



CITY OF VERNON

HERITAGE RETENTION INCENTIVE PROGRAM

3400 - 30TH STREET, VERNON, B.C. V1T 5E6
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www.vernon.ca

Please view the City of Vernon website for Program details
For clarification purposes, please contact City planning staff

***APPLICATION FORM AND GUIDELINES
FOR THE CITY OF VERNON
HERITAGE RETENTION INCENTIVE PROGRAM***

December 14, 2010



THE CORPORATION OF THE CITY OF VERNON

**HERITAGE RETENTION INCENTIVE PROGRAM
GUIDELINES** *(December 14, 2010)*

A. Intent of the Heritage Retention Incentive Program

The intent of the City of Vernon Heritage Retention Incentive Program is to recognize the importance in the community of heritage properties and to recognize the additional costs associated with ownership of heritage properties and offer support with some of the costs associated with maintaining these properties. The program offers owners of properties listed on the Vernon Heritage Register the opportunity to annually apply for a grant for up to 50% of the value of works completed on the property up to a maximum value of \$500.00. Eligible works include works to the exterior of buildings (including painting, repairs, and restoration) and works to structures and landscaping on the property (including replacement and additions to permanent landscape plantings, fencing, trees and/or garden structures).

B. Eligible Properties

Residential, commercial, institutional, industrial and agricultural properties are eligible to apply to the City of Vernon Heritage Retention Incentive Program for an annual grant if:

1. The property must be located within the City of Vernon;
2. The property may not be owned by the City of Vernon, or the provincial or federal government;
3. The property must be listed in the Vernon Heritage Register; and
4. Taxes are fully paid.

C. Grant Application Criteria

The Heritage Retention Incentive Program application process includes the following criteria:

1. Grants shall not exceed 50% of the cost of eligible works completed on the property.
2. Grants shall not exceed \$500.00 per eligible property.
3. Grant applications must be for eligible works completed on the property between January 1 and December 31 of the previous year.

4. Grant applications must be completed and submitted to the City of Vernon by January 31 of each year.
5. All grant applications must include before and after colour photographs of eligible works.
6. All applications must include supporting documentation including receipts for materials and/or receipts from licensed contractors and if applicable reports from a certified arborist.

D. Eligible Works

Eligible works on building located on eligible properties include:

1. Exterior repair utilizing materials similar to the original texture and colour of the original building materials.
2. Exterior restoration to return to the original condition and appearance a portion of the exterior of the building rather than replacing it.
3. Exterior painting utilizing existing colours or heritage colour schemes.

Other eligible works on the property include:

1. Addition and/or replacement of permanent plant materials (perennials, shrubs or trees) on the property. Seasonal plant materials are not eligible.
2. Addition, replacement and/or repair to fencing or other secondary structures located on the property. All fences and secondary structure replacements must conform to the siting and height requirements of Zoning Bylaw #5000. All designs, materials and colours utilized for fencing and secondary structures shall match or compliment building sited on the property.
3. Pruning and/or removal of trees. Tree pruning conducted by or under the supervision of a certified arborist are eligible. Works associated with the removal of hazardous trees are eligible with supporting documentation from a certified arborist identifying the tree as a hazard must be included with the grant application. Eligible works may also include the removal of trees that have branching and roots that are damaging buildings on the property where other options are not available, documentation from a certified arborist must be included with the grant application. All grant applications including the removal of trees on the property must also include replacement trees (1:1 ratio) sited on the property.

All works completed under a Heritage Restoration Program grant are not eligible for inclusion in an application for a Heritage Retention Incentive Program grant. Similarly all works completed under a Heritage Retention Incentive Program grant are not eligible for inclusion in an application for a Heritage Restoration Program grant. Although the same work cannot be included in applications for both heritage grants sequential or associated portions of work may be included.

E. Administration Process

1. After the January 31 application closing date all applications will be screened for eligibility by the City.
2. If the works completed are deemed eligible and the required supporting photos and documentation have been provided the application will be accepted by the City.
3. If the application is rejected, the applicant will be notified in writing and will be provided twenty one days from the date of rejection notification to provide additional supporting photos and/or documentation and/or information. If after twenty one days no additional information is received by the City or the supporting information provided is deemed inadequate for meeting the grant criteria the application will be rejected. The applicant will be notified that their application has been rejected.
4. Once an application has been accepted and the eligible grant value has been determined the application will be brought before Council for approval. All accepted applications for the Heritage Retention Incentive Program will be brought before Council together. Once the applications are approved the City will advise the applicants and forward the approved grant funds.
5. If Council does not approve one or more accepted grant applications the applicants will be advised.
6. If a property listed on the Vernon Heritage Register receives a grant under this program it may not be removed from the register for a period of two years unless the property owner returns the grant.
7. All properties receiving a grant under the Heritage Retention Incentive Program remain eligible to apply for a Heritage Restoration Grant. However, works or portions of works provided a grant under one program cannot be included in an application for the other program.



THE CORPORATION OF THE CITY OF VERNON

HERITAGE RETENTION INCENTIVE PROGRAM

GRANT APPLICATION FORM *(Revised December 14, 2010)*

Please submit the application to: City of Vernon
Attn: Dean Strachan, Planning Assistant
3400 - 30th Street
Vernon, B.C. V1T 5E6

Before and after photographs depicting for areas where works have been completed must be attached to the application.

Copies of receipts for eligible materials and works must be attached to the application.

Please review the Heritage Retention Incentive Program Guidelines prior to completing your application form.

All applications must be received by the City of Vernon by January 31 for the previous years works.

I hereby make application for a grant for eligible works on the following property listed on the Vernon Heritage Register:

Applicant Name *(Please Print)*

Date

Property Address

Tax Roll No.

Legal Description

Owner Address

Phone No.

Email Address

