

## **TOWN OF YARMOUTH HERITAGE INCENTIVE PROGRAM**

### **Program**

The Town of Yarmouth Heritage Incentives Program is administered by the Heritage Advisory Committee to encourage the conservation of Registered Heritage Properties and those properties located within a Heritage Conservation District. This program is intended solely for non-income generating residential properties and shall exclude any Bed and Breakfast operations, in whole or in part; any rental properties, in whole or in part (including boarders and Boarding and Rooming houses); and, any other type of business operation, in whole or in part (including Home Based Businesses).

Within the limits of the annual budget, the Heritage Incentives Program provides a grant approved pursuant to this program up to a maximum of \$2,000 for eligible exterior conservation work.

### **Operational Criteria**

- The Heritage Incentives Program operates on a fiscal year basis from April 1<sup>st</sup> to March 31<sup>st</sup>.
- A maximum of five (5) approved applications will be considered on an annual basis. (Maximum Annual Budget, \$10,000). Subject to Councils' approval on an annual basis, per fiscal year.

### **Application Requirements**

- Applications may be submitted to:  
Town of Yarmouth  
400 Main Street  
Yarmouth, NS  
B5A 1G2
- Email or faxed applications will not be accepted.
- Late or incomplete applications will not be reviewed.

### **Applications must include:**

- A completed application form.
- Recent photographs of all sides of the building, with close-ups of the areas of work for which the incentive is applied for.
- One contractor estimate for the proposed work.

### **Eligibility of Property**

- Property must be located in the Town of Yarmouth.
- Property must be non-government (Municipal, Provincial or Federal) owned and registered as a Heritage Property or is located within a Heritage Conservation District pursuant to the Heritage Property Act.
- Property must be a non-income generated residential property which excludes any Bed and Breakfast operations, in whole or in part; any rental properties, in whole or in part (including boarders); or, any other type of business operation, in whole or in part

- (including Home Based Businesses).
- Property owner must be in good standing with the Town of Yarmouth.

### **Eligible Work & Materials**

Projects which restore exterior architectural elements significant to the heritage character of the Registered Heritage Property, including any of the following:

- **Preservation** of existing exterior architectural elements. This includes, for example, repair of deteriorated windows and doors, cladding, roofing, foundation, cornices, moldings, architectural trim and other significant features.
- **Replacement** of architectural exterior features which still exist but which are beyond preservation or repair. This includes replacement in kind of deteriorated doors and windows, cladding, roofing, cornices, moldings, architectural trim, and other significant features, using accurate reconstruction and materials, sizes, and configurations that match the original.
- **Restoration** of significant architectural exterior features which have been lost but for which the appearance can be clearly determined from physical evidence or documentary sources such as historic drawings or photographs.
- Projects must use traditional materials (wood, stone, brick, etc.) and traditional designs.

### **Ineligible Work & Materials**

- Modern materials such as vinyl or aluminum clad windows, steel doors, vinyl siding, or EIFS (synthetic stucco) cladding.
- Short-term, routine maintenance, including minor repairs to non-original siding or roofing.
- Landscaping features and repairs to minor structures such as fences and retaining walls.
- Poor or defective work.
- Work carried out prior to submission of the application.
- Owner's labour.

### **Project Evaluation**

Projects will be evaluated using *Parks Canada Standards and Guidelines for the Conservation of Historic Places in Canada*.

### **Priority Criteria**

- Preference given to first-time applications.
- Higher priority given to preservation and restoration of historic structural and weatherproofing elements than to cosmetic improvements.
- Preference given to restoration of publicly visible features, e.g., an application for restoration of a front porch would have higher priority than a back porch restoration.
- Preference given to applications supported by a Building Conservation Plan prepared by an Architect, Building Inspector, Engineer, or other qualified restoration professional. The Building Conservation Plan may be a drawing or a report which reasonably illustrates all work pursuant to the application.

### **Application Review Process**

- Applications will be screened for basic eligibility as they are received. Applicants will be notified if their application is ineligible.
- Eligible applications will be reviewed and evaluated by the Heritage Coordinator in consultation with the Heritage Advisory Committee.
- Notification of approval or rejection will be mailed to applicants.
- Approval will be conditional on approval of program budget and available funds.
- Due to limited funds, not all eligible applications may receive approval.

### **Maximum & Minimum Incentives & Multiple Applications**

- Incentives are awarded on a 50% cost-sharing, matching basis.
- The maximum annual incentive is \$2,000 per property.
- The minimum annual incentive is \$500.
- The number of incentives per property is limited to one (1) per year and two (2) in any five (5) year period.

### **Conditions of Approval & Payment of Incentive on Following Year's Taxes**

- Projects must be completed within the fiscal year for which they are approved.
- Incentive is conditional on satisfactory completion of approved work, photographic documentation of completed work, and submission of receipts and paid invoices.
- Deadline for submission of receipts and paid invoices is August 12<sup>th</sup>.
- Incentives for projects not completed by the end of the fiscal year will be forfeited except in exceptional circumstances.
- Incentives are tied to specific approved work. Additional work beyond what is budgeted for and approved will not be funded.
- The applicant shall notify the Town of Yarmouth of any changes to the approved work prior to it being undertaken and shall not proceed with the work without supplementary approval by the Heritage Advisory Committee. Work that deviates from the approved work without a supplementary approval may not be eligible and, at the discretion of the Town of Yarmouth; such incentive may be withheld and reallocated to another Heritage Property.