9. EXPLANATORY NOTES ON ELIGIBLE/INELIGIBLE PROJECTS

The following is a list of eligible project types along with some common exclusions and limitations.

(a) Exterior Work

i) The Preservation and Restoration of Original Roofing and Siding Materials such as: repair and replacement where necessary of wood clapboard or board-and-batten; repair and re-pointing of masonry buildings; stucco repair; repair or replacement of original roofing materials (slate, wood shingles, tile, etc.) except for asphalt shingles; the removal of a modern or non-historic material (aluminium siding, asphalt shingles, etc.) and replacement with materials matching the original where they can be documented (except for asphalt shingles).

ii) Repair, Re-pointing and Cleaning of Masonry only if the materials and methods used are in keeping with good heritage conservation practice and will not cause harm to the historic masonry, as determined by the City’s Heritage Planner or designate. Masonry work using non-reversible materials such as epoxies and application of water-repellent coatings is ineligible. Cleaning of masonry buildings may be eligible if, in the opinion of the City’s Heritage Planner or designate, it is necessary for the building’s preservation and if it is carried out using suitable materials and methods.

iii) Stucco such as the restoration of stucco where it is demonstrable that the stucco had been an historic exterior finish for the structure.

iv) Preservation and restoration of wooden storm or screen windows if the historical evidence of the use of storm windows can be documented. The storm or screen windows must be replicas of the original in both style and materials.

v) Preservation and repair of stained glass, including the repair of lead or copper cames and wooden frames or the restoration of the stained glass lights. The installation of leexan, Plexiglas or other synthetic materials to protect stained glass windows is ineligible.

(vi) Preservation or restoration of gutters and down pipes only where these items are considered by the City’s Heritage Planner or designate to be a significant architectural feature of the building. Installation of gutters and downpipes made of materials such as plastic, vinyl or aluminium is ineligible.

(vii) Painting of the Exterior in Documented Historic Colours but any property may receive one grant only for exterior painting in documented original colours. After this initial grant, subsequent maintenance will be the owner’s responsibility. Colours must be documented for the individual building, such as through paint analysis. Consult the City’s Heritage Planner for technical information regarding painting. Fees for professional paint analysis may be an eligible cost (see section 5. above).

(b) Interior Projects

Interior projects are eligible only if they conserve features specifically referred to in the heritage attributes.

(c) Structure

Eligible projects include work necessary to restore the building to structural soundness, such as the correction of serious structural faults that threaten a building’s structural integrity. Routine maintenance or structural work to accommodate modern renovations is not eligible. Applications for structural work will be given priority over other applications, subject to available funding.

(d) Bridges

Bridges such as repairs required to restore the structural integrity of a bridge or preservation and restoration of its decorative elements, for example repairs to railing, newel posts, trusses, arches, abutments, or piers executed in the original materials.

(e) Cemeteries

Cemeteries such as preservation and restoration of grave markers, tombs, mausoleas, dead houses, significant stone walls, wrought iron gates and fences. As for other heritage resources, the above-mentioned significant features must be cited in the heritage attributes to be eligible for a grant.

For more information on the City of Kitchener
Designated Heritage Property Grant Program contact:

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1. INTRODUCTION
Owners of property in the City of Kitchener designated under the Ontario Heritage Act as having cultural heritage value or interest, may be eligible to apply for grants from the City towards the conservation of the property. The City of Kitchener Designated Heritage Property Grant Program is one component of the City’s Heritage Planning function, assisting designated property owners with the conservation of Kitchener’s cultural heritage resources. The following procedures and operating guidelines are to be used in administering the program.

2. DEFINITIONS
(a) “actual eligible project cost” means the cost of the project as determined from invoices after the project is completed.
(b) “Applicant” means the owner of the property applying for a Designated Heritage Property Grant, or their agent, as authorised in writing by the owner to act as agent.
(c) “City” means The Corporation of the City of Kitchener.
(d) “ designate” means the cost of the project as estimated on the Designated Heritage Property Grant Application.
(e) “heritage attributes” means, in relation to real property, and to the buildings and structures on the real property, the attributes of the property, buildings, and structures that contribute to their cultural heritage value or interest.

3. ELIGIBILITY FOR A GRANT
The grant is only available:
(a) to projects for which all necessary approvals have been obtained and are current; AND
(b) to properties that are designated:
   i) under Part IV of the Ontario Heritage Act, and for which the project conserves or enhances elements specified in the heritage attributes of the property, as determined by the City’s Heritage Planner or designate; OR
   ii) under Part V of the Ontario Heritage Act, and for which the project is conducted in accordance with design guidelines or policies as specified in the Heritage District Plan adopted by the Municipality, as determined by the City’s Heritage Planner or designate.

4. GRANTS
(a) The awarded grant amount for approved projects is one half of the lesser of either the “actual eligible project cost” or the “estimated eligible project cost”, from a minimum of $500 to a maximum of $3000 per property per year.
(b) Eligible projects are outlined in Sections 7 and 8 below, and the City’s Heritage Planner or designate shall determine whether a proposed project is eligible based on those criteria.
(c) Donated labour and materials will not be considered part of the eligible project costs or part of the owner’s matching contribution.
(d) The awarding of grants is subject to the availability of funding.
(e) Grants will be awarded with priority given to structural and utility needs of the properties designated under Part IV or Part V of the Ontario Heritage Act.
(f) A property owner may receive one grant per property per calendar year.

5. ARCHITECTS’ AND ENGINEERS’ FEES
(a) The grant may include one half of the cost of architects’ and engineers’ fees to a maximum of nine hundred dollars ($900.00), for work directly related to proposed conservation projects.
(b) Eligible fees include work related to: preparation of drawings for reconstructed or restored elements such as porches, windows, doors, etc., for which the appearance can be clearly determined from documented sources; solution of structural problems (e.g. foundation repairs, beam reinforcement); preparation of specifications for masonry repair, re-pointing or cleaning; paint analysis to document the historic paint colours for the building.

6. PRE-CONSULTATION
The property owner should consult with the City’s Heritage Planner as early as possible in the process of conducting a project. This pre-consultation may avoid ineligible proposals, delays in the processing of an application, and also establishes whether a Heritage Permit Application is required.

7. APPLICATION AND GRANT PROCESS
(a) Work on eligible projects shall not commence prior to the awarding of the Grant. Exemptions to this provision may be given by the City’s Heritage Planner or designate at his or her discretion.
(b) The Applicant shall submit a completed Designated Heritage Property Grant Application, to the City’s Heritage Planner or designate by March 31st of each calendar year. The Grant is requested unless such deadline is extended for all applicants by the City’s Heritage Planner or designate at his or her discretion. This application shall include all details necessary for a full understanding of the proposed project (e.g., materials and methods to be used, dimensions, etc.). The City may request additional visual or documentary evidence, drawings or photos, where necessary to complete the Application. The approximate cost of the proposed work as a maximum by written estimates shall also be included with the application, and these estimates shall be attached to the Application.
(c) The Applicant shall ensure that the work to which the grant monies are proposed to be applied, comply with the provisions of the Ontario Heritage Act and any other applicable legislation, bylaws and regulations.
(d) Where required, a Heritage Permit Application shall be submitted to the City’s Heritage Planner or designate together with the Designated Heritage Property Grant Application.
(e) The Applicant shall submit a non-refundable administrative fee, as determined by the Development and Technical Services Department.
(f) The City’s Heritage Planner or designate shall determine which Applicants receive a Grant in accordance with the provisions of this by-law.

8. ELIGIBLE/INELIGIBLE PROJECTS
(a) Eligible projects fall into three general categories:
   i) The preservation of existing architectural elements which are significant and either designated under Part IV of the Ontario Heritage Act or referenced in the policies or design guidelines of the Heritage Conservation District Plan adopted by Council for property designated under Part V of the Ontario Heritage Act. Eligible projects may include the repair of deteriorated original elements such as doors and windows, and roof covering materials (tiles and slate shingles), and the modification of windows, doors, or masonry joints which have been cut out using power tools or other inappropriate methods;
   ii) Work in which the quality is unsatisfactory, poor or defective with minor or major problems such as a paint job which fails because of improper surface preparation, or masonry joints which have been cut out using power tools or other inappropriate methods;
   iii) Short-term, routine maintenance such as minor repairs (replacing small items such as window panes, painting (other than as specified in section 9.6(xvii)) or the repair of non-original siding or roofing materials;
   iv) The restoration of significant architectural features which have been lost, but for which appearances can be clearly determined from documentary sources; documentary evidence, drawings or photographs or other sources clearly showing or describing the feature(s) to be restored.
(b) Ineligible projects include but are not limited to:
   i) Work in which the quality is unsatisfactory, poor or defective with minor or major problems such as a paint job which fails because of improper surface preparation, or masonry joints which have been cut out using power tools or other inappropriate methods;
   ii) Repair, replacement or installation of asphalt shingles.

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