

# HERITAGE LOAN FUND APPLICATION



2012

Our heritage buildings serve as reminders of Markham's distinctive history and traditions and contribute to the unique appearance and character of Markham as a community. The City of Markham recognizes the valuable contribution these buildings make to the visual quality of our built environment and to the community's sense of identity.

Heritage property owners, through their goodwill and routine maintenance, act as the guardians of Markham's architectural legacy. While all property owners incur costs associated with maintenance and upkeep, the owners of heritage buildings often face higher-than-average costs because the repair or restoration of historic buildings can be more labour intensive or require custom work.

In order to promote the conservation of heritage buildings within our municipality, Council established the City of Markham Heritage Loan Fund in 1981. This Fund is used for making loans to designated heritage property owners for approved conservation or restoration projects. Eligible projects include:

- the conservation and repair of existing exterior architectural features in an historically accurate manner;
- the authentic restoration or reconstruction of lost exterior architectural elements provided that conclusive documentation of their presence is presented;
- structural work if and only if it relates to and affects the integrity of the heritage character of the exterior details;
- the relocation of a designated heritage building in order to avoid its demolition.

## WHO IS ELIGIBLE?

Only owners of designated heritage properties located in the City of Markham are eligible for financial assistance through the City of Markham Heritage Loan Fund. This includes the owners of properties individually designated under Part IV of the *Ontario Heritage Act* as well as the owners of heritage buildings located within Heritage Conservation Districts as designated under Part V of the *Ontario Heritage Act*. The City of Markham has four designated Heritage Conservation Districts: Thornhill, Buttonville, Unionville and Markham Village.

An agent for the designated property owner may also apply, but the owner's written consent and agreement to the project must be submitted with the application. For further information on the status of your heritage building or to investigate the possibility of designation under the *Ontario Heritage Act*, please contact the Heritage Section at 477-7000, extension 2585.

## **HOW TO APPLY FOR A CITY OF MARKHAM HERITAGE FUND LOAN**

Designated heritage property owners or their agents may apply for a loan from the City of Markham Heritage Loan Fund by completing the adjoining application form, attaching all the necessary documentation as specified on the form and submitting the completed application package to:

City of Markham  
Development Services Commission – Heritage Section  
101 Town Centre Boulevard  
Markham, Ontario L3R 9W3

Faxed copies of application forms will be adequate to initiate the review of the application by Heritage Markham, but Council will not consider the application until the original form is received. It is the applicant's responsibility to ensure that the original copy is received by the City in time to meet agenda deadlines for Council meetings.

Before submitting your application, it is best to contact Heritage Section Staff and discuss your proposed project. Staff will provide preliminary feedback on the eligibility of your proposal, clarify the information requirements for processing your application and explain the process and timing of the approval of your loan application.

### **TERMS AND CONDITIONS**

The maximum loan available is \$15,000. The amount of each loan awarded is based on cost estimates submitted with the application form.

The interest rate is the greater of: a) 5 percentage points below the bank prime interest rate, and b) a minimum interest rate of 5%. There is no penalty charged for full repayment of any outstanding principal and interest at any time. The property owner will be required to sign a Promissory Note.

The loan is payable on a monthly basis within a maximum term of 5 years. Repayment will begin 2 months from the date that a cheque is issued by the Financial Service Department of the City.

In order to secure the loan, the City of Markham will register a lien equal to the amount of the loan, against the title of your property. The lien will be released upon receipt of your final instalment.

Work must not be initiated until Council approval of the loan has been received.

A preliminary inspection of the project will be undertaken by staff of the Heritage Section in order to ensure that the project is undertaken within a reasonable amount of time. A final inspection within 8 months of the approval of your loan application will be made in order to confirm that the conservation or restoration project was completed in accordance with the conditions of Council's approval. If the project is not undertaken within the time period and/or is not completed as per Council's approval, the outstanding principal and interest accrued to date will become payable immediately and the applicant may forfeit eligibility for future City of Markham Heritage Fund loans.

If loan payments are more than 60 days in default, the outstanding principal and accrued interest will be added to the collector's roll and collected in the same manner as municipal taxes, and subject to a 1.25% penalty per month until paid in full.

## APPROVAL PROCESS

The following is brief summary of the steps your application will follow from the receipt of your application, to the approval of the application and ultimately the payment of your final instalment and closure of your Heritage Loan Application file.

1. Application form is received by the Planning and Urban Design Department where its completeness is verified. The designation of the property pursuant to the *Ontario Heritage Act* is confirmed. The Legal Department undertakes a title search to ensure that the applicant is the legal owner of the property; Building Services confirms whether or not a building permit is required for the proposed project and the Planning Department determines whether site plan approval is required.
2. Application is forwarded to Heritage Markham for recommendation to Council. Heritage Section staff prepare a memorandum to Heritage Markham outlining the details of the proposed conservation/restoration project and how it meets the eligibility criteria. Heritage Markham reviews the application at their meeting, held **each second Wednesday of the month**, and passes a recommendation in favour of or against approval of the loan application, with or without conditions.
3. Planning and Urban Design Department prepares a report to Council which includes your Heritage Fund Loan application form, Heritage Markham's recommendation and comments from municipal staff regarding the requirement for a building permit and/or site plan approval.
4. Council may approve, approve with conditions or deny the application. If a building permit and/or site plan application is required for the project, Council approval will not be granted until the necessary permit/approval is obtained by the applicant. Council's decision is final. The Clerk forwards Council's decision, including any conditions under which the loan will be awarded, to the applicant in writing. The owner may choose to resubmit the application with modifications if Council denies the initial application.
5. The Financial Services Department is informed of the loan approval and develops a contract to be signed by the applicant which specifies the total loan amount (principal), the appropriate interest rate, the term for repayment and a repayment schedule. Once a signed contract has been received by the Financial Services Department, a cheque is issued to the applicant and a lien against the property in the amount of the loan principal, is registered on title at the Land Registry Office.
6. Once Council has approved the loan application, the applicant may begin the conservation or restoration project. The applicant must contact the City concerning any changes to the project which may be proposed during the course of the work. City staff determines if these changes will affect the loan eligibility.
7. Heritage staff inspects the project in progress to ensure that the conditions of approval are being met and that the project is undertaken within the established timeframe. Any contraventions will be reported to the Financial Services Department so that appropriate actions can be initiated. Wherever appropriate, an alternative solution to the demand for immediate repayment will be explored in consultation with Heritage Markham, Council and/or appropriate municipal staff.
8. Financial Services Department arranges for lien to be removed once final instalment has been paid.

## **DIRECTORY OF CONTACTS AT THE CITY OF MARKHAM**

You can reach any department at the City simply by dialling the main switchboard number (905) 477-7000. Once the call is answered by the automated system, using a touch tone phone, press the extension number of the department you wish to reach. You don't have to listen to the complete recording; you can press the extension number as soon as the recording starts if you wish.

### **DEVELOPMENT SERVICES DEPARTMENT - HERITAGE SECTION**

For information regarding project eligibility, whether Site Plan Approval is required, review by Heritage Markham, application status and/or to set up inspection times please contact:

Heritage Planner	ext. 7955
or	
Senior Planner - Heritage	ext. 2296

### **CLERKS DEPARTMENT**

For information on meeting schedules and/or confirmation of Council approval.

Clerk – Development Services Committee	ext. 2211
or	
Direct Line to Clerks Department	905-475-4744

### **FINANCIAL SERVICES DEPARTMENT**

For information regarding interest rate, repayment schedule, loan contract and issuance of cheque.

Director of Taxation	ext. 4734
or	
Direct Line	905-475-4734

### **BUILDING STANDARDS DEPARTMENT**

To confirm whether the proposed project requires a building permit.

Customer Services	ext. 2189
or	
Direct Line	905-475-4850



# CITY OF MARKHAM HERITAGE FUND LOAN APPLICATION FORM

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AMOUNT OF LOAN REQUESTED: \$ \_\_\_\_\_ (maximum: \$15,000)

This amount should match the estimated cost as provided by the contractor of your choice. Please indicate why you chose this bid (i.e. references, demonstrated quality of work, cost, availability/ability to meet your time frame, etc.):

CHOICE OF TERM: \_\_\_\_\_ months      PREFERRED ISSUE DATE OF CHEQUE: \_\_\_\_\_  
(maximum term allowed: 60 months)

## INTEREST RATE

The interest rate will be set according to the bank prime interest rate on the date of Council's approval of the loan application. The rate will be either 5 percentage points below the bank prime rate or 5% per annum, which ever is the greater.

I certify that to the best of my knowledge, the information provided in this application for a City of Markham Heritage Fund Loan is accurate and complete..

The personal information on this form is collected under the authority of the Section 39 and 45 of the Ontario Heritage Act, R.S.O. 1990, c.O.18, as amended and the City of Markham Heritage Loan Fund By-law 175-81, as amended. The information collected will be used by the City of Markham to administer and enforce the Heritage Loan Fund Program. Questions about the collection can be directed Development Services-Heritage Section, City of Markham, 101 Town Centre Blvd., Markham, ON, L3R 9W3, Telephone: 905 475 4861, email: developmentsservices@markham.ca.

Development Services-Heritage Section, City of Markham, 101 Town Centre Blvd., Markham, ON, L3R 9W3, Telephone: 905 475 4861, email: developmentsservices@markham.ca.

Applicant signature

Date

PLEASE ENSURE THAT THE FOLLOWING DOCUMENTS ARE ATTACHED TO YOUR COMPLETED APPLICATION FORM:

- ⇒ Owners written consent if someone other than the registered property owner is making the application
- ⇒ All drawings and photographs necessary to understand the proposed project as well as any available historic photographs
- ⇒ Written estimates for the proposed project from a minimum of 2 different contractors

Submit your completed application form to:

**City of Markham**  
**Development Services Commission - Planning and Urban Design Department – Heritage Section**  
**101 Town Centre Boulevard**  
**Markham, Ontario L3R 9W3**