

Kentville



The Kentville Development Corporation Ltd.

DOWNTOWN KENTVILLE FACADE DESIGN MANUAL

 ekistics plan+design

FINAL REPORT
AUG 5, 2016

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CHAPTER 01

INTRODUCTION



✓ FACADE PROGRAMS

✓ STREETScape DESIGN

✓ OPEN SPACE PLANS

The Kentville Development Corporation Limited (KDCL) in cooperation with the Town of Kentville initiated a Facade Incentive Program in June of 2016. The program is one in a series of tools planned for the rejuvenation and reinvestment on downtown Kentville. The 2014 “Imagine Kentville” process outlined a series of initiatives designed to improve the destination potential of the downtown over the next decade. These include a branding strategy (which is now completed), a facade program, a signage and wayfinding study, a streetscape and open space plan, a commercial development strategy amongst other initiatives.

The KDCL is a proactive private sector-based business development organization committed to support, promote, and grow the Kentville business community to ensure a prosperous, sustainable future for all citizens. Originally incorporated in 1980, KDCL works closely with Kentville Town Council and staff and the greater Kentville business community.

THE DOWNTOWN TOOLBOX

Facade programs are one of a handful of useful tools at the disposal of municipalities to reinvigorate downtowns. The economic spin-offs usually far exceed the initial investment while creating a buzz of activity for the downtown.



FACADE PROGRAMS - NOVA SCOTIA

Facade programs have become a standard economic development tool for many communities in Nova Scotia over the last 5 years. Over a dozen communities have implemented facade programs using public investment to leverage private investment.

The programs typically employ matching funding up to a limit (usually \$5-10 k) to encourage building owners and commercial tenants to improve their building facades. The only 'catch' to the program, is that applicants must employ high quality design and construction following a local design manual. The design manual is prepared to recognize regional architectural styles in the downtown and recommend design improvements that will enhance the downtown as a whole rather than just individual buildings. This can be done by assembling a downtown colour palette unique to the town, employing materials and con-

struction techniques that reinforce the unique identity of the town and by promoting the restoration of original architectural styles and features which may have been lost over time.

Facade programs on average generate \$3 of spending for every dollar invested. For instance, if \$100k of matching funds are provided, there is typically \$300k of spending generated by the program. These direct spending impacts do not account for indirect spending resulting from increased commercial activity from construction, the new traffic created from the program and the potential for infilling and new development created from the buzz of the program. The direct and indirect impacts can be in the 5x to 20x multiplier range.

Follow up surveys with facade program participants noted an increase in sales from 10%-30% following the program, in

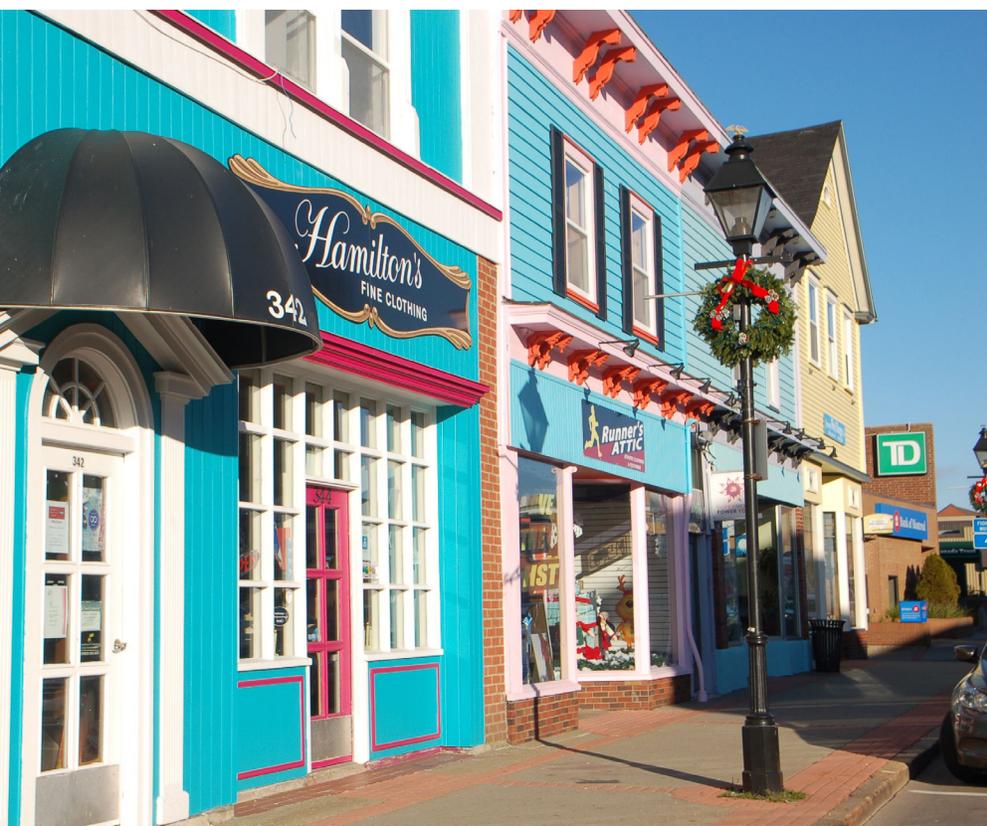


YARMOUTH FACADE PROGRAM 2014-2015

In 2014, The Town of Yarmouth initiated a facade incentive program as a recommendation of the 2010 Downtown Yarmouth Plan.

In 2015, 24 applications were approved of the 28 submitted, with a total investment of \$97k from the Town. That original investment led to \$291k in direct spending as a result of the program. Some participants noted "a direct increase of 10-20% in sales as a result of facade improvements".

Phase 2 of the program had not been finalized as of spring 2016 but the Town noted 22 business inquiries for phase 2.



YARMOUTH FACADE PROGRAM

24 participants, \$97k in investment led to \$291k spending through the program



TRURO, INGLIS PLACE STREETScape & FACADE

Downtown Truro has developed a downtown plan, a facade program, a signage program and a streetscape redevelopment program since 2002.



Community Bulletin Board Kiosk: With removable face



ATLANTIC STREETSAPES

Facade and Streetscape programs across Atlantic Canada have revitalized many communities generating significant economic development.



LUNENBURG DOWNTOWN SIGNAGE

in addition to a significant community buzz about the program which resulted in new businesses being started.

So, facade programs are extraordinary economic development vehicles with a significant payback, provided that the program achieves high quality design and construction objectives. If each participant makes the town an incrementally better place, the entire town benefits.

The purpose of the design manual is to set out the rules of the program in a way that participants can easily follow. The other purpose is to explain the difference between good and bad urban design so that the money is used to further high quality objectives. Many of the participants interviewed in our 'sidewalk conferences' are the first to say that they are looking for the designers to provide feedback on what constitutes good design. Operators are usually skilled in their trade but not necessarily skilled in architectural design or urban design. This manual is designed to differentiate good from bad design practices and simplify the process for owners.

Facade programs are one in a handful of tools at the disposal of municipalities. Other tools include downtown development plans, signage and wayfinding strategies, open space plans, commercial recruitment plans, streetscape redevelopment plans and many many others. This initial facade program is one of the initial tools to reinvigorate downtown Kentville.

CHAPTER 02

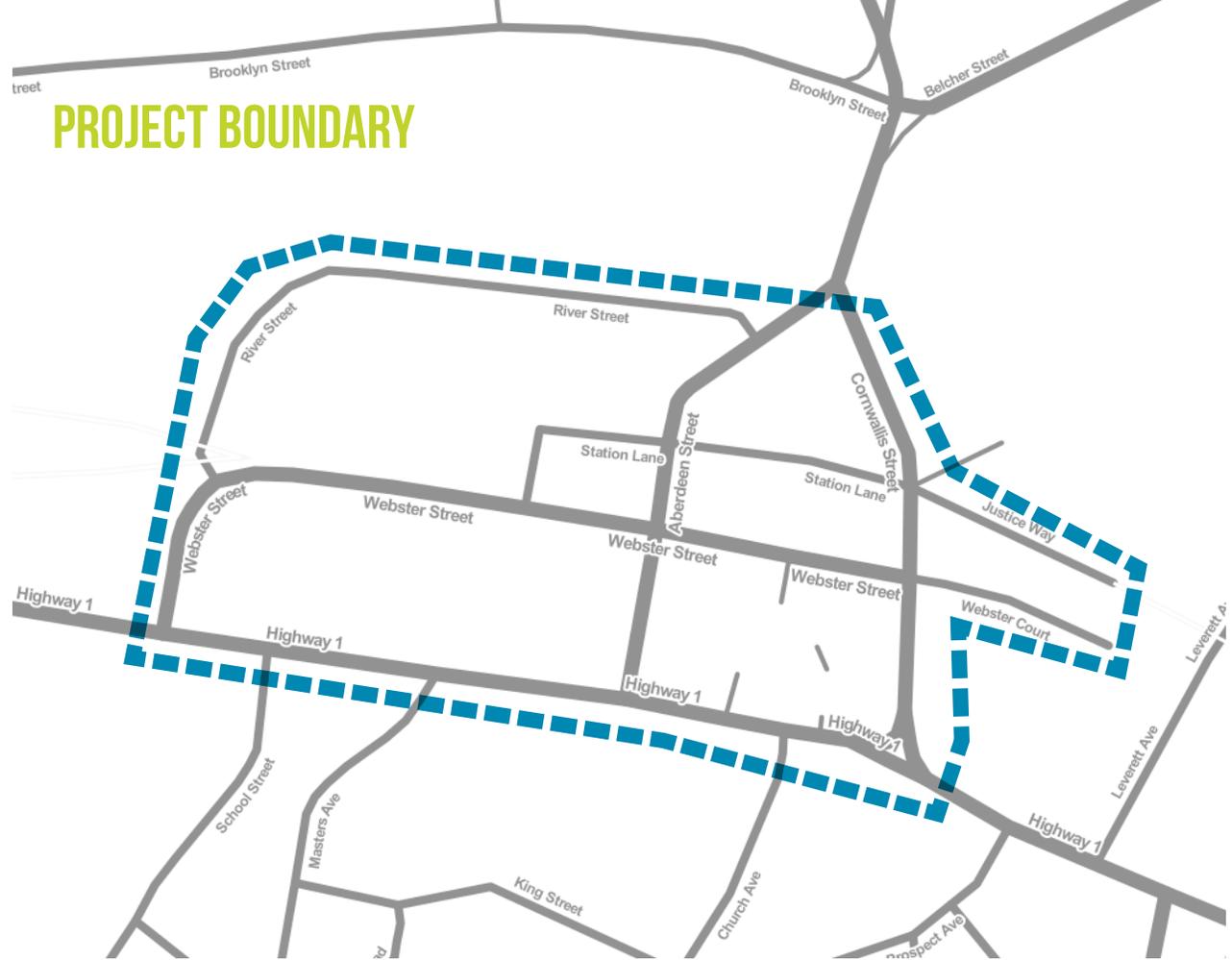
KENTVILLE FACADE PROGRAM

The Kentville Facade Improvement Program will be managed by the KDCL, through a grant provided by the Town of Kentville. They will work to further the funding process and assist each business in acquiring funds and professional services required to complete this project and will approve façade designs proposed by the building owners.

Owners of commercial properties in the downtown facade district boundary (see fig 1.?) were invited to participate in the façade improvement program, starting with program newsletter outlining how the program could work and followed by an initial presentation with the downtown merchants to outline the program and the opportunities it provides.

An information pamphlet was given to each business owner to invite them to the session. A generous showing of building and business owners showed up to the initial meeting on June 15th, 2016 resulting in two full days of scheduled sidewalk conferences. During the sidewalk conference, we met with individual property owners to discuss how they would like to see their façades changed. Of the responses collected, twelve owners were interviewed and then a conceptual façade design developed as a result of the architect and owner consultation. Façade designs were prepared to meet property owners' objectives for improved street frontage, to respond to the form of individual buildings, and create a cohesive Kentville style with broad appeal. The designs ranged from simple modifications to whole façade make-overs. The prepared conceptual plans for these buildings are to serve as examples of the proposed design guidelines contained in this report.





APPLICANT ELIGIBILITY

The facade program has been designed to maximize the visual impacts of exterior improvements in the downtown. To that end, applications must:

- » include properties that are located within the program boundary area
- » include commercial properties only. Residential only properties will not be considered.
- » focus on visible exterior façade improvements (like windows, doors, siding, etc), and in some cases, professional fees (structural, architectural, electrical, etc.) which may be needed to implement more significant exterior changes.
- » Fix things that are already broken first. For instance, if a window is broken or siding is falling off, then the application should include the repair of these items. Other facade improvements will be considered for funding as long as broken or deteriorating items are fixed as part of the application.

Projects must address one or more standard elements of a public façade:

- » Lighting
- » Signs

- Projecting wall signs
- Flat fixed wall signs
- Canopy signs
- Civic numbers

- » Siding and trim
- » Paint
- » Windows and doors

Interior alterations are not eligible for this program even if the exterior alterations require interior modifications. Similarly, changes that are not visible from the public sidewalk like roofs, sides of buildings or chimneys may not be eligible for the program.

All proposed works should conform to any local bylaws or building codes.

WHAT FUNDING IS AVAILABLE?

\$125,000 has been made available for the 2016 facade improvement program. Applicants may budget any amount for their project, however, successful applicants may receive up to 50% of a project cost up to a maximum of \$5,000 per

applicant (i.e. a \$12k improvement project could be eligible for \$5k of funding).

Properties that front two streets could be eligible for \$10k of matching funds depending on the uptake of the program at the discretion of KDCL.

APPLICATION PROCESS

To be eligible for the funding, the property owners must follow the basic recommendations outlined in this report. They do not need to follow the exact conceptual plan presented in this report as these were developed to provide examples of some recommended facade improvements.

Final façade plans and cost estimates must be submitted with the application form (Appendix A) to be checked by the KDCL prior to receiving approval for funding. The plans should be consistent with the criteria outlined in this report to ensure a high standard of design and construction on the street.

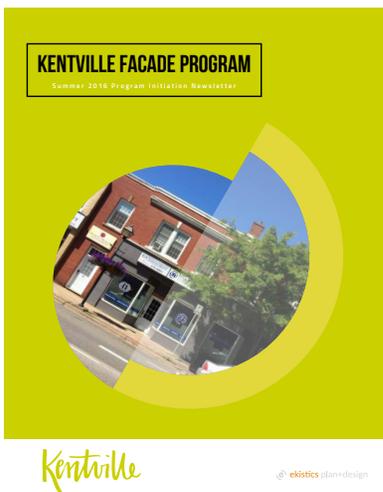
The program will not fund improvements which do not contribute to the overall image of the downtown streetscape character.

Building owners should meet with KDCL at the initial stage of their project to discuss their proposal in advance of filling out the application form. This step could save time and effort before getting cost estimates completed. Following this meeting, the owner must submit:

1. A preliminary illustration of proposed building renovations with notes adequate to demonstrate design, materials and proposed colour scheme for all changes;
2. Two cost estimates or tender from a qualified contractor. A 'qualified contractor' must have an HST registration number, be insured and be in the full-time business of contracting. An itemized cost estimate should be provided on the contractor's letterhead with HST number visible and a copy of their certificate of insurance.
3. Painting can be completed by the property owner without the need for a contractor. In this case, an estimate of painting materials should be provided with the application form. All other improvements require a qualified contractor.
4. Other professional drawings which may be necessary to implement the façade changes (structural, electrical, etc) should be included if they are available.
5. A schedule for construction including a proposed completion date before December 15, 2016. The money for this program must be spent in 2016.

If the contractor's cost estimate seems to be high for the work proposed, KDCL has the sole discretion to recommend another estimate be prepared by another contractor.

When the project is complete, the owner must schedule a site inspection by the KDCL project manager to



ensure the project is built as approved. Owners should note that deviation from the original design drawings may be grounds for not approving funding. Once the inspection is completed, the KDCL will issue a letter of acceptance to the owner and will issue the funding within 1 week of an approved inspection. Approved projects will not receive funds until the project is complete and inspected.

PERMITS

Applying to this program is not the same as applying to the Town for a building permit. Many of the projects funded under this program may also require a permit from the Town of Kentville, and proponents must apply for any required permits before undertaking work.

If you're unsure whether your project requires a permit, please visit the Town of Kentville website for forms and information, or visit the Engineering or Planning departments at Town Hall.

Work done without all required permits is illegal and will not be funded.

HISTORY OF KENTVILLE

Kentville was founded on the banks of the Cornwallis River at a narrow junction just upstream of it becoming tidal. Sailing ships were just able to reach this location and the river was just narrow enough to cross. The crossing and later the bridge at Kentville made the settlement an important crossroads for other communities in the Annapolis Valley. Though originally settled by the Mi'kmaq and later the Acadians, it was the New England Planters and United Empire Loyalists that grew this area of the Valley at the crossroads and several stagecoach inns and shopkeepers set up to service the growing area.

When the Windsor and Annapolis Railway (later named the Dominion Atlantic Railway) built its headquarters in Kentville in 1868, the community began to grow and change. The Cornwallis Inn was built by the railway in the Town's Centre and it stands as a prominent architectural style today. Kentville lost many heritage buildings in the postwar period and is one of the only towns in Nova Scotia without a single designated heritage building.

The existing commercial styles in Kentville range from Victorian, neo-classical, Queen Anne Revival, Second Empire, to Maritime Industrial and Gothic Revival.

Please ensure the original architectural style of the building (if present) is maintained or enhanced as part of the facade improvements.



Webster Street, Kentville, N.S.—2

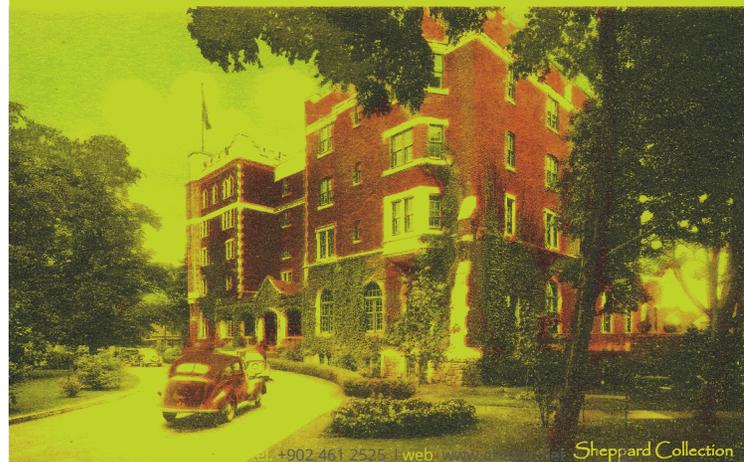


Sheppard Collection



Sheppard Collection

Webster Street, Kentville, Nova Scotia.—12.



Phone: +902 461 2525 | web: www.kentville.ca | Sheppard Collection

Cornwallis Inn, Kentville, Nova Scotia.—10.—C.P.R. Photo.

CHAPTER 03

FACADE DESIGN ELEMENTS

To be eligible for the full funding of the program, owners must use materials that are consistent with high quality standards and consistent with the architectural character of the building. The following list of materials that are acceptable and unacceptable are listed below. Materials not outlined in this list may be eligible pending approval by the KDCL project manager.



SIDING

CLADDING & TRIM

Siding that will be considered for funding includes brick, stone and wood. No vinyl will be considered in applications to this program. No material that mimics a more expensive material (e.g. stoneware) will be considered for this application unless approved by KDCL. The building material must be sympathetic to the original architectural style of the building. For instance, original clay brick cannot be stuccoed over.

BRICK AND STONE

Both brick and stone may be refreshed in a few ways:

REPOINTING: all mortar between bricks or stones decays over time. *Repointing* means adding new mortar to the exterior surface to fill in gaps that have formed. It's the way to make a wall look new again.

PAINT STRIPPING: removing paint and other materials from the outside of walls. Several methods are possible. *Sandblasting damages brick and is not eligible.*

RESETTING: damaged bricks or stones must be removed, replaced with new material, and the gap must be re-mortared.

Repair of stone has different requirements from brick; if you have a stone wall, contact a professional who specializes in stone.

If brick is painted prior to this application, then painting of the brick façade may be considered for funding under this program. Otherwise, any proposals to paint brick that is currently in its original unpainted form will be rejected.

SHAKES AND CLAPBOARD

Wood siding degrades over time and must be replaced or repaired periodically. Applications may include replacing degraded shingles, clapboard or board and batten, and may be a wholesale replacement of cladding, or a spot repair of a rotten section.



Trim



Trim



Cladding



Cladding

TRIM

Exterior trim may be updated and refreshed, including, but not limited to *cornices, door trim, window trim, corner boards, friezes, and baseboards.*

Original trim can't be replaced unless it is already past the point of repair (e.g. wood members are rotten).

Trim must be consistent in style throughout the façade; and it must be in keeping with the building's historical style.

COLOUR

HOW TO SELECT A PALETTE?

To create a façade which is appealing and which respects its surroundings, only 2–3 colours should be used, including paint and sign graphics.

If the project is being designed by a professional (e.g. an architect), most professionals will recommend a palette during the design process.

Paint stores are accustomed to helping clients select colours and would generally be able to find an appropriate palette for a building façade.

Even when working with professionals, you may wish to have a starting point you're comfortable with. Select a colour you like from things around you (e.g. plants, clothing, wood, metal). Take a photo to bring it to your designer or paint retailer. The colour combinations that are possible are essentially infinite, but there are a few standard methods that yield appealing results.



Complementary



Tints and Shades

COMPLEMENTARY

This is the most eye-grabbing scheme, it can be vibrant or jarring depending on the context. Complementary schemes use colours which are the highest possible contrast from each other, such as red/green.

Colours on opposite sides of the colour wheel are *complementary*.

ANALOGOUS

Colours which are next to each other on the colour wheel are *analogous*, and tend to be serene and comforting, such as blue/green or red/orange.

TINTS, SHADES AND TONES

If you are looking for a solid, subtle scheme that is harmonious and simple, select a single colour and then add white (*tints*), black (*shades*) or grey (*tones*). Schemes which use a few variations on a single colour are often called *monochromatic*.

Complementary, analogous and tints, shades and tones are just a few options. Several other methods are common.



DO IT YOURSELF

For those that are producing their own colour design, free internet tools have made selecting and matching colours easy:

ADOBE COLOR

The user can select a desired colour colour wheel and find matches easily based on the methods above (i.e. complementary, monochromatic, analogous, etc.)

<https://color.adobe.com/>

COOLERS

Users can generate colour schemes randomly or using photographs to pull colours from art or an image.

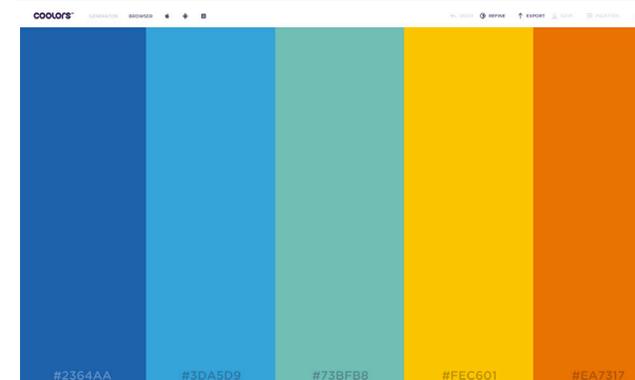
<https://coolers.co/>

HISTORICAL COLOUR

Many paint companies have developed apps for assisting with paint scheme selection.

Capture colors anywhere with the Benjamin Moore Color Capture tool for iPhone® and Android™ OS phones. Use this digital app to snap a picture of anything that catches your eye and instantly find its match from our collection of more than 3,500 paint colors.

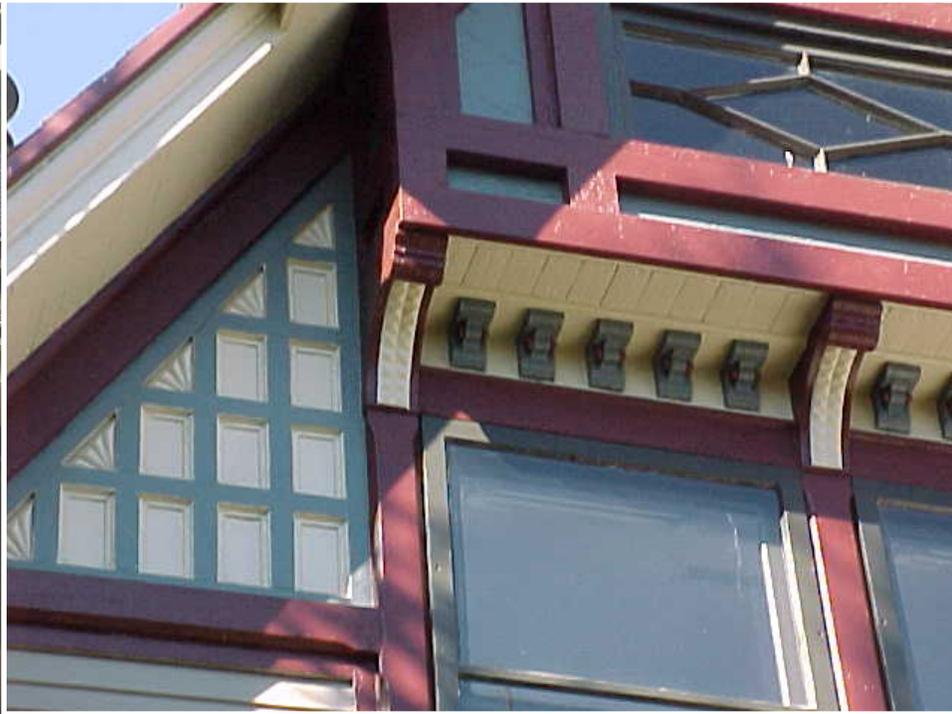
<https://itunes.apple.com/us/app/ben-color-capture/id318034543?mt=8>





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WINDOWS AND DOORS

Windows and doors are not secondary concerns to the look and feel of a building. They do a lot to project a welcoming feel to visitors on a street and are of high importance to this program. A long blank wall “deadens” the sidewalk and street, whereas a storefront which balances transparency and colour invites people to come in. The inclusion of original-style windows will enhance the historical attributes of the buildings and street.

General guidelines

- » *The inclusion of original-style windows will enhance the historical attributes of the buildings and street.*
- » *Vinyl windows are acceptable but traditional windows are preferred on historic buildings.*

WINDOWS

Single pane windows should be replaced with traditional windows that fit the buildings’ architectural character. For many of the heritage styles found in Kentville, multi-pane mullions provide a more accurate way to revive the buildings’ architectural style.

Replacement windows must fit in the existing opening of the building, and must match the original width-to-height ratio, orientation alignment, and style of the original building. In addition:

- » *Windows must be clear-glazed (not coloured).*
- » *Windows should be double or single hung: do not use sliders or horizontal windows.*
- » *Vinyl frames are acceptable*

DOORS

Doors to first floor businesses should be high quality glass or aluminum doors. Replacement doors must fit in the existing opening of the building, and must match the original width-to-height ratio, orientation alignment, and style of the original historic building (any building older than 60 years old).

UPPER-LEVEL WINDOWS

Funding will not be approved if the following conditions exist:

- » *air conditioning units or mechanical vents blocking upper façade windows*
- » *windows boarded up or broken*
- » *upper level windows covered with advertisements*



Window



Window



Door



Door

SIGNS

Signs and storefronts tend to change much more frequently as businesses come and go while building façades tend to remain static over time.

Façade signs can emphasize downtown Kentville's historic character, while visibly advertising the business to those on the sidewalk and on the street.

Kentville already has comprehensive rules for signage in its Land Use By-laws which make it easy to select appropriate sign types.

The following sign installations qualify for funding:

- » *projecting wall signs,*
- » *flat fixed wall signs,*
- » *canopy signs,*
- » *window signs, and*
- » *civic numbers.*

Not counting civic numbers and window signs, each building can have up to *3 sign fixtures total*, with maximums for each type:

- » *1 projecting wall sign,*
- » *2 canopy signs, and*
- » *2 flat fixed wall signs.*

The program is encouraging high quality signs and discourages low cost plastic signs, backlit signs or vinyl signs with printed lettering.

PROJECTING WALL SIGNS

Projecting wall signs must be mounted so that all signs on the street are at approximately the same height.

- » *The clearance under such signs must meet the bylaw requirements.*
- » *Signs should be mounted between first and second storeys;*
- » *Signs should be at least 100 mm from any electrical boxes or conduits.*
- » *The sign face can't be larger than 2 sq.m. in area.*
- » *The sign can't be free swinging (it must have a catch or chain).*



Projecting wall sign



Projecting wall sign



Projecting wall sign



Projecting wall sign

FIXED FLAT WALL SIGNS

Signs which are parallel to the façade, usually mounted to the façade face. They are also known as fascia signs.

- » *Signage may not extend beyond the eaves at the top of the building or beyond the side of the wall.*

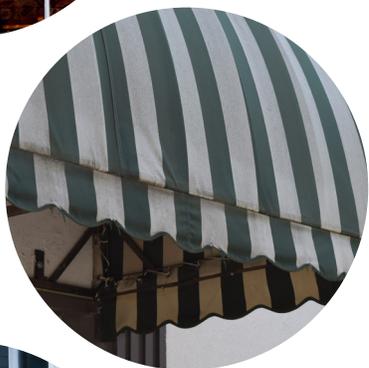
Fixed flat wall signs are best when they do not affect the storefront behind—pin-mounted lettering is ideal, though routed (CNC or laser-cut) wood and other forms are acceptable.



Pin-mounted lettering



Fascia signs



Canopy



Canopy sign

CANOPIES AND CANOPY SIGNS

Canopies, also known as awnings, define a welcoming outside space at the sidewalk, and provide a refuge from rain and sun.

Canopies must use high-quality, durable fabrics that degrade slowly and keep their colour for many years. Poor-quality canopies will fail quickly and must not be used. Some options:

- » *Vinyl-laminated polyester-reinforced fabric*
- » *Woven acrylic canvas*

WINDOW SIGNS

Window signs should be in a uniform place in each business along the streetscape. Such signs should match the colour scheme of the building façade, and must be at a uniform height: between 1.4 and 1.5 metres above grade.

- » *Window signs are only allowed on the ground level.*
- » *Window signs should not cover more than 40% of the window glass.*

CIVIC NUMBERS

They may seem inconsequential, but civic numbers can provide a unified look between buildings in a business district. Civic number signs are eligible within this program if they fit the following:

- » *Numbers must be mounted in the transom (above the front door) if possible. If the numbers can't be mounted in the transom, they must be mounted in a position at least 2–2.5 metres above grade.*
- » *Digits (e.g. 5423) must be at least 100 mm high.*
- » *Digits must be in clearly legible letterforms; faux-scripts are not acceptable.*
- » *Numbers must not be written out as words (e.g. "Five thousand four hundred and twenty three" is not acceptable).*

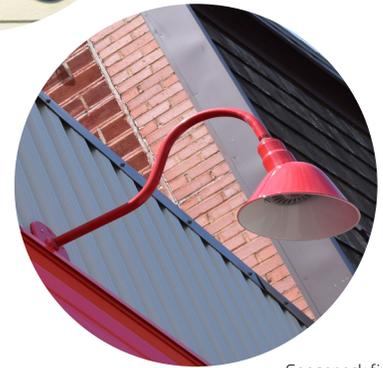
LIGHTING

The only façade lighting eligible in this program is fixed flat wall sign lamps. Lights must shine on the fascia sign, and not on the sidewalk, the road or onto other properties.

The most common type for lighting fascia signs is gooseneck lamps (also known as RLM). Gooseneck fixtures are common and readily available.



Gooseneck fixture



Gooseneck fixture



Gooseneck fixture

CHAPTER 04

CONCEPTUAL DESIGN

On June 15-16, Ekistics staff met with 10 potential participants in the facade program. The meetings were an opportunity to meet with building owners and discuss any intended design program for the building in advance of the launch of this manual. The designs prepared in this chapter are meant to showcase the potential of the program for downtown Kentville. Each building owner will have to prepare some form of conceptual design and cost estimate as outlined in chapter 2 of this report. The designs will accompany the application for found in Appendix A.

The designs outlined in this chapter are not binding; that is, they represent a designers impression of some proposed changes. These designs may or may not be consistent with what the owner may eventually wish to undertake as part of the facade program. The diagrams do show the level of detail that is desired for the application form although the application drawings could be hand drawn by building owners with enough detail to convey the intent and scale of the proposed change.

The final application should use this chapter as a guide for how to consider facade improvements and how to present those proposed changes to KDCL for approval.

Existing Conditions

1



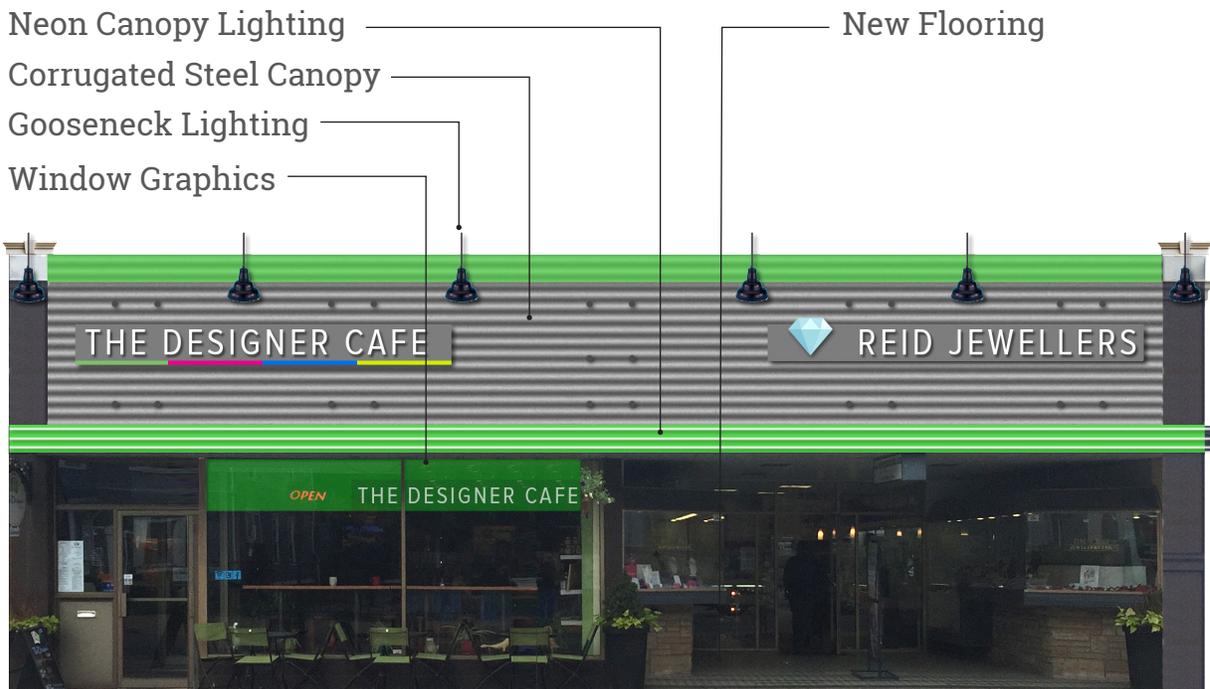
Corrugated Retail Example



Retail Window Graphics Example



Neon Canopy Example



1

Proposed Alteration



2 Existing Conditions



Corrugated & Wood Example



Glass Canopy Example



Glass Sign Band Example

Window Repairs

Corrugated Steel Siding

Wood Panelling

New Signage Band

Glass Canopy



Awning

2 Proposed Alteration

3

Existing Conditions



Wood Siding Example



Facade Detail Example



Victorian Gingerbread Example

Dutch Colonial Trim

Shutters

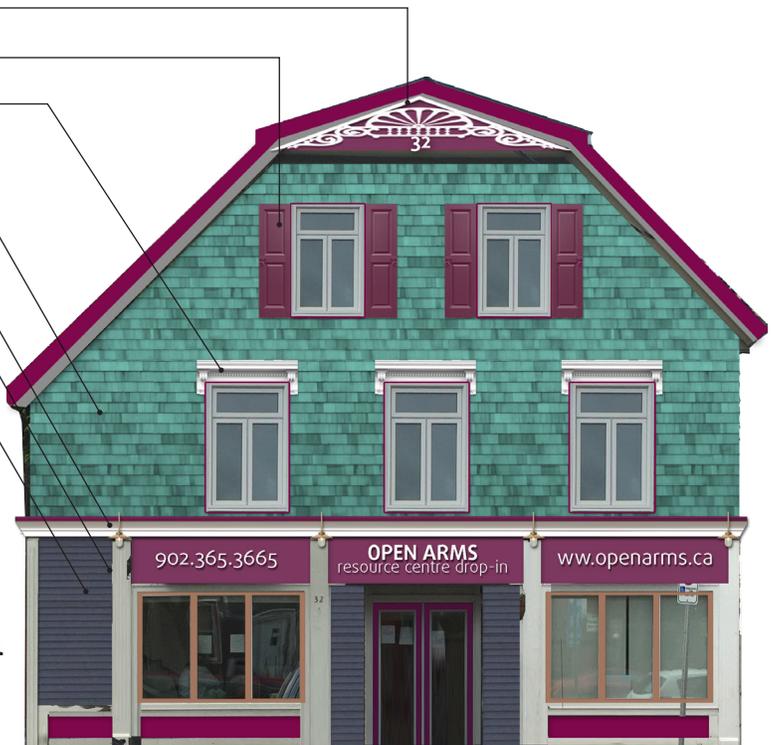
Window Trim

New Siding

New Lighting

New Sign Band

New groundfloor paint



3

Proposed Alteration

4

Existing Conditions



Fascia Sign Example



Facade Colour Scheme Example



Heritage Fascia Example

- Window Repairs
- New Trim Paint
- Clean Brick/repoint
- Gooseneck Lighting
- New Signage Band
- New doors & Windows

New Shutters



4

Proposed Alteration

5

Existing



Sign Banner Example



Window Dressing Example



Window Dressing Example

New Cornice

New siding

New Windows

New Roofing

New Fascia Sign

New Facade

New Banners



5

Proposed

6

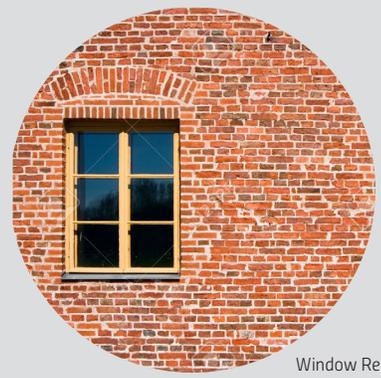
Existing Conditions



Industrial Downtown Example



Facade Signage Example



Window Repair Example

- Window Repairs
- Brick Repointing
- Raise Sign Cornice
- Gooseneck Lighting
- New Signage Band



6

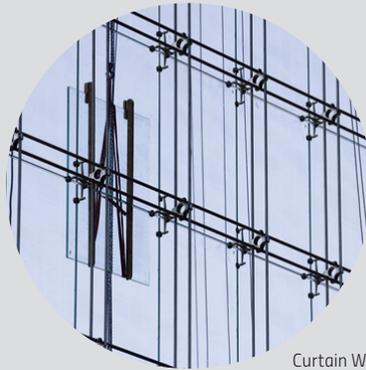
Proposed Alteration

7

Existing



Sign Banner Example



Curtain Wall Example



Curtain Wall Example

- New siding
- New Glazing
- New Signage
- New Door

New Canopy



7

Proposed

8

Existing Conditions



Fascia Sign Example



Classical Facade Example



Neoclassical Facade Example

New Corner Windows

New Cornice

New Lower Floor Facade

Awning

Brick Clean and Repointing



8

Proposed Alteration

9

Existing



Sign Banner Example



Window Dressing Example



Window Dressing Example

- New Roof Vent
- New Lighting
- Sign Band
- New Awning
- New Window Cornice



9

Proposed

10 Existing Conditions



Cupola Example



Window Graphics Example



Sign Band Example

New Cupola

New Lighting

New Signage

New Sign Band

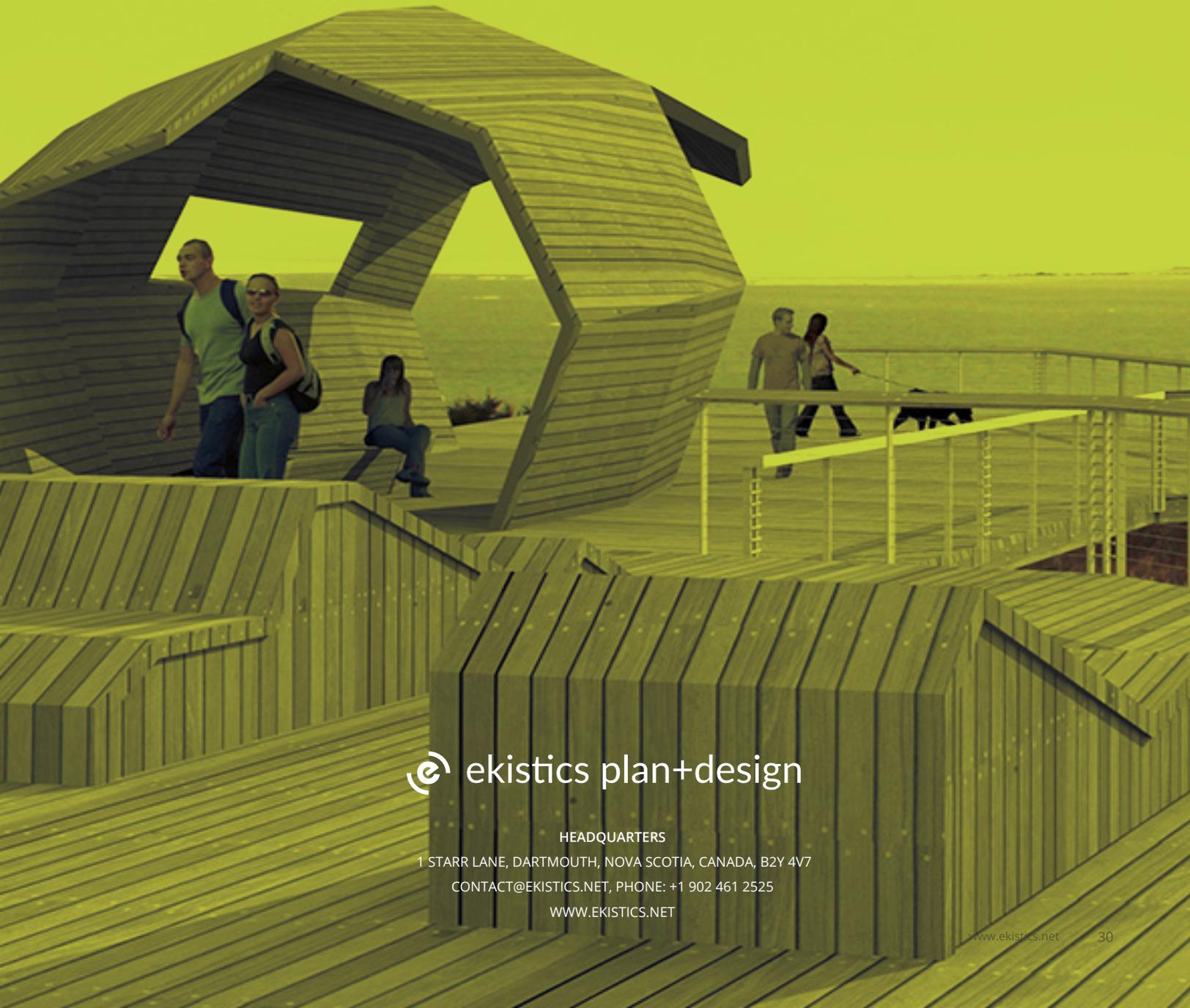
Window Graphic

Planter Box



10 Proposed Alteration

APPENDIX



 ekistics plan+design

HEADQUARTERS

1 STARR LANE, DARTMOUTH, NOVA SCOTIA, CANADA, B2Y 4V7

CONTACT@EKISTICS.NET, PHONE: +1 902 461 2525

WWW.EKISTICS.NET

FACADE IMPROVEMENT APPLICATION FORM

To be considered for funding please complete the following form and include required information as indicated below.

Once complete please submit to Lindsay Young, (902) 679-2549. Please ensure your submission conforms to the requirements outlined in the Downtown Kentville Facade Design Manual 2016.

Name: _____

You are the owner of the building? Yes No

Business Name: _____

* If you are not the owner, please provide a letter of approval from the building owner to undertake the improvements.

Phone: _____

eMail: _____

Address: _____

Proposed Facade Improvement Description:

In addition to the information above, please check the boxes below to provide accompanying information for the application's evaluation. Evaluations are at the discretion of the Facade improvement committee in conformance with the manual. Once the funds have been used up (\$125k matching funding) the program will be complete for 2016.

Photo of the existing Facade

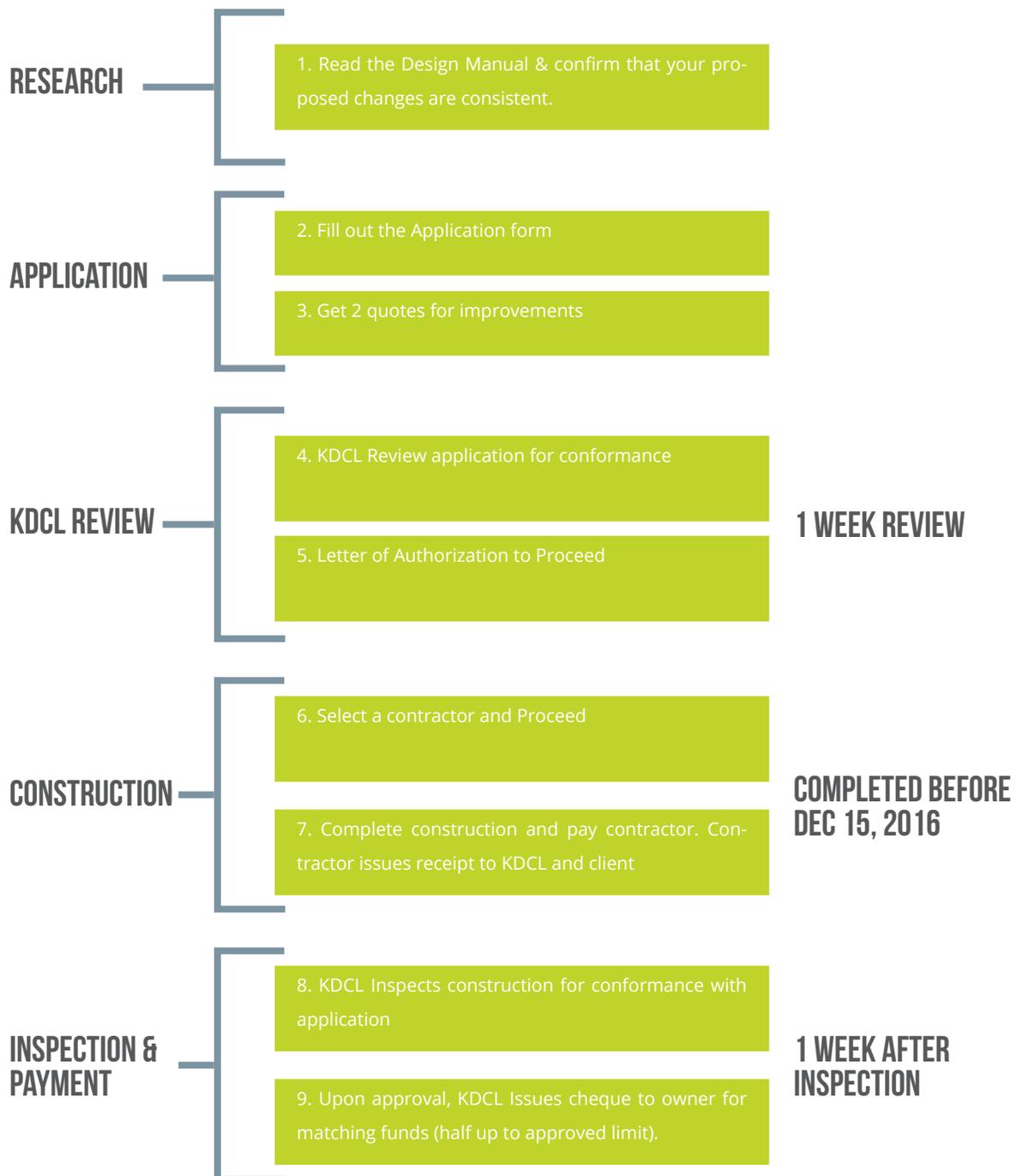
Drawing showing proposed improvements

Proposed facade colour scheme

Signature of Applicant

Date

APPLICATION PROCESS & TIMELINES





FACADE IMPROVEMENT CONTRACTOR QUOTATION

Please provide two detailed quotations from an HST registered contractor who's primary business is the supply and installation of the improvements you are requesting. The applicant certifies that the cost estimate is consistent with the improvements proposed in the application. Any deviation from an approved application should be confirmed in advance with KDCL or the funding to the applicant cannot be guaranteed.

CONTRACTOR #1

Contractor's Name: _____

Business Name: _____

Phone: _____

eMail: _____

Address: _____

HST #: _____

Quotation Amount: _____

CONTRACTOR #2

Contractor's Name: _____

Business Name: _____

Phone: _____

eMail: _____

Address: _____

HST #: _____

Quotation Amount: _____

Any additional quotes should accompany the submission. Do not commission the contractor until you receive a letter of authorization from KDCL. The letter of authorization will be provided within 2 weeks of a complete application being submitted.

The applicant certifies that construction will be completed before December 15, 2016. Once approved, the applicant will pay the contractor in full submitting to KDCL a receipt from the contractor. KDCL will inspect the work to ensure it was completed according the approved application and will remit within 1 week of approval.

Signature of Applicant

Date