

# FACADE IMPROVEMENT APPLICATION FORM

**Application Deadline: Kentville Business Community will continue to accept applications until December 31<sup>st</sup>, 2023, or until all 2023/24 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](mailto:info@kentvillebusiness.ca). Please ensure your submission conforms to the requirements as out-lined in the Downtown Kentville Facade Design Manual.

Name: \_\_\_\_\_

You are the owner of the building? Yes ☐ No ☐

Business Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

Proposed Facade Improvement Description:

---

---

---

---

---

---

---

---

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

# FACADE IMPROVEMENT 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's Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

HST #: \_\_\_\_\_

Quotation Amount: \_\_\_\_\_

## CONTRACTOR #2

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 1<sup>st</sup>, 2024. 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. KBC does not offer funding retroactively – approval of the design must be obtained by the Façade Improvement Committee.

☐

I declare that I have submitted the application in full. (Applications will not be reviewed with missing information).

☐

I declare that I have reviewed the KBC Façade Program Design Manual and the recommended design standards.

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

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

# APPLICATION PROCESS & TIMELINES

