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**NOTE: DEADLINE FOR GRANT APPLICATIONS IS DECEMBER 31<sup>ST</sup>.**

# HERITAGE GRANT FUNDING POLICY (HGFP)

1. Funding is available in the form of grants for the restoration and upkeep of heritage **designated** structures.
2. Funding awards are at the discretion of the Saanich Heritage Foundation (SHF) committee.
3. Funding is determined on a case by case basis.
4. Decisions regarding funding awards are based on priority requirements (i.e. roof and foundation before gutters and paint), condition of heritage structure, and value to the community, long-term viability and visibility factor.
5. Decisions regarding funding awards are subject to available funds.
6. As a grant recipient, photographs of your project may be published as examples of successfully completed restorations.

**Note:** *The Policy and the Improvements and Restoration Guidelines set out the types of restoration projects eligible for a Heritage Grant. Owners are free to carry out other types of restoration projects at their own expense. Owners may not however, alter the exterior of a building, make a structural change to a building, or construct an addition to a building, without a Heritage Alteration Permit.*

# RESTORATION GUIDELINES FOR THE HOUSE GRANTS PROGRAM (Do's & Don'ts)

**While every effort is made by the Saanich Heritage Foundation (SHF) to provide correct information and guidance to home owners in making applications, neither SHF nor its members or staff individually warrant or guarantee the information given.**

The following list of exterior restoration principles can be used as a guideline by designated heritage homeowners and their contractors. In planning the work, the owner should keep these general principles of restoration in mind:

- An overall rehabilitation plan is highly recommended if extensive work is anticipated.
- Repairs to the basic structure, foundation, and roof should be done first.
- All surface cleaning should be undertaken with the gentlest method available.
- Use contractors familiar with restoration work on heritage buildings if possible.
- Restoration and retention of original architectural features and materials.
- Repair of original materials is preferable to replacement with new work (where possible).
- New work and materials should replicate old work exactly, or if old work is already missing, new work should be based on research of archival (photographic) sources of the same or similar buildings.
- Ongoing maintenance will minimize the need for extensive repairs and is therefore preferred.
- All work shall be in accordance with "The Standards and Guidelines for the Conservation of Historic Places in Canada".  
[http://www.historicplaces.ca/nor-sta/norm-stan\\_e.aspx](http://www.historicplaces.ca/nor-sta/norm-stan_e.aspx)

**Note: Saanich Heritage Foundation reserves the right to fund work in accordance with rehabilitation priorities.**

When obtaining quotes for a job, make sure you are dealing with all aspects of the work. For example: sometimes the fascia boards or roof sheathing around the eaves need replacing when the roof is done; and when windows are rebuilt or restored, make sure that you also get quotes for installation, and priming and painting - see **Estimate Check List**.

Please also note that it is the property owner's responsibility to make separate application for a Building Permit to the Inspection Services Division (250 - 475-1775) if required.

## ROOFS

- In most cases, preference will be given to original material - this almost invariably means cedar shingles (sawn on both faces), or shakes (split)
- Quality substitute roofing material will be considered (***e.g. textured asphalt shingles to simulate cedar shingles***); for fire safety, it must be properly flashed in the valleys as per cedar shingle roofs
- All layers of old roofing **must** be removed
- Budget allowance must be made for rotten or damaged strapping or sheathing, especially at eaves and valleys
- Ridge capping may have been metal or wood, and should be replaced as original, if known
- Roof should precede gutters; but are new gutters and downspouts also necessary at this time?
- Ensure that nail length is correct for sheathing thickness to avoid protruding nails under eaves
- Minimum warranty - ten (10) years for labour and manufacturers warranty
- ***All workmanship shall be to standards endorsed by the Roofing Contractors Associations of BC (RCABC). While the SHF does not require that the roofing contractors selected (to submit a bid) be members of the RCABC, we would highly encourage this to the homeowner for quality control.***
- ***Quotations must include “strip off” and “removal” from the job site, all roofing material***

## GUTTERS AND DOWNSPOUTS

- Original materials are preferred (i.e. wood, galvanized iron), but prefinished aluminum is accepted
- Vinyl or PVC are not acceptable
- Original profile shape of the gutters should be repeated (e.g. Roman Ogee)
- Downspouts should also match original - usually 2" round and connect to storm drains
- Fascia boards and rafter tails should be checked for rot, and repairs included in estimate or budget
- What is the condition of the storm drain system? - The SHF does consider funding for this work

## CHIMNEYS AND MASONRY WORK

- We fund only exterior brickwork, i.e. chimney work from the roofline up, or on exterior wall (Interior flue liners and venting upgrades to meet Building Codes are not funded)
- Replacement bricks, if required, are to match the originals in profile, color, texture, size
- Do not use soot-stained bricks on the exterior
- Profile and materials of the cap should match the original
- Chimney pots should match original - if flue liners are being installed where they were not original, use minimum projection above chimney top as per Building Code Requirements
- Color and profile of mortar joint should match original
- Sand blasting or power washing should be avoided - paint can be removed chemically
- Chimney liners are to be of types approved by municipal authorities
- Original (unlined) chimneys are no longer code compliant and should be inspected by municipal authorities and upgraded accordingly.

## FOUNDATIONS, STORM AND PERIMETER DRAINS

- We fund new foundations or seismic upgrades, but with only minimal change to the original floor level and exterior grades.
- We will not fund a foundation that is being either raised or dug deeper into the ground
- Water-proofing, a ground seal and proper ventilation is required
- Check with Municipal Engineering Department for location and depth of storm drain and sanitary sewer connections
- Skirting details - reconstruction should include the original or facsimile water table and base
- A Professional Engineer may be required for new foundation design

## EXTERIOR WOODWORK AND TRIM

- Must use No. 1 clear Douglas Fir lumber for replacement of exterior trim
- Make exact profiles of original moulding profiles, siding profiles, balusters and ornamental trim when replacing and rebuilding
- Research original design of porches and steps and missing ornament
- Plywood is not historically correct. Fir flooring is still available. Most old porches are fir floored and steps have bull-nosed treads
- All woodwork should be primed at time of installation
- See References, p.4: Well Preserved, re: "Exterior Woodwork" pp. 136-139

## WINDOWS AND DOORS

- SHF does not fund double-glazed or thermal units in vinyl or aluminum frames
- SHF does fund double-glazed or thermal units **set in wood frames to match original windows**
- SHF does fund wooden storm windows: fixed, opening or removable
- Replacement windows should, whenever possible, use "old" glass (*i.e. rolled*) **if suitable to the era of the home (and if available)**
- Replacement windows should replicate the historic windows in size, number of panes, maintain shape, frame, color and reflective qualities of the glass
- Muntin bars (the wood pieces dividing small panes of glass) are to be placed between separate pieces of glass, not just on top of one large piece of glass
- New windows or storms must be primed before installation; be sure your price quote includes priming, painting, hardware and installation
- Storm windows can increase the life of your historic windows by providing protection from the elements; storm windows also provide heat and sound insulation
- Retain original operating mechanisms and hardware where possible

## PAINT

The most important aspect of a paint job is the preparation. An improperly prepared surface will not hold paint.

- Type of paint must be carefully considered and of a quality that will last as long as possible - at least 7 years (Research this with a paint contractor/retailer.)
- Woodwork and trim repairs and replacement that are required must be done prior to painting
- No lead based paints
- Obtain written warranty for paint job

### **Color Schemes:**

- Original colors are an option and may be determined by sanding in an inconspicuous spot

- Alternative color schemes should be sympathetic to the design and period of the house (Research can be helpful here)
- Submit paint chips and detail accurately color placement on the house
- Use historical accuracy in placement of colors - don't pick out too much detail
- For additional information, see **Color Scheme Guidelines** (page 9)

#### **Preparation:**

- Good preparation of surfaces is extremely important - get advice from experts
- Power-washing or sand-blasting, should be avoided, (hand washing is preferred to remove dirt)

#### **Oil (alkyd) vs. Latex (acrylic):**

- Depends on the condition of the surface, location on the house and design of the house
- This information can be obtained from your paint contractor/retailer and is essential for best and lasting results

#### **Shingle Siding:**

- Generally best oil-based stained unless already painted
- Stain is easier and cheaper to apply, longer lasting, and allows the texture of the shingles to stand out better - it also doesn't peel like paint

#### **Some General Rules:**

- Acrylic (water base) paints generally last longer than oils and allow the wood to breathe therefore are not likely to have wood rotting underneath the paint), so would be better than oil on most surfaces
- Window sashes and doors, because they are meant to move, are best done in Alkyd gloss for highest abrasion resistance
- No marine enamel
- When old stains in the wood will leach through new layers of paint, the wood should be sealed with an oil primer
- Half-timbering was likely meant to be a flat finish, to simulate an aged medieval, rough-hewn look

**\*\*\*\*A consultation with a SHF member could be beneficial\*\*\*\***

#### **REFERENCES**

1. Moss, Roger W., Century of Color: Exterior Decoration for American Buildings - 1820/1920, Watkins Glen, NY, American Life Foundation, 1981.
2. Fram, Mark, Well-Preserved: The Ontario Heritage Foundation's Manual of Principles and Practice for Architectural Conservation, Erin, Ontario, The Boston Mills Press, 1988.
3. "Your Old House" Brochures produced by The Victoria Heritage Foundation, The Vancouver Heritage Conservation Foundation and The Heritage Society of BC are available from the Saanich Heritage Foundation, c/o Legislative Services, 770 Vernon Avenue, Victoria, BC, V8X 2W7 or by calling the Secretary, Shirley Leggett at (250) 475-1775 ext. 3513. Titles available in this series of brochures are: What style is it? True Colors, Paint, Masonry, Wood Siding, and Wood Windows.
4. "The Standards and Guidelines for the Conservation of Historic Places in Canada".  
[http://www.historicplaces.ca/nor-sta/norm-stan\\_e.aspx](http://www.historicplaces.ca/nor-sta/norm-stan_e.aspx)

# HOUSE GRANTS PROGRAM APPLICATION GUIDELINES

## INTRODUCTION

As the owner of a Designated Heritage or Heritage Covenanted house in the Municipality of Saanich, you may be eligible for assistance with the cost of preserving and/or rehabilitating the exterior of your house. This would also apply to a designated interior feature. House grant availability is contingent upon the Saanich Heritage Foundation (SHF) receiving its annual funding from the Municipality of Saanich. The House Grant Program is administered by the SHF on the Municipality's behalf.

**Grants are based on a maximum of 35% of project costs to a maximum of \$10,000 per year per designated house. Grant funds for any one house over a ten-year period will normally be limited to \$20,000 of SHF monies – this will apply to grant applications received for 2017 and subsequent years.** These grants are subject to SHF priorities and the funding received from the Municipality.

## ELIGIBILITY

As a homeowner, you may be eligible to receive a grant if:

- Your house or outbuilding was originally built as a single family or duplex residence and **REMAINS SO**;
- Your house or outbuilding has received Heritage Designation by the Municipality of Saanich;
- Your house or outbuilding is used for residential occupancy;
- Your house or outbuilding is covered by adequate Homeowner and General Liability insurance;
- Your property taxes are not in arrears;
- The Homeowner is not involved in any ongoing or pending zoning or bylaw infractions; and
- The Heritage Designation plaque is prominently displayed on the exterior of your house.

## APPLICATION PROCESS

### WHEN TO APPLY

- You can request an application form for a grant starting June 1<sup>st</sup> of each year. The application form and all supporting documents must be received by the Saanich Heritage Foundation (SHF) no later than **DECEMBER 31<sup>ST</sup>**.
- Owners are restricted to **ONE** application per fiscal year per property; however, the application may contain more than one project subject to the Grant limitations of a total of \$10,000 for any given year.
- Funds are available for a **one year period** from the date the grant was approved. Any unspent funds after the **one year period** will be removed from the applicant's allocation unless an extension of time has been requested in writing and has been approved in advance by the SHF Board.
- All applications shall receive careful consideration but may not necessarily be funded.
- No application shall be considered to form contractual or other obligations on the part of the SHF.
- **INCOMPLETE OR LATE APPLICATIONS WILL NOT BE REVIEWED.**

## HOW TO APPLY

You must submit to the Saanich Heritage Foundation by December 31<sup>st</sup> the following documentation:

- A completed **House Grant Application Form**. **Note: Incomplete applications will not be considered or reviewed. Withdrawn applications will have to be resubmitted within established guidelines.**
- A written description of structural or restoration work
- A minimum of **two (2)** competitive estimates (include completed **Estimate Sheets**).
- **As of May 10, 2016, homeowners will no longer be permitted to do their own restoration work and be reimbursed for materials under the grant process.**
- Photos or drawings for replacement elements i.e. stairs, porches, balustrades, etc.
- Current photographs of your house **before** the work starts. This should show several views of the necessary work to be done. (see **Photographs Guidelines** for details)
- A color scheme and color chips for applications for painting. (see **Color Scheme Guidelines** for details)
- Relevant archival photographs and historical documentation, if available. We can make copies and return the originals to you if you so desire. <http://www.saanich.ca/EN/main/parks-recreation-culture/archives.html>

Please be clear and concise. If you are unfamiliar with the process of obtaining estimates from contractors, estimate sheets and examples are available in the Guidelines. If you are in doubt, please contact our Secretary at (250) 475-1775, extension 3513 or via email at [shirley.leggett@saanich.ca](mailto:shirley.leggett@saanich.ca).

To submit your application, contact the SHF Secretary to arrange to deliver same to the SHF office, or mail the application to the Saanich Heritage Foundation, c/o the Legislative Division, Saanich Municipal Hall, 770 Vernon Avenue, Victoria, BC V8X 2W7.

## **SPECIAL FUNDING**

### **EMERGENCY REPAIRS**

Applications for up to \$500 for emergency repairs are reviewed on an individual basis at any time. However, no work is to be done prior to review and approval, and must include appropriate documentation indicating the scope of the work and estimated cost.

### **SHF PRIORITIES FOR FUNDING**

Due to funding limitations, the SHF considers funding projects in the following order and with a view of an overall rehabilitation plan with the first application for a grant. This allows the SHF to anticipate future outlays of funds:

- Structural work, foundations, perimeter and storm drains, chimneys and masonry work, fascias, gutters and downspouts, and roofs;
- Exterior rehabilitation and repairs, recreating the building's heritage character such as exterior fabric, woodworking and trim, stucco, windows and doors. (See note in Guidelines regarding storm window priority);
- Exterior preparation and painting;
- Historically accurate and documented fences, gates and outbuildings; and
- Rehabilitation of designated interior features.

**(Note: Work deemed routine maintenance will not be funded nor will service contracts)**



## GRANT APPLICATION REVIEW PROCESS

- During January and February all completed applications and the accompanying documentation are carefully reviewed by the SHF House Grants Committee.
- The SHF will assign one of its members to act as a volunteer to review the proposed project as well as to consult with the owners or acting agent during the process. A review of the work will also occur upon completion of the project.
- Final approval is usually given to grant applications in May, after SHF receives confirmation of its funding from the Municipality of Saanich. You will be notified in writing **if** a grant application for your project has been approved or declined.
- **Please note:** Once projects are approved, unauthorized changes are neither accepted nor funded.
- Any questions with respect to the status of your application should be directed to our Secretary, Shirley Leggett, at 250-475-1775 extension 3513 or email at [shirley.leggett@saanich.ca](mailto:shirley.leggett@saanich.ca).

## COMMENCEMENT OF WORK

- No work should commence before being **notified in writing** that your grant has been approved. If you wish to proceed ahead of such approval, it must be after the SHF has reviewed and discussed the proposed project along with your volunteer committee member. **If you proceed with the work it is at your own risk, as the grant may not be funded.**
- Unless special dispensation is given to delay work, it should commence as soon as possible or the grant offer may be withdrawn.
- **Contact SHF to pick up a SHF sign when work is about to commence. The SHF sign acknowledging the grant must be prominently displayed while work is underway or for 10 days, whichever is greater.**
- A site review must be done before and upon completion of all work. Preparations and repairs must be reviewed by the SHF Grant Committee member **prior** to painting or further work that might cover it. Contact numbers for the Grant Committee members will be provided.
- Owners are responsible to keep the assigned House Grant Committee member informed of the work process to ensure ongoing review. **If you fail to do so, funding may be refused.**
- **Please note: Do not confuse SHF Grant Committee members with Saanich Municipal Building Inspectors.**

## BUILDING PERMITS

The Municipality of Saanich requires a building permit for most construction, alterations, additions, deconstruction or demolition. For more information on building permits, call the Permits Division at Saanich Municipal Hall at (250) 475-1775, extension 5457.

Any exterior change to a designated heritage or Heritage Covenant structure requires review by the Saanich Heritage Foundation and approval by Municipal Council. Please contact the Saanich Planning Department for further information. If it is determined that you will require a permit you will also be required to arrange for an inspection by a Saanich Building Inspector.

## WHAT TO DO UPON COMPLETION OF WORK

Upon completion of an approved project, the SHF must receive the following before the grant funds can be released:

- The SHF House Grants Committee members' final report indicating work is completed according to the SHF standards.
- Evidence of full payment to contractor. All receipts to be marked **PAID**, signed and dated by the contractor. **(Cancelled cheques and/or unpaid invoices are not acceptable).**
- A list totaling the receipts.

- Photographs taken during progress and after completion of the project. (See **Photographs Guidelines**). **At least one photograph of the SHF sign on the property must be included.**
- The completed **Declaration of Project Completion Form**.
- **Return the SHF sign (\$25 charge if not returned).**

## **GRANT PAYMENT**

No grant payments can be made until the Saanich Heritage Foundation has received its annual funds from the Municipality. Once the funds are in place, and the work has been completed to the satisfaction of the SHF, then payment of the grant will be made.

## **HOW TO FOLLOW THE RESTORATION GUIDELINES**

Refer to the **Restoration Guidelines (Do's and Don'ts)** for more details concerning roofs, gutters, chimneys, masonry, foundations, storm or perimeter drains, woodwork and trim, windows, doors and paint, but these are some general rules:

- Any necessary upgrading to foundation or basic structure should be done first (obtain the advice of an architect or engineer if uncertain)
- Repair of old work and materials is preferable to replacement with new work
- New work should replicate old work exactly. If old work is missing, its replacement should be based on historic and photographic research into the same or similar buildings
- Ongoing maintenance, which minimizes the need for extensive repairs, is encouraged

Additional information can also be found on the Heritage Society of British Columbia's website at <http://www.heritagebc.ca>

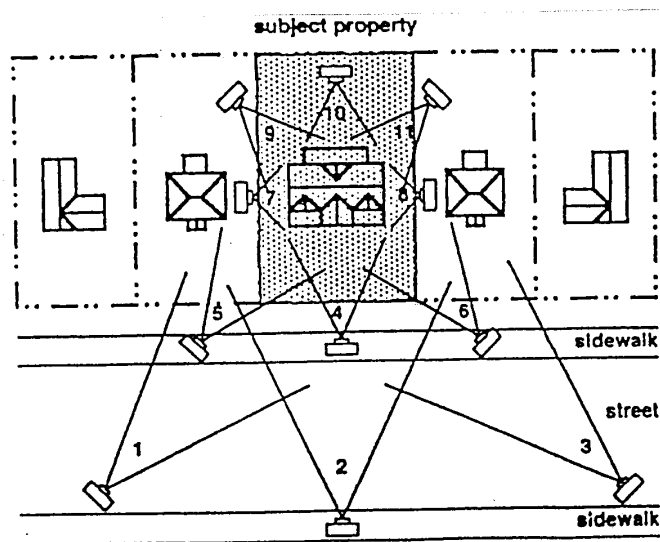
## PHOTOGRAPH GUIDELINES

Photographs of your house and project are very important to the Saanich Heritage Foundation (SHF). They are used to qualify your grant application before work commences and to approve payment after the work is done. In addition they are invaluable in the SHF's educational responsibility.

### THE SHF REQUIRES:

- Color prints (4"x6" minimum size) *before* and *after* construction for all projects
- Photos to show specific details of projects
- In the case of **paint projects**, *before* and *after* photos should show all sides of the house (minimum: No. 4, 9, 10 and 11)
- When you apply for your first SHF grant, include at least two photos showing the house in the context of the street and/or neighboring houses
- Photos of the **job in progress** (try to include the SHF sign, the contractors and yourselves in some photos)
- If the **job is a roof**, take photos of the existing roof, then the exposed sheathing or stripping, the new roof in progress and finally completed
- If the **job is perimeter and storm drains**, take photos of the open trench with pipes or tiles
- If you are unable to take the photos, you may consider purchasing a disposable camera and asking the contractor to take the photos

To assist in deciding which photo angles best illustrate your project - see diagram below.



- 1 - 3 STREET CONTEXT PHOTOS
- 4 - 6 FULL FRONTAL PHOTOS
- 7 - 8 SIDE ELEVATION PHOTOS (IF POSSIBLE)
- 9 - 11 REAR PHOTOS

## COLOR SCHEME GUIDELINES

An attractive and appropriate color scheme is the "finishing touch" for any heritage house. For this reason the Saanich Heritage Foundation (SHF) encourages owners to choose the colors carefully and in some cases to enlist the help of a color consultant or architect.

An appropriate color scheme may be one of the following:

1. The original colors as determined by sampling and/or research.
2. A color scheme from the guidelines found in several reference books which are listed below. Be sure you understand what style your house is (e.g. Queen Anne, Craftsman, etc.) when referring to these books.

**Please note that for a paint job to be funded by the SHF, approval of the color scheme is required. Payment of the grant is contingent upon the owner following the approved color scheme. Any alterations to the initially approved color scheme must also be approved by the SHF.**

### TO APPLY FOR COLOR SCHEME APPROVAL

1. Once the owner or a consultant has chosen a color scheme, it must be illustrated in a **clear** and **concise** manner for submission to the SHF. **Send completed COLOR SCHEDULE.**
2. Provide color photographs before and after painting. (See **PHOTOGRAPH GUIDELINES**).

### REFERENCES

1. Moss, Roger W., Century of Color: Exterior Decoration for American Buildings - 1820/1920, Watkins Glen, NY, American Life Foundation, 1981.
2. Moss, Roger W. and Gail Casey Winker, Victorian Exterior Decoration, New York, Henry Holt, 1987.
3. "Your Old House" Brochures produced by The Victoria Heritage Foundation, the Vancouver Heritage Conservation Foundation and the Heritage Society of BC are available from the Saanich Heritage Foundation, c/o The Office of the Municipal Clerk, 770 Vernon Avenue, Victoria, BC V8X 2W7 or by calling the Secretary, Shirley Leggett at (250) 475-1775 local 3513. Titles available in this series of brochures are: What style is it? True Colors, Paint, Masonry, Wood Siding, and Wood Windows.
4. "The Standards and Guidelines for the Conservation of Historic Places in Canada".  
[http://www.historicplaces.ca/nor-sta/norm-stan\\_e.aspx](http://www.historicplaces.ca/nor-sta/norm-stan_e.aspx)

# COLOR SCHEDULE

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

HOUSE STYLE \_\_\_\_\_

COLOR CHIPS	GIVE SPECIFIC DETAIL OF PLACEMENT ON HOUSE
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">                     Attach paint chip. Show code number on chip.                 </div>	

The information on this form is collected under the authority of the *Heritage Conservation Act*. The information provided will be used to assess the criteria for restoring the exterior of a heritage building. If you have any questions about the collection and use of this information, please contact the Municipal Clerk, 770 Vernon Avenue, Victoria, BC V8X 2W7, Telephone (250) 475-1775.

# OBTAINING PROJECT ESTIMATES

To obtain accurate estimates for comparison, it is important to **fully detail the requirements of the project.**

## ESTIMATE SHEET BENEFITS

- Enables the customer/contractor to have a clear understanding of the work to be carried out
- Ensures an even bidding system

## WHERE TO START

**Research** the historical requirements of your project. For example:

- Saanich Archives - Phone No. (250) 388-7819 <http://saanich.ca//EN/main/parks-recreation-culture/archives.html>
- Hallmark Society - Phone No. (250) 382-4755 <http://www.hallmarksociety.ca>

**Ask questions and get advice** regarding the specifics of your project, i.e. friends with experience and/or contractors who have worked on heritage projects.

**Make a list** of your job requirements, start to finish. Consider such things as clean up, is the contractor insured, warranties, quality of materials, back priming wood before installed and how to handle unforeseen damage.

## HOW TO USE ESTIMATE SHEET

- Use **Estimate Check List** to help you decide on the requirements for your project.
- **Detail** and number your **project requirements** on an **Estimate Sheet**. Photocopy completed form.
- Give a photocopy to each person quoting on the project. Submit completed estimate sheets with application.

## HOW TO HANDLE ALLOWANCES FOR ROT OR OTHER UNFORESEENS

- Ask contractors to indicate on **Estimate Sheet** hourly rate he/she would charge. (i.e. trades person/laborer/helper.)

*Note: All extra costs and repairs should be brought to the SHF Project Representative prior to commencing with work. For further information contact the SHF Representative assigned to you.*

# ESTIMATE CHECK LIST

Use Estimate Check List to help you decide on the requirements for your project.

## FOUNDATION

- Type, quality of mortar or concrete, color (if restoring masonry foundations)
- Drainage - perimeter and storm drains (to municipal requirements)
- Water proofing membrane
- Ventilation
- Skirting details
- Unforeseen rot/repair (***ask contractor to indicate on Estimate Sheet the hourly rate for this***)

## GUTTERS AND DOWNSPOUTS

- Material, type, color, style, gauge
- Fastening system: i.e. nails, screws, spacings
- Connection to drainage system
- Connection seals/covers
- Repair rot/damage to fascia boards or rafter tails
- Storm drain condition
- Gutters adjusted to drain toward downspouts
- Unforeseen rot/repair (***ask contractor to indicate on Estimate Sheet the hourly rate for this***)

## ROOF

- Tear off/preparation (remove all old roofing)
- Repair damaged strapping or roof sheathing
- Unforeseen rot/repair (***ask contractor to indicate on Estimate Sheet the hourly rate for this***)
- New roof material to match (or simulate) original shingles
- Shingles - type, grade, untreated or preservative treated
- Ridge, capping type, other (description)
- Valleys and flashing (material, color, gauge)
- Rafter tails, eaves, barges, soffits (repair replace material, type)
- Placement of vents (as per Building Code) number, color, material
- Eave - check nail lengths to avoid protruding under eave
- Warranty - minimum 10 years (RCABC Member Roofing Contractors are recommended)

## MASONRY

- Masonry type, style, color (above roofline)
- Mortar - type, style, color
- Ties, strapping, bracings, reinforcement
- Water/weather sealer

## **CHIMNEYS**

- Liners compliant to municipal requirements (not funded)
- Finish capping, type, style, sealer, chimney pots
- Bricks to match original
- Insulation - air space (if applicable)
- Unforeseen rot/repair (***ask contractor to indicate on Estimate Sheet the hourly rate for this***)

## **EXTERIOR WOODWORK TRIM**

- Wood quality, type, kiln dried, profile match, mouldings
- Fastenings: i.e. glue, nails, screws
- Back priming wood before installation
- Unforeseen rot/repair (***ask contractor to indicate on Estimate Sheet the hourly rate for this***)
- Preparation and finish

## **PAINTING**

- Detailed surface preparation: i.e. priming, cleaning process, repairs
- Paint brand, type - oil, latex
- Number of coats
- Warranty
- Unforeseen rot/repair (***ask contractor to indicate on Estimate Sheet the hourly rate for this***)



**\* \* E X A M P L E \* \***  
**ESTIMATE SHEET**

DATE \_\_\_\_\_

<b>ESTIMATE FOR:</b> <b>NAME:</b> <b>OWNER</b> <b>ADDRESS:</b> <b>PHONE NO:</b> <b>PROJECT:</b> Roof Entire House	<b>ESTIMATE BY:</b> <b>NAME:</b> <b>CONTRACTOR/WORKER</b> <b>ADDRESS:</b> <b>PHONE NO:</b>		
<b>THIS SECTION TO BE COMPLETED BY OWNER</b> (Clearly number and describe your job requirements or questions)	<b>Y E S</b>	<b>N O</b>	<b>THIS SECTION TO BE COMPLETED BY CONTRACTOR</b> (Answer yes or no to each of the owner's numbered job requirements. Comment more fully if necessary.
1. Remove all existing roof layers on house and front porch and take away debris. Note: Protect flower bed - front of house.	✓		Broom clean and nail pick-up and debris removal at end of job. Will protect so as to minimize damage.
2. Repair unforeseen rotten wood (sheathing, fascia, etc.) - ? cost	✓		Allowance (one man 6 hrs) \$100 materials/\$150 labour. Will advise if rot more extensive.
3. Tar paper	✓		As per Building Code.
4. Best quality cedar shingles	✓		18" #1 perfection cedar shingles.
5. Shingle exposure 5 inch to the weather * watch nail length under eave	✓		Will shorten down nail size.
			<b>OVER</b>

<b>THIS SECTION TO BE COMPLETED BY OWNER</b> (Clearly number and describe your job requirements or questions)	<b>Y E S</b>	<b>N O</b>	<b>THIS SECTION TO BE COMPLETED BY CONTRACTOR</b> (Answer yes or no to each of the owner's numbered job requirements. Comment more fully if necessary.
6. Fire retardant		✓	Unable to access fire retardant at this time.
7. Anti moss zinc strip	✓		On both sides and all hips.
8. Flashings - brown Note type and gauge to be used.	✓		
9. Roof vents to be brown - want to help decide placement to minimize visual impact.	✓		Recommend 3 roof vents 12" x 12" brown. Will advise when roof vents to be installed so we can discuss and install minimum as per Building Code.
10. Require labour/material warranty.	✓		5 years labour 10 years warranty.
11. Any recommendations or comments.			

**ESTIMATE: MATERIALS** \_\_\_\_\_

**LABOUR** \_\_\_\_\_

**TOTAL** \_\_\_\_\_ (include GST and PST)

\_\_\_\_\_  
SIGNATURE OF CONTRACTOR

**\*\*\*\* Contractor may attach standard contract form to this completed form, if so required.**

The information on this form is collected under the authority of the Heritage Conservation Act. The information provided will be used to assess the criteria for restoring the exterior of a heritage building. If you have any questions about the collection and use of this information, please contact the Municipal Clerk, 770 Vernon Avenue, Victoria, BC V8X 2W7, Telephone (250) 475-1775.

# ESTIMATE SHEET

DATE \_\_\_\_\_

ESTIMATE FOR:		ESTIMATE BY:	
NAME:		NAME:	
ADDRESS:		ADDRESS:	
PHONE NO:		PHONE NO:	
PROJECT:			
THIS SECTION TO BE COMPLETED BY <u>OWNER</u> (Clearly number and describe your job requirements or questions)	Y	N	THIS SECTION TO BE COMPLETED BY <u>CONTRACTOR</u> (Answer yes or no to each of the owner's numbered job requirements. Comment more fully if necessary.)
	E	O	
	S		
<b>OVER</b>			

THIS SECTION TO BE COMPLETED BY <u>OWNER</u> (Clearly number and describe your job requirements or questions)	Y E S	N O	THIS SECTION TO BE COMPLETED BY <u>CONTRACTOR</u> (Answer yes or no to each of the owner's numbered job requirements. Comment more fully if necessary)

**ESTIMATE: MATERIALS** \_\_\_\_\_

**LABOUR** \_\_\_\_\_

**TOTAL** \_\_\_\_\_ (include GST and PST)

\_\_\_\_\_  
SIGNATURE OF CONTRACTOR

**Note: Contractor may attach his standard contract form to this completed form, if so required.**

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# DECLARATION OF PROJECT COMPLETION FORM

I, \_\_\_\_\_, of \_\_\_\_\_,  
(Name) (Address)

Hereby declare that the following work relating to my Application for a grant to the Saanich Heritage Foundation, dated \_\_\_\_\_, has now been completed.

I, \_\_\_\_\_, SHF Grant Committee member assigned to this project, hereby  
(Name)

declare that the requirements of the Grant Application process have been satisfactorily complied with, and a final site review was completed on \_\_\_\_\_.  
(Date)

DETAILS OF WORK COMPLETED (POINT FORM)

(continue on back if necessary)

**MUST ACCOMPANY FORM:**

- **COPIES of any permits required for all work and copies of a final inspection by the Saanich Inspector**
- **INVOICES** marked paid **PLUS SHOW RECEIPTS ADDED TO VERIFY PROJECT TOTAL COST**
- **PHOTOGRAPHS** of completed project
- **The SHF sign (\$25 charge if not returned)**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Signed by original Applicant:

\_\_\_\_\_

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**770 Vernon Avenue, Victoria BC V8X 2W7 Phone (250) 475-1775 Fax (250) 475-5440**  
<https://www.saanich.ca/EN/main/community/heritage/your-heritage-building/house-grants-program.html>



## HOUSE GRANTS PROGRAM - APPLICATION FORM

This application form and all supporting documents must be received by the Saanich Heritage Foundation (SHF) no later than **December 31<sup>st</sup>** to be considered for a grant.

<b>DESIGNATED PROPERTY:</b>		<b>DATE:</b>
<b>Address:</b>		<b>Postal Code:</b>
<b>OWNER(S):</b>		
<b>Name 1:</b>		<b>Name 2:</b>
<b>Address of Owners (if different):</b>		
<b>City:</b>	<b>Prov/State:</b>	<b>Postal Code:</b>
<b>Home Phone:</b>	<b>Work Phone:</b>	<b>Email:</b>
<b>AUTHORIZED AGENT (if applicable):</b>		
<b>Name:</b>		
<b>Address:</b>		<b>Postal Code:</b>
<b>Home Phone:</b>	<b>Work Phone:</b>	<b>Email:</b>

### DETAILS OF PROPOSED WORK:

**PLEASE NOTE: DOING THIS TAKES MUCH LONGER THAN YOU THINK. START EARLY AS BUSY CONTRACTORS CAN TAKE MONTHS TO PROVIDE ESTIMATES.**

- Confirm that house is designated.
- Confirm the eligibility of your project.
- If more than two (2) projects, list them individually on a separate sheet of paper.
- Enclose at least **two (2)** estimates for each project.
- Enclose photos of all proposed work and all four (4) sides of the house if not on file.
- If requesting paint, enclose color scheme and paint chips (See Guidelines).
- **Add the GST and PST into the estimate if you want to be paid for it.**

PROJECT NO. 1		
Estimated start date:		Estimated completion date:
<b>Contractors:</b>		<b>Estimates:</b> (include GST and PST)
1		
2		
3		

PROJECT NO. 2	
Estimated start date:	Estimated completion date:
<b>Contractors:</b>	<b>Estimates: (include GST and PST)</b>
1	\$
2	\$
3	\$
<b>CONSULTANT OR SPECIALIST (if applicable)</b>	
<b>Name:</b>	<b>Company:</b>
<b>Address:</b>	<b>Postal Code:</b>
<b>Phone:</b>	
<b>Project:</b>	\$
<b>TOTAL VALUE OF PROJECT(S):</b>	\$

**As the owner(s) or authorized agent for the above named property, I/we hereby agree that:**  
 **Check to confirm**

- I/we have read, understood and will comply with the current **Application Requirements**.
- I/we have read, understood and will adhere to the applicable SHF *Rehabilitation Do's and Don'ts*.
- Taxes on the above property are not in arrears and the property is covered by current comprehensive home and fire insurance.
- I/we are not involved in any ongoing or pending zoning or bylaw enforcement disputes with the Municipality of Saanich.
- All necessary authorizations and permits of the Municipality of Saanich will be obtained before work commences.
- I/we shall not commence work without a written letter of approval from the Saanich Heritage Foundation (SHF) acknowledging that to do so will jeopardize the awarding of the grant.
- I/we shall not involve the SHF in any action between myself/ourselves and any contractors, estimators, employees, workers or agents, rising from the work on the heritage building.
- Photographs and documents submitted to the SHF may be used for educational purposes and for fundraising.
- I/we will contact the SHF to pick up a SHF sign when work is to commence and display on the property while work is underway or for 10 days whichever is greater.**
- The project(s) will be commenced in the year of application.

**\*\*\*\*\*INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED\*\*\*\*\***

Signature of Owner(s) \_\_\_\_\_

Signature of Authorized Agent (if applicable) \_\_\_\_\_

Date \_\_\_\_\_

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**Saanich Heritage Foundation, c/o Saanich Municipal Hall, 770 Vernon Avenue, Victoria BC V8X 2W7  
 Phone (250) 475-1775 Extension 3513; Fax (250) 475-5440**

<https://www.saanich.ca/EN/main/community/heritage/your-heritage-building/house-grants-program.html>