



LOCK OUT CRIME THROUGH ENVIRONMENTAL DESIGN (LOCTED)
PROGRAM INFORMATION, GUIDE & APPLICATION

FOR COMMERCIAL PROPERTIES LOCATED WITHIN THE DOWNTOWN MAPLE RIDGE BUSINESS
IMPROVEMENT ASSOCIATION (DMRBIA) CATCHMENT AREA

MAPLE RIDGE, BRITISH COLUMBIA

GRANT FUNDING OPPORTUNITY

*This program can provide grants of up to 50% of the cost of eligible improvements, up to a maximum of **\$2,000** per building.*

HISTORY

Initiated in 2020, this program is the result of a desire by the Downtown Maple Ridge Business Improvement Association (DMRBIA), the City of Maple Ridge - Bylaw Dept., and the Downtown Maple Ridge business community to support elements of environmental crime prevention through design considerations to encourage a reduction of safety concerns and incidence of crime in the downtown core of Maple Ridge.

PROGRAM PURPOSE AND GOAL

This program provides free access to a CPTED assessment of a DMRBIA business location and its surroundings by CPTED-trained personnel. Depending on the outcome, grant funding to property and/or business owner may be available to assist with recommended modifications. The goal of this program is to encourage DMRBIA members to invest in CPTED based adjustments. When properly applied, CPTED principles can deter crime and help make people feel safe within our downtown MR area.

This initiative may contribute to:

- Making Downtown Maple Ridge a more inviting and safer place to shop, walk, live, and play;
- Promoting the marketability of retail and commercial businesses;
- Assisting property owners to attract and retain tenants;
- Contributing to the quality of life of residents, workers and visitors to Maple Ridge;
- Building civic pride among the business community and the citizens of Maple Ridge.

ELIGIBLE PROPERTIES:

Commercial buildings within the DMRBIA Area.

ELIGIBLE APPLICANTS:

- You must be a DMRBIA property or business owner. If the applicant is the business owner, the property owner must approve of the application in writing and confirm that all improvements are to be paid for by the applicant;
 - City of Maple Ridge property taxes pertaining to the property are fully paid and current;
 - You must start your improvement project **after the application is approved**; and
 - You have not received a previous grant under this program for the subject property in the prior 10 years.
- Note: Both property and business owner are eligible to apply for a grant for subject property once every 10 years as long as the improvements are paid for by the applicant.

***Program is limited to annual budget funding available and the availability of CPTED-trained personnel**

GRANT AMOUNTS

This program can provide grants of up to 50% of the actual cost of eligible improvements, up to a maximum of \$2,000 per building (excluding taxes).

ELIGIBLE LOCTED IMPROVEMENTS

Projects are subject to a free CPTED assessment and improvements should be following recommendations of assessment, to reflect CPTED (“Crime Prevention Through Environmental Design”) principles. For this purpose, applicants should review CPTED criteria outlined via the link below:

en.wikipedia.org/wiki/Crime_prevention_through_environmental_design

CPTED definition: Crime Prevention Through Environmental Design (CPTED) is a multi-disciplinary approach of crime prevention that uses urban and architectural design and the management of built and natural environments. CPTED strategies aim to reduce victimization, deter offender decisions that could precede criminal acts, and build a sense of community among inhabitants so they can gain territorial control of areas, reduce crime, and minimize fear of crime. CPTED is pronounced ‘sep-ted’ and it is also known around the world as Designing Out Crime, Defensible Space, and other similar terms.

GRANT APPLICATION, APPROVAL, AND REIMBURSEMENT PROCESS

All project proposals are subject to a comprehensive review by LOCTED Committee, must meet high quality standards, and must reflect spirit and intent of the LOCTED Program Guidelines.

Generally, the application, approval, and reimbursement process is as follows:

- 1) Contact the DMRBIA to determine if your building is in the DMRBIA area, to obtain a LOCTED Program Guide and Application Form + review your proposed project;
- 2) Schedule CPTED assessment for your building;
- 3) Submit a completed Application to the DMRBIA, include “before” pictures;
- 4) LOCTED Committee reviews the application;
- 5) Applicant will be advised in writing if the Application has been approved, refused or approved with conditions. All Applications will be reviewed on a timely basis;
- 6) If approved, a Performance Agreement is entered into between the successful applicant and the DMRBIA, which will include a detailed description of the project and work to be completed including all relevant attachments included with the Application (including drawings), cost of project, anticipated completion date, etc (completion must be **before Dec. 31** of application year), and any conditions;
- 7) Project construction can start immediately following completion of Performance Agreement;
- 8) The applicant must provide the following to the DMRBIA for reimbursement:
 - a) Proof of Completion signed by applicant and/or contractor, indicating work described within Performance Agreement has been completed and paid in full + “after” pictures;
 - b) Copies of all invoices pertaining to project and proof of payment (copies of credit card receipts or cancelled cheques); and
 - c) Proof that improvements passed final inspection (where required) and meet all CMR requirements including zoning, building and safety codes (where required);
- 9) Project is inspected by DMRBIA to ensure completion of terms of the Performance Agreement;
- 10) Applicant is issued a cheque according to the terms of the Performance Agreement, to the maximum of 50% of the actual improvement costs (excluding taxes) and max. \$2,000

* Submitting an Application does not guarantee a grant or a specific grant amount.

We encourage you to review the information provided here and take advantage of this opportunity. Please call the office with any questions at 604-467-2420, we would be delighted to inform you of the possibilities and opportunities available. Be sure to apply before the April 1st, 2025 deadline.

Visit our website at downtownmapleridge.ca (Programs / Safety & Security) for more information. Guide and application form are available for download.



**DOWNTOWN
MAPLE RIDGE**
Business Improvement Association

#34—22374 Lougheed Hwy.
Maple Ridge, BC V2X 2T5
Phone: 604-467-2420

Email: executivedirector@downtownmapleridge.ca
Website: www.DowntownMapleRidge.ca

2025 DMRBIA LOCTED PROGRAM APPLICATION

Application Deadline: April 1, 2025. Applications received after this date will be considered if grant funding is still available.

Date: _____	Applicant is the: <input type="checkbox"/> Property Owner <input type="checkbox"/> Business Owner
Applicant Name: _____	Phone: _____ Fax: _____
Address: _____	Email: _____
City: _____ P.C. _____	

Property Address: _____

Legal Description of the property where the project will occur:

Please attach a detailed description of the improvements that are proposed. Attach supporting materials including a description of the project, photos of the existing property, drawings of the proposed improvements (if applicable), two (2) quotes, a detailed line item budget and a project schedule. Please ensure all attachments are clearly labelled.

Total Cost of Improvements: \$ Grant requested: \$

Approximate Date Project Construction will begin: _____ Proposed Completion Date: _____
Deadline Dec.31, 2025

BUILDING INFORMATION:

To your knowledge is the building a *Heritage Building*? YES NO UNKNOWN

CPTED assessment completed : _____ recommended improvements:

Landscape: _____

Lighting: _____

Other: _____

Copy of CPTED assessment attached : _____

Current use: Retail Restaurant Office Service Other Commercial Residential Other
 (please tick all appropriate boxes)

<p>I understand that my submission of an application does not constitute a guarantee for funding under the Lock Out Crime Through Environmental Design (LOCTED) Program. I certify that all information is true and accurate to the best of my knowledge and, if approved, work will be completed in accordance with terms and conditions of the Performance Agreement entered into with the DMRBIA and City of Maple Ridge.</p> <p style="text-align: center;">_____ Applicant Signature</p>	<p style="text-align: right;"><u>Office Use Only</u></p> <p>Date Rec'd: _____ Date of Application Review: _____</p> <p>Application Complete: <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(If no, provide details)</i></p> <hr/> <p>Decision: <input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED / CONDITIONS <input type="checkbox"/> NOT APPROVED</p> <p>Amount of Grant: \$ <input style="width: 150px;" type="text"/></p>
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PLEASE ATTACH THE FOLLOWING ITEMS:

<input type="checkbox"/> Copy of Property Title	<input type="checkbox"/> Project Description	<input type="checkbox"/> Photos of the existing building
<input type="checkbox"/> Sketch/illustrations/drawings of the proposed improvements,		<input type="checkbox"/> Detailed line item budget
<input type="checkbox"/> Project schedule (Start and End Date)	<input type="checkbox"/> Two (2) Contract Quotes	<input type="checkbox"/> Description of materials

Note: Information collected in this application form is confidential & collected for the purpose of administrating the LOCTED Program and to maintain communications as considered necessary. Please note that the name & location of the property improvement designs may be released to various organizations, the media, and the public if the applicant receives a grant under the LOCTED Program.

ELIGIBILITY REQUIREMENTS

- Eligible commercial buildings must be located within the Downtown Maple Ridge Business Improvement Association (DMRBIA) Area.
- The applicant must be the property or business owner, with property owner's written consent.
- Grants are only paid upon completion of the pre-approved LOCTED project.; applications submitted after project is completed (or started) are not eligible.
- Maximum grant is 50% of cost of eligible improvements, maximum of \$2,000 per building .
- Only projects which meet eligible improvements, or are otherwise deemed eligible upon review by the LOCTED Committee may be eligible to receive a grant.

PROCEDURE

- All applicants are encouraged to directly connect with the DMRBIA prior to formally submitting their application to discuss the program process, review project intention, and outline eligible improvements.
- Personalized CPTED assessment for applicant property scheduled and recommendations proposed according to outcome.
- Completed application submitted to the DMRBIA.
- Project Review Committee reviews the application and will either approve, approve with conditions or refuse an application at its discretion. Additional information may be requested.
- A Performance Agreement is entered into between the successful applicant and the DMRBIA, which will include a description of the project, total cost of the project, list of eligible project expenses, start and completion dates of the project (completion must occur by December 31, 2025), amount of the grant awarded, and any conditions.
- Project can start immediately following written approval from DMRBIA
- Applicant provides to the DMRBIA a written notice of completion signed by the applicant or contractor, copies of all invoices pertaining to the project, proof of payment, and proof of final inspection (where required) + "after pictures".
- Completed project is inspected by the Project Review Committee.
- Applicant is issued a cheque (up to 50% of actual cost/excluding taxes, to maximum of \$2,000).

ELIGIBLE LOCTED IMPROVEMENTS

Environmental building features, eligible for LOCTED grant dollars, may include, but are not restricted to the following CPTED based upgrades. Improvements are intended to possibly influence behaviour and encourage stewardship, while reducing acts of vandalism; AND support CMR Bylaws' and RM RCMP's goal of helping reduce property crime. Eligible improvements include:

Wall attachments	Exterior Security Lighting	Environmental Engineered Details	Design Fees
Door modifications	Storefront clearance	Remove Landscaping Details	Fencing
Window access	Add Landscaping Elements	Obstructed Entranceways	Ext. Alarm/part of project

GRANT APPROVAL

- All project proposals are subject to a comprehensive review, must meet high quality standards, and must reflect the spirit and intent of the LOCTED Program Guidelines.
- Submission of an application is not a guarantee of funding approval or a specific grant amount.

GRANT REIMBURSEMENT PROCESS

- The applicant must provide the following to the DMRBIA for reimbursement:
- A written notice of completion signed by the applicant or contractor;
- Copies of all invoices pertaining to the project and proof of payment (copies of credit card receipts or cancelled cheques);
- Proof that improvements have passed final inspection (where required) and meet all City of Maple Ridge requirements including zoning, building and safety code (where required);
- Project inspection completed by Project Review Committee;
- Applicant is issued a cheque.

IMPORTANT

- Full details of this program are contained in the [LOCTED Guide](#).

> Applicant must obtain all necessary permits and take into consideration the additional time required to obtain such permits.

The City of Maple Ridge encourages interested parties to reach out to the building counter for assistance.

Building Department - General Inquiries, Tel: 604-467-7311, Email: buildingenquiries@mapleridge.ca

Building Department - Permit Applications, Email: permitapplications@mapleridge.ca

Information can also be obtained via the [Building Permits & Inspections page](#). Changes may likely require building permit(s). As you are formulating your plans please refer to the [Maple Ridge Town Centre Development Permit Area Guidelines](#).