encourage owners of registered municipal heritage properties to upgrade their properties in a manner that is consistent with the heritage value of the property and the associated character defining elements

Available Incentive:

The incentive shall be 50% of the cost of the repairs or renovations, exclusive of HST, up to a maximum of \$2,000 per property.

Funding availability is subject to approval of program budget and fiscal capacity.

Eligible applicants:

All owners of municipally registered heritage properties and all owners of properties located within the Maitland Heritage Conservation District, except:

- Government owned properties, except where the property is leased to a registered non-profit society which is partially or totally responsible for building maintenance
- Properties within the Maitland Heritage Conservation District that were built in 1940 or later
- Properties which are assessed entirely for commercial purposes under the Assessment Act of Nova Scotia, unless the property is owned by a registered non-profit society

Guidelines:

- All work done must be approved under the Heritage Property Bylaw or, in the case of properties within the Heritage Conservation District, the Heritage Conservation District Bylaw. All work must comply with the National Building Code, Building Bylaw and the Land Use Bylaw.
- Work funded under the program should be carried out on the exterior of the property and shall include but not be limited to windows, doors, cladding, roofing, and steps.
- Landscaping, fencing, and driveway paving are not eligible under any circumstances.
- Work that is necessary to ensure the long term viability of a structure (for example, repairs to the foundation, repairs to beams or trusses, or repairs to address significant stormwater infiltration problems) may be considered. In these cases assistance may be provided for work in the structure's interior if necessary.
- Architectural, engineering and other consulting fees are eligible for funding; consultants may have to supply proof of professional qualifications to the HIP Committee
- When an application is being considered priority shall be given to projects that significantly enhance the heritage value of the property. An example would be the removal of windows that are inconsistent with the original windows and replacing them with ones that more closely resemble the originals.
- When considering an application priority shall be given to projects that are unlikely to proceed without Municipal assistance. Where a property is owned by a non-profit organization, the availability of funds from other sources (such as provincial government programs) shall be a consideration.



EAST HANTS

HERITAGE INCENTIVE PROGRAM Guidelines & Application Form

Address: Box 230, Suite 170, 15 Commerce Court, Elmsdale, NS, B2S 3K5 **Phone:** (902) 883-2299 **Toll Free:** 1-866-758-2299

- Only one project may be approved per property in any given fiscal year. Properties which have received grants in one fiscal year may apply in subsequent years but priority shall be given to first time applicants.
- Use of original materials (such as brick or wood) shall normally be required for exterior cladding and corner boards although exceptions may be made where a substitute material is used that very closely resembles the original in appearance. Under no circumstances shall an incentive grant be provided to assist with the cost of replacing or installing vinyl or metal siding on a building originally clad in wood or brick.

Applications must include:

- A completed application form.
- Recent photographs of the building with close-ups of the areas of work for which the grant is applied for.
- Professionally prepared design documents, if deemed appropriate by the Heritage Coordinator, including plans, elevation drawings, and technical specifications for all aspects of the proposed restoration/renovation work.
- Professionally prepared cost estimate or two contractors quotes, exclusive of HST, for each component of the proposed work shown on the plans and specifications (e.g., masonry restoration, window replacement, roofing, etc.).
- Where an applicant is unable to obtain two contractor quotes, the applicant must provide an explanation as to why they have been unable to obtain a second quote and what measures they have taken to obtain the second quote. The Heritage Incentive Committee may accept the application with one quote if the costing seems appropriate. The Heritage Incentive Committee may advise that the application cannot be accepted without two quotes.
- Where applicable, an itemized breakdown of costs distinguishing between eligible and ineligible work and materials, in accordance with the guidelines listed above.
- Copies of applicable permits for all aspects of the proposed work shown on the plans or proof of submission of application for such permits.

Application Procedures:

- Applicants must submit an application to the Municipal Planning & Development Department.
- Applications will be received in two rounds. The first round of applications will be received during April and May of the fiscal year, with a decision made by the Heritage Incentive Program Committee after May 31st. The second round of applications will be received during June and July of the fiscal year, with a decision made by the Heritage Incentive Program Committee after July 31st. Any applications received after July 31st will be processed according to available program funding.
- Applications will be reviewed by the Heritage Incentive Program (HIP) Committee, which is comprised of the Heritage Coordinator, Heritage Officer and the Director of Planning & Development.
- Any applicants whose projects do not meet the criteria will be informed of the reason why their projects are not acceptable and will be given an opportunity to revise and resubmit their applications.



EAST HANTS

HERITAGE INCENTIVE PROGRAM Guidelines & Application Form

Address: Box 230, Suite 170, 15 Commerce Court, Elmsdale, NS, B2S 3K5 Phone: (902) 883-2299 Toll Free: 1-866-758-2299

Disbursement of funds:

- Funds will be disbursed only after completion of the work and inspection of same by Municipal Staff. Proof of payment in the form of paid invoices, cancelled cheques, or credit card receipts must be submitted prior to the disbursement of any funds. The Municipality will not reimburse any portion of the harmonized sales tax.
- Deadline for submission of receipts and paid invoices is March 1st. Projects must be completed within the fiscal year(s) for which they are approved unless otherwise approved by the Heritage Incentive Program Committee. Where it is anticipated that work will not be completed by the end of the fiscal year(s) for which it is approved, the applicant shall notify the Municipality as soon as possible. The applicant will have to reapply in subsequent years for any work which is not completed.
- The applicant shall notify the Municipality of any changes to the approved work prior to it being undertaken. Work that deviates from the approved work without a supplementary approval may not be eligible for funding and, at the discretion of the Heritage Incentive Program Committee, such funding may be withheld and re-allocated to another eligible grant request.

Check List

With your completed Application Form, have you included?

- Recent Photographs
- Copy of professionally prepared Cost Estimate or copies of two quotes
- Copies of applicable permits or proof of submission of permits
- Where appropriate, copies of design documents

Please submit your application to:

Heritage Incentive Program
Planning & Development Department
Municipality of East Hants
Box 230, Suite 170,
15 Commerce Court
Elmsdale, NS
B2S 3K5



EAST HANTS

HERITAGE INCENTIVE PROGRAM Guidelines & Application Form

Address: Box 230, Suite 170, 15 Commerce Court, Elmsdale, NS, B2S 3K5 Phone: (902) 883-2299 Toll Free: 1-866-758-2299

Office Use Only	Date Received	Date Completed	Application No.
Civic Address & Name of Heritage Property:			
Name of Applicant:			
Applicant Mailing Address:			
Home Phone:	Email:		
Cell Phone:			
Is the applicant the property owner? YES <input type="checkbox"/> NO <input type="checkbox"/> If not, please indicate name below:			
Name of Property Owner:			
Property Owner Mailing Address:			
Describe the Proposed Work (use extra pages if necessary):			
Estimated Cost of Work (excluding HST): \$			
Building Permit application #:			



EAST HANTS

HERITAGE INCENTIVE PROGRAM Guidelines & Application Form

Address: Box 230, Suite 170, 15 Commerce Court, Elmsdale, NS, B2S 3K5 **Phone:** (902) 883-2299 **Toll Free:** 1-866-758-2299

Quotes (required and please attach) - Company Name, Address & Phone #:

1. Name:

2. Name:

Applicant Signature:

Date:

Property Owner Signature:

Date: