



Development Incentive Program Application Requirements



DEVELOPMENT INCENTIVE PROGRAM APPLICATION REQUIREMENTS

This document serves as a basic framework for submitting an application package which may be further enhanced through additional discussion and information. Some applications will require greater levels of detail than others.

Before you begin, have you consulted with the Program Manager? Do not submit an application package until you have discussed the project with the Program Manager first.

Have you started construction? Projects that have already begun construction prior to approval by the Program Manager are no longer eligible.

Other considerations:

- All applicants are required to meet these minimum application requirements.
- Incomplete application packages will not be processed.
- Please submit your application package in a binder or other method of professional presentation.
- Additional information may be requested depending on the specifics of each application and program.
- It is the applicant's responsibility to prove where property lines are located.
- All application packages become public documents and may be used in publications at a future date.

If you have any further questions about the Development Incentive Program application requirements, please contact the Program Manager at:

Phone: 780-495-0977

Email: development.incentive@edmonton.ca

Website: www.edmonton.ca/DevelopmentIncentiveProgram

City of Edmonton

Planning and Development Department

12th Floor, 10250 – 101 Street NW

Edmonton, Alberta

T5J 3P4

I. NEW RETAIL AND COMMERCIAL BUSINESS INTERIOR IMPROVEMENT PROGRAM

1. TITLE PAGE

- Project Title
- Municipal Address
- Name of Applicant

2. APPLICATION FORM

Please submit a complete application form.

3. COPY OF REGISTERED LAND TITLE FOR THE PROPERTY

This can be obtained from any authorized agent for Alberta registries for a nominal fee. ***The copy cannot be more than 30 days old.***

4. CITY OF EDMONTON PROPERTY TAX NOTICE

A copy of the City of Edmonton property tax notice showing that all taxes and levies have been paid for the year prior to this application is required.

5. PROJECT SUMMARY DESCRIPTION

A brief written description of the project must be provided that includes the following:

- An overall description of the project including an explanation of how your project proposal seeks to improve the building storefront(s) aesthetics and/or functionality (e.g., increasing storefront transparency, improving storefront layout, improving energy efficiency); and
- Explain how the objectives of the New Retail and Commercial Business Interior Improvement Program will be fulfilled by your proposed project.

6. EXISTING STOREFRONT INTERIOR CONDITIONS

Provide photos of all four perspectives and a brief written description of the vacant storefront interior space. Where applicable, include close-up photos and a brief description of problem areas within the building to be improved. Ensure that all photos are identified by a title and date.

7. PROJECT DESIGN DETAILS

Before you begin, please contact a representative at our Customer Information Centre at 780-496-3100 regarding Development and Building Permit application requirements and details.

Provide design details for the project that include the following. ***Please refer to the Development Incentive Program Guidelines for the Design Guidelines applicable to your project.*** You are encouraged to hire a design consultant to complete the design concept (design fees are eligible for reimbursement as part of the grant).



1) Site Plan (preferably scaled to include the following details):

- A north arrow;
- The corresponding Street and Avenue;
- The dimensions of the site (property lines); and
- The size and location of existing building(s) and identify other key areas (e.g., parking).

2) Floor Plans (to include the following details):

- If there is more than one storefront on the ground floor of the building where the applicable storefront(s) is located, provide a dimensioned floor plan that identifies the applicable ground floor storefront(s); and
- Dimensioned room layout of the applicable storefront(s) indicating all uses, activities, structures, fixtures, seating layouts (e.g., restaurant, specialty food service), etc.

3) Building Construction Details (where applicable, to include the following details):

- Cross sections showing all materials used for the structure;
- Wall/floor/roof assembly details;
- Specific structural details; and
- Mechanical and electrical floor plans detailing all new or revised work, equipment, etc.

4) Supporting Illustrations (where applicable, to include the following details):

- Detailed drawings, photos, or samples of brochures of key features (e.g., lighting, materials, and colour schemes); and
- Other drawings and/or enhanced photos (i.e., Photoshop) as deemed appropriate (e.g., storefront interior one-point perspective).

5) Sustainable Building Design Practices (where applicable, to include the following details):

- Identify and describe each of the sustainable building design practices and technologies that are proposed to be incorporated into the project.

8. BUDGET

Provide a detailed line item budget for the entire project. This should outline on an item by item basis how much each component of your proposed project is to cost based on the quotes obtained.

9. CONTRACTOR QUOTES

A minimum of three independent sets of contractor quotes for the projected total costs of the proposed eligible building interior improvements of the project are required. Please indicate which contractor(s) you have selected to do the work. Quotes **MUST** be from Province of Alberta licensed contractors and **MUST** be written or typed on business letterhead that provides a company name and phone number for the company representative.

All subcontractors and trades must be licensed to work in the Province of Alberta. Applicants can act as their own general contractor but will be reimbursed for materials only, not their time.

10. PROJECT SCHEDULE

This should be a tentative timeline for construction progress. At the minimum it should provide the start date and the end date of construction. Remember, only 365 days are permitted for project completion (unless otherwise agreed to in the Reimbursement Agreement).

11. COPIES OF DESIGNATED TENANT LEASES AND BUSINESS LICENSES

City funds will be disbursed once copies of applicable lease agreements and City-issued business licenses as well as the post-construction inspection provide evidence that at least 50% of the Retail and Commercial Use Storefront units are occupied by New Retail and Commercial Businesses.



II. MULTI-UNIT RESIDENTIAL AND RETAIL AND COMMERCIAL DEVELOPMENT GRANT PROGRAMS

If the property is located within the Edmonton Design Committee Geographic Jurisdiction, the application must also comply with the Edmonton Design Committee protocol and application requirements during the Development Permit application process. The North Edge, Chinatown and Little Italy, and a portion of Old Strathcona Enterprise Areas are located within the Edmonton Design Committee Geographic Jurisdiction. For further information on the Edmonton Design Committee, please contact:

Edmonton Design Committee Administration
Planning & Development Department
City of Edmonton
5th Floor, 10250 - 101 Street NW
Edmonton, AB T5J 3P4
Telephone: 780-944-0076
Fax: 780-496-6054
Email: EdmontonDesignCommittee@edmonton.ca

1. TITLE PAGE

- Project Title
- Municipal Address
- Name of Applicant

2. APPLICATION FORM

Please submit a complete application form.

3. COPY OF REGISTERED LAND TITLE FOR THE PROPERTY

This can be obtained from any authorized agent for Alberta registries for a nominal fee. ***The copy cannot be more than 30 days old.***

4. CITY OF EDMONTON PROPERTY TAX NOTICE

A copy of the City of Edmonton property tax notice showing that all taxes and levies have been paid for the year prior to this application is required.

5. PROJECT SUMMARY DESCRIPTION

A brief written description of the project must be provided that includes the following:

- An overall description of the project including an explanation of how your project proposal seeks to improve the existing development site; and
- Explain how the objectives of the Multi-unit Residential or Retail and Commercial Development Grant Programs will be fulfilled by your proposed project.

6. EXISTING DEVELOPMENT SITE CONDITIONS

Provide photos of all four perspectives of the property and a brief description of the existing development site. Also, provide photos and a brief description of the surrounding neighbourhood context. Where appropriate, include close-up photos and a brief description of problem areas to be addressed. Ensure that all photos are identified by a title and date.

7. PROJECT DESIGN DETAILS

Before you begin, please contact a representative at our Customer Information Centre at 780-496-3100 regarding Development and Building Permit application requirements and details.

Provide the following design details for the project that are consistent with the Development Permit application requirements. ***Please refer to the Development Incentive Program Guidelines for the Design Guidelines applicable to your project.***

1) Site Plan (preferably scaled to include the following details):

- A north arrow;
- The corresponding Street and Avenue;
- The dimensions of the site (property lines);
- The size and location of existing and proposed accesses to the site;
- The size and location of existing and proposed buildings;
- Dimensioned layout of all vehicle parking, bicycle parking, maneuvering aisles, and loading/unloading spaces;



- Identification of all outdoor activity areas (e.g. display areas, storage areas, servicing areas, trash collection);
- Identification of all caveats, covenants, easements, or other instrument affecting the building or land; and
- For new buildings and major additions, the applicant must submit an up-to-date registered survey prepared and signed by a Land Survey or registered in the Province of Alberta.

2) Landscaping Plan (to include the following details):

- (Note: The Landscaping Plan may be combined with the Site Plan);
- All physical features existing and proposed, including trees, shrubs, flower beds, planters, berms, walls, fences, outdoor furniture, and decorative paving;
- A schedule of the number of existing and proposed plant material required (trees and shrubs), indicating the sizes, and common and botanical names;
- The location of overhead and underground utilities and related easements and right-of-ways, parking structures, fire hydrants, and City boulevard trees; and
- The value (cost) of landscaping to be used in establishing the required landscaping security.

3) Floor Plans (to include the following details):

- The size (dimensions) of the building;
- The number of floors;
- The number of dwelling units and bedrooms per dwelling unit (if applicable);
- Dimensioned room layouts indicating all uses, activities, and occupancies; and
- A seating layout and/or occupancy capacity where applicable (e.g. restaurants, clubs, schools, churches, and other assembly uses).

4) Building Elevations (to include the following details):

- Showing all sides of the building;
- The building height; and
- The exterior finishing materials.

5) Building Construction Details (to include the following details):

- Cross sections showing all materials used for the structure;
- Wall/floor/roof assembly details;
- Specific structural details; and
- Mechanical and electrical floor plans detailing all new or revised work, equipment, etc.

6) Sustainable Building Design Plan (to include the following details):

- Provide a sustainable building design plan identifying and describing each of the sustainable building design concepts, development practices and technologies that are proposed to be incorporated into the project.

i. Letters of Commitment (where applicable, to include the following details):

- Provide letters of commitment from the applicable professionals (e.g., architect, engineer) verifying the proposed incorporation of sustainable building design concepts, development practices and technologies into the development.

8. BUDGET

Provide a detailed line item budget for the entire project. This should outline on an item by item basis the construction value of your proposed project based on the quotes obtained.

9. GENERAL CONTRACTOR QUOTES

Only applicable for the Retail and Commercial Development Grant Program. A minimum of three independent sets of general contractor quotes for the projected total construction value of the project are required. Please indicate which general contractor you have selected to do the work. Quotes **MUST** be from Province of Alberta licensed contractors and **MUST** be written or typed on business letterhead that provides a company name and phone number for the company representative.

All subcontractors and trades must be licensed to work in the Province of Alberta. Applicants can act as their own general contractor but will be reimbursed for materials only, not their time.

10. PROJECT SCHEDULE

This should be a tentative timeline for construction progress. At the minimum it should provide the start date and the end date of construction. Remember, only 2 years are permitted for project completion (unless otherwise agreed to in the Reimbursement Agreement).

11. COPIES OF DESIGNATED TENANT BUSINESS LEASES AND BUSINESS LICENSES

For Mixed-use and Retail and Commercial Development applications, City funds will be disbursed once copies of the applicable lease agreements and City-issued business licenses as well as the post-construction inspection provide evidence that at least 50% of the ground floor Retail and Commercial Use Storefront units are occupied by an eligible Retail and Commercial Use.