



NEW BUSINESS FACADE

APPLICATION FORM

**Application Deadline: Kentville Business Community will continue to accept applications until December 31st, 2021, or until all 2021/22 façade program funding has been allocated.**

To be considered for funding, please complete the following form and include required information as indicated below.

Once complete, please submit to info@kentvillebusiness.ca. Please ensure your submission conforms to the requirements as outlined in the Downtown Kentville Facade Design Manual.

Name: Business Name: Phone:

Email: Address:

Request Details:

You are the owner of the building? Yes No

\* If you are not the owner, please provide a letter of approval from the building owner to undertake the improvements.

In addition to the information above, please check the boxes below to provide accompanying information for the application’s evaluation. Evaluations are at the discretion of the Facade Improvement Committee in conformance with the manual.

Photo of the existing Facade

Drawing showing proposed improvements, colour scheme, or new signage

NEW BUSINESS FACADE CONTRACTOR QUOTATION

Please provide at least one detailed quotation from an HST registered contractor whose primary business is the supply and installation of the improvements you are requesting. The applicant certifies that the cost-estimate is consistent with the improvements proposed in the application. Any deviation from an approved application should be confirmed in advance with KBC or the funding to the applicant cannot be guaranteed.

CONTRACTOR #1 CONTRACTOR #2

Contractor’s Name: Business Name:

Phone: Email: Address: HST #:

Quotation Amount:

Contractor’s Name: Business Name:

Phone: Email: Address: HST #:

Quotation Amount:

Any additional quotes should accompany the submission.

The applicant certifies that construction will be completed before April 1st, 2022. Once approved, the applicant will pay the contractor in full, submitting to KBC a receipt from the contractor. KBC will inspect the work to ensure it was completed according to the approved application and will remit within 1 week of approval.

Signature of Applicant Date:

APPLICATION PROCESS

& TIMELINES

RESEARCH

APPLICATION

**1. Read the Design Manual & confirm that your proposed changes are consistent.**

**2. Fill out the Application form**

SUBMIT APPLICATION BEFORE Dec 31st, 2021

3. **Obtain at least 1 quote for improvements**

KBC REVIEW

CONSTRUCTION

INSPECTION & PAYMENT

**4. KBC’s Façade Improvement Committee reviews application for conformance and project validity**

5**. KBC Sends a letter of authorization**

6**. Select a contractor and proceed with improvements**

**7. Complete construction and pay contractor. Issue receipts to KBC.**

**8. KBC inspects construction for conformance with application**

9**. Upon approval, KBC issues cheque to owner for matching funds**

REVIEW OF APPLICATIONS CAN TAKE UP TO 1 MONTH

COMPLETED BEFORE April 1st, 2022

1 WEEK AFTER INSPECTION