DOWNTOWN FAÇADE IMPROVEMENT PROGRAM PROCESS DIAGRAM

Determine if premises are within the Download the DFIP application form from the DFIP area. City's website or pick up at City Hall. Contact the City to arrange a pre-application meeting to review details of the project's proposed concepts, colours, and materials. This meeting will establish: If the proposal requires Development (DP), Building (BP), or Sign (SP) Permits; and If the proposal conforms to the DFIP checklist or whether design amendments are needed to meet the DFIP requirements Proposal does need Submit minor DP Proposal does not Submit DFIP a DP with DFIP need a DP application to application to Development Proceed with minor Development Proceed with DFIP Services DP and DFIP Services process process City Staff review City Staff review application application Minor DP issued Applicant signs with DFIP grant **DFIP** Applicant to seek any other required permits (e.g. approval if Building Permit) and begin construction. Performance consistent with Agreement design guidelines Upon project completion applicant must submit photos and expense schedule to City Staff. Once all works are completed as approved, the applicant will receive the grant from the Business Improvement Association.

