



## Town of Richmond Hill

P.O. Box 300, 225 East Beaver Creek Road  
Richmond Hill, Ontario, Canada L4C 4Y5  
(905) 771-8800

Email: [access@richmondhill.ca](mailto:access@richmondhill.ca)  
Town Website: [www.richmondhill.ca](http://www.richmondhill.ca)

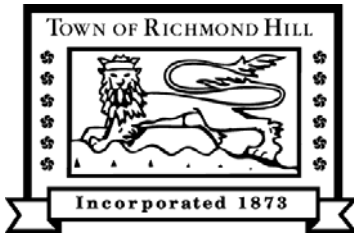
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### Village Core Façade Assistance Program

#### APPLICATION GUIDELINES

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1. Submit a letter to the Planning & Regulatory Services Department indicating a request for consideration under the Village Core Façade Assistance Program (VCFAP). Outline the extent of your project in detail.
2. Include in your submission 3 copies of all material.
3. The following items should be included in your submission as noted in the information package.
  - All materials from the attached **CHECKLIST** including photos, drawings and samples.
  - The front page of your Transfer/Deed of Land. Cheques issued by the Town will be processed with the name or names as shown on the Transfer documents or deed.
  - If you are a tenant, an authorization from the landlord to act on their behalf.
  - Title survey.
  - Three distinct quotes indicating the work contemplated and the contract amount as indicated on the attached checklist.
4. Please read and understand the attached draft 'Letter of Understanding'.
5. The 'Walk This Way' publication is the Town's guideline to be followed when considering applicable and appropriate projects and their individual components. Please ensure that you have read and understood this document.
6. As a 'stand alone' project, signage is not eligible for consideration. However, signage will be considered when it is a component of a total façade restoration project.
7. Applications will be submitted to the Town's Committee of the Whole for their consideration and recommendation to Council. If approved by Council, the applicant will be advised and work may commence.
8. Should your application be approved, you will be required to sign the 'Letter of Understanding', prior to the commencement of the work, to complete the work and to have the work inspected and approved by the Town's Building Division.



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#### C H E C K L I S T

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Please read 'Walk This Way', a guide to building and façade restoration for the Central Business District. Contact the Planning & Regulatory Services Department to receive this free guide. If you are receiving this package electronically, you will find our contact information at the top of the first page.

**If you are using an Architect or design/build contractor, ensure that they are apprised of the program requirements and guidelines. The rules are very basic and they leave you with plenty of design/budget options.**

**The following represents your checklist.**

- A front elevation photo of your building.
- Proposed front elevation detailed drawings (each contractor will prepare one).
- Write a list of what is going to be removed from the façade.
- Write a list of the proposed additions – new specifications. Note: When the process is complete you will be asked to initial your proposed changes.
- If stucco, brick, or other exterior finish products are being considered as part of your project, we will need product samples for colour and texture, and the written specifications for the product. (Note: these usually come with the product, suppliers will loan them to you if you ask).
- Awning/canopy specifications, material swatches and colour samples should be provided. If your awning is being used for signage we will want to see a proposal for your sign showing letter styles, logos, etc. Do you have a permit? Do you have a lighting source?
- Please provide paint swatches. Paint swatches will be used to ensure that we create a harmonious, complementary blend in the Central Business District. We hope to protect your investment and your neighbours.
- Have you completed and signed the 'Letter of Understanding'?
- Have you arranged for the appropriate insurance extensions/upgrades for this project?
- If you are making structural changes, do you have a permit?
- Remember, it is one of the objectives of this program to eliminate back lit plastic signage. Have you considered the alternatives that are consistent with the guideline?
- Have you gathered and submitted 3 quotations for the proposed work to the Office of Economic Development?