



**DOWNTOWN  
MAPLE RIDGE**  
Business Improvement Association

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

Email: [executivedirector@downtownmapleridge.ca](mailto:executivedirector@downtownmapleridge.ca)  
Website: [www.DowntownMapleRidge.ca](http://www.DowntownMapleRidge.ca)

## 2024 DMRBIA LOCTED PROGRAM APPLICATION

**Application Deadline: May 17, 2024. 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, 2024

**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>_____</p> <p style="text-align: center;">Applicant Signature</p>	<p style="text-align: right;"><b><u>Office Use Only</u></b></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, 2024), 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.
- The Applicant must obtain all necessary development, building and sign permits and is encouraged to consider the additional time required to obtain such permits.  
If the proposed improvements significantly alter the external building appearance (i.e. changes to existing materials, form & character) and/or if the work value is greater than \$25,000 the applicant may be required to submit a Development Permit Application to the CMR and will have to refer to the Maple Ridge Town Centre Development Permit Area Guidelines.