

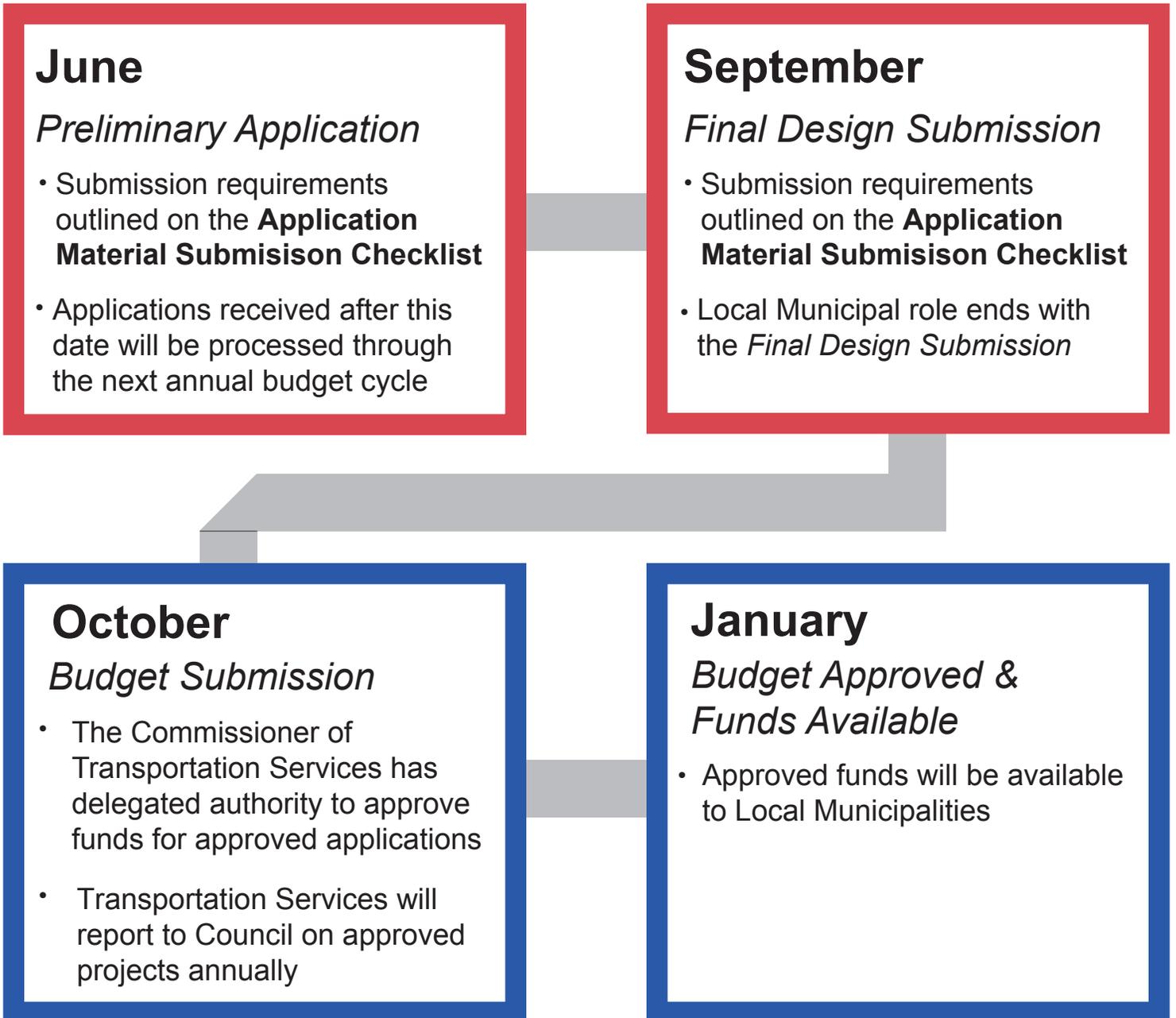


***Municipal  
Streetscape  
Partnership  
Program***

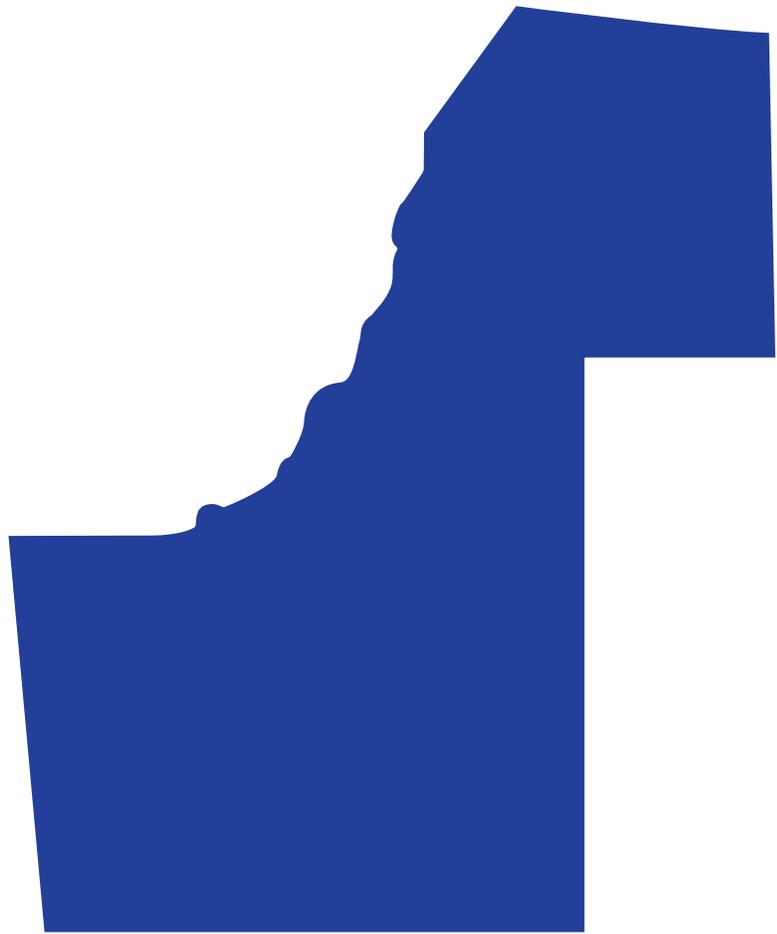
***Application  
Guidelines***

# Application Cycle

MSPP applications follow a structured procedure and timeline that consist of four major milestones; the first two are the responsibility of the **Local Municipality**, the final two the **Region**.



# ***The Region***

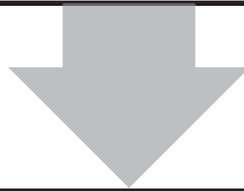


# Application Submission Review Forms

1

## *Streetscape Proposal Screening*

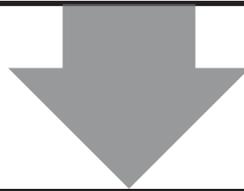
Determines if the project qualifies for the Municipal Streetscape Partnership Program.



2

## *Streetscape Proposal Type*

Determines the streetscape proposal type and the percentage of funding that York Region may contribute.



3

## *Streetscape Proposal Priority Ranking*

Priority ranking for funding will be determined by the Funding Priority Rating System.

Where funds are limited for all submitted applications, top ranking proposals will receive funding.

# Application Process

MSPP applications are evaluated according to the **Application Submission Review Forms** outlined on the previous page. The Local Municipality submits the completed Application Submission Review Forms as part of the *Preliminary Design Application* for the Region to review and evaluate. These forms shape the design of the project and ensure all application requirements are met.

## *Purpose of the Application Submission Review Forms*

### 1 **Screening**

**York Region** Determines if the application meets all requirements and is eligible for funding.

**Local Municipality** Allows the Local Municipality to confirm their project will be eligible for funding. It outlines the documentation that is required as part of the application submission, such as the Local Council Resolution and Maintenance Agreement. Plan in advance for these documents as they are an application requirement.

### 2 **Proposal Type**

**York Region** Determines percentage eligible for Regional funding.

**Local Municipality** Allows the Local Municipality to plan their budget in advance based on potential Regional funding. The budget cycle drives the submission dates as the applications must be aligned with both Regional and municipal budget cycles. It is best practice to begin planning the project the year prior to ensure the submission dates will be met. If there are anticipated difficulties in submitting a complete application by the submission date, communicate this to the Streetscape Program Manager at the earliest date.

### 3 **Priority Ranking**

**York Region** Evaluates how successfully the project meets Regional goals.

**Local Municipality** Provides a clear guideline for Regional goals and urban design best practices that will result in the greatest improvement to the public realm. It further provides project direction, and should be incorporated during early project stages as it will affect the design.

# 1

## Proposal Screening

1.0 Application Deadline		Yes	No
1.1	Deadline for application has been met		
2.0 Within York Region's Right-of-Way			
2.1	Functional, operational, and safety parameters have been addressed (include supporting letter from P.Eng)		
3.0 Supports York Region's Policies			
3.1	Vision 2051		
3.2	Regional Official Plan		
3.3	York Region Transportation Master Plan		
3.4	Regional Streetscape Policy (2001)		
3.5	Towards Great Regional Streets (2006)		
4.0 Local Council Support			
4.1	Local Council Resolution to cost share streetscape		
4.2	Local Council-endorsed plans, studies, or guidelines that demonstrate a vision for the community		
5.0 Maintenance			
5.1	The Local Municipality agrees to take over the maintenance responsibilities		
All of the above have been met?		Yes	No

# 2 Proposal Type

## Region Contribution

### Type 'A' Streetscape Proposal

- Urban area, Town, or Village, and
- Project **IS** on current 10-Year Capital Plan and project will be completed with a Capital Project

50%

### Type 'B' Streetscape Proposal

- Urban area, Town, or Village, and
- Project is **NOT** on current 10-Year Capital Plan, or project will not be completed with a Capital Project

33%

# 3

## Funding Priority Ranking

Factors		Score 1-3	Weight	Total
<b>1.0 Location</b>				
1.1	Identified urban location		2	
1.2	Pedestrian connections to other areas		2	
1.3	Area is served by transit		2	
1.4	High travel demand exists		2	
1.5	Community identity is present		2	
1.6	Identified for economic development or tourism		2	
			Total	
<b>2.0 Scale</b>				
2.1	Road section will be at capacity when project is done		1	
2.2	Adjacent land use supports an upgraded streetscape		1	
2.3	Negative use pattern of the street is being addressed		1	
			Total	
<b>3.0 Consistency of Treatments</b>				
3.1	Consistent with Regional Policy and Specifications		1	
3.2	Upgrades in harmony with any existing area improvements		1	
			Total	
<b>4.0 Design Goals</b>				
4.1	Upgrades in harmony with 'area-wide' design goals		1	
4.2	Streetscape upgrades are planned in the vicinity		1	
4.3	Extends an existing upgraded streetscape further		1	
			Total	
<b>5.0 Connections</b>				
5.1	Connects directly to existing streetscape upgrades		1	
5.2	Connects directly to proposed streetscape upgrades		1	
5.3	Opportunity to align project with another contract		1	
			Total	
<b>6.0 Supported by Regional Staff</b>				
6.1	Project is supported by Regional Staff		1	
			Total	
<b>Total Priority Score {out of a possible 80}</b>				

Reference: Funding Priority Rating System  
 Determine the project score according to the Funding Priority Rating System and transfer the values to determine its Total Priority Score.

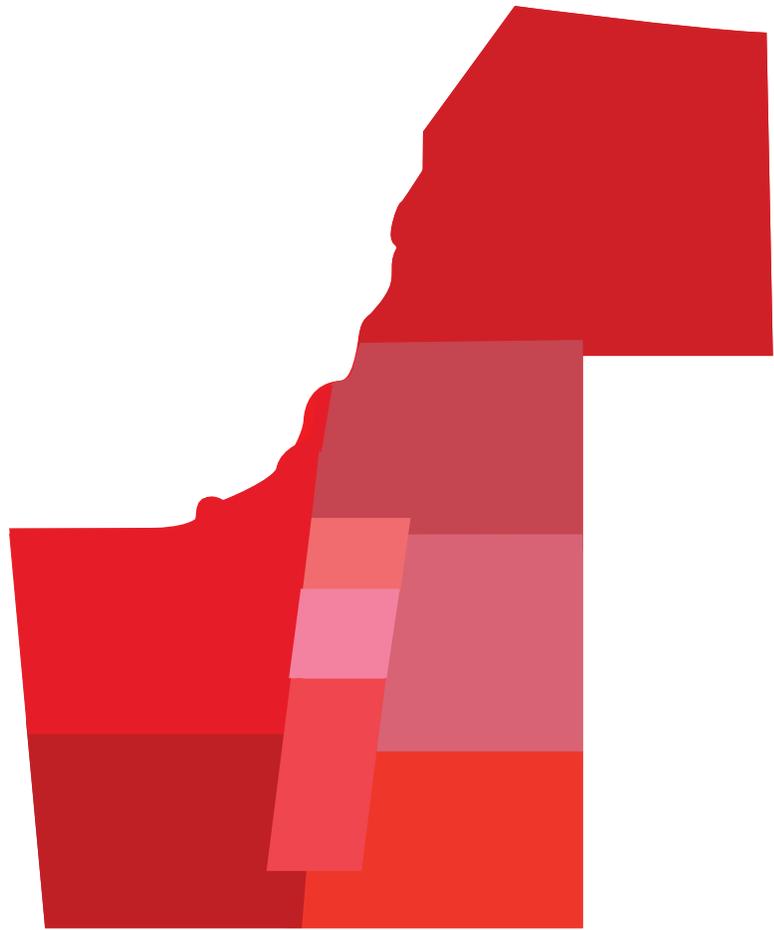
# Funding Priority Rating System

Criteria		Score	Score	Score	Score
		3	2	1	0
<b>1.0 Location</b>					
1.1	Identified urban location	OP designation is urban & area is identified as a Regional Corridor	OP designation is urban & area is identified as an entryway or gateway	OP designation is urban	OP designation is not urban
1.2	Pedestrian connections to other areas	More than 10 pedestrian connections	6-10 pedestrian connections	1-5 pedestrian connections	0 pedestrian connections
1.3	Area is served by transit	Conformance to York Regions's conformance master plan	1 or more transit stops in project area &/or bike lane	Includes a connection to an adjacent bike trail	No transit stops or connections to adjacent routes
1.4	High travel demand exists	Commuter route & vehicle counts are substantial	Popular commuting route	Infrequent heavy traffic route	Not a commuter route & vehicle counts are low
1.5	Community identity is present	Secondary plan in place indicating new treatments	Identified heritage area	Active ratepayers advocacy for upgrades	No substantial identifying role in the community
1.6	Identified as a key area of economic development or tourism	Yes	N/A	N/A	No
<b>2.0 Scale</b>					
2.1	Road section will be at capacity when project is done	Yes	N/A	N/A	No
2.2	Adjacent land use supports upgraded streetscape	Town centre or mixed use	Commercial	Commercial, office, or residential	N/A
2.3	Negative use pattern of the street is being addressed	Helps to alleviate a problem such as speeding	N/A	N/A	Does not help to alleviate a problem such as speeding

# Funding Priority Rating System

Criteria		Score	Score	Score	Score
		3	2	1	0
<b>3.0 Consistency of Treatments</b>					
3.1	Consistent with Regional Policy and Specifications	Yes	N/A	N/A	No
3.2	Upgrades in harmony with any existing area improvements	Yes	N/A	N/A	No
<b>4.0 Design Goals</b>					
4.1	Upgrades in harmony with 'area-wide' design goals	Yes	N/A	N/A	No
4.2	Streetscape upgrades are planned in the vicinity by the Local Municipality	Yes	N/A	N/A	No
4.3	Extends an existing upgraded streetscape further along the ROW	Yes	N/A	N/A	No
<b>5.0 Connections</b>					
5.1	Connects directly to existing streetscape upgrades	Yes	N/A	N/A	No
5.2	Connects directly to proposed streetscape upgrades	Yes	N/A	N/A	No
5.3	Opportunity to align project with another contract	Yes	N/A	N/A	No
<b>6.0 Supported by Regional Staff</b>					
6.1	Project is supported by Regional Staff	Yes	N/A	N/A	No

# ***The Local Municipality***



# Application Material Submission Checklist

Adhering to submission dates is a critical component to a successful MSPP application. The two critical dates that apply to the Local Municipality are:

June 1<sup>st</sup>

September 1<sup>st</sup>

The checklist outlines the requirements at each respective submission date. The **Application Submission Review Forms** guide the Local Municipality as to what is expected of an application, where as these documents are hard deliverables the Local Municipality provides. Located in the Appendix are the Preliminary Application Form and Final Application Form, as well as a sample Cost Estimate Form.

These forms are to be submitted to the Streetscape Program Manager.

## June 1st Preliminary Design Application

### ***Submission Requirements***

- Preliminary Application Form
- Application Submission Review Forms
- Local Council Resolution (Cost share and maintain)
- Local Council endorsed plans, studies, or guidelines that demonstrate vision for the community
- Preliminary Design Concept and Key Map
- Preliminary Cost Estimate

## September 1st Final Design Submission

### ***Submission Requirements***

- Final Application Form
- Tender Ready Construction Drawings
- Cross Sections/ Elevations
- Landscape Details
- Planting List
- Specifications
- Final Cost Estimate (Capital costs & Consultant fees)
- Maintenance Agreement

# ***Appendix***

## Municipal Streetscape Partnership Program Cost Estimate

Proposed Streetscape Work		Qty.	Unit	Unit \$	Cost
<b>1.0</b>	<b>Landscape Material</b>				
1.1	Deciduous/Coniferous Trees		ea.		\$0.00
1.2	Deciduous/Broadleaf/Evergreen Shrubs		ea.		\$0.00
1.3	Groundcover & Perennials		ea.		\$0.00
1.4	Sod (incl. 150mm topsoil and fine grading)		m <sup>2</sup>		\$0.00
1.5	Seed (incl. 150mm topsoil and fine grading)		m <sup>2</sup>		\$0.00
1.6	Structural Soil		m <sup>3</sup>		\$0.00
1.7	Topsoil		m <sup>3</sup>		\$0.00
1.8	Geotextile Fabric		m <sup>2</sup>		\$0.00
1.9	Mulch (assume 75mm thick)		m <sup>2</sup>		\$0.00
<b>1.0 TOTAL</b>					<b>\$0.00</b>
<b>2.0</b>	<b>Hardscape Material</b>				
*Line item 2.4 does not include municipal concrete sidewalks.					
2.1	Precast Unit Pavers		ea.		\$0.00
2.2	Coloured/Impressed Asphalt Paving		m <sup>2</sup>		\$0.00
2.3	Coloured/Patterned Concrete Paving		m <sup>2</sup>		\$0.00
2.4	Cast-in-Place Concrete Paving (*)		m <sup>2</sup>		\$0.00
2.5	Natural Stone Paving/Banding		l.m.		\$0.00
2.6	Armourstone		l.s.		\$0.00
2.7	Retaining Wall		l.m.		\$0.00
<b>2.0 TOTAL</b>					<b>\$0.00</b>
<b>3.0</b>	<b>Irrigation</b>				
3.1	Irrigation System		l.s.		\$0.00
<b>3.0 TOTAL</b>					<b>\$0.00</b>
<b>4.0</b>	<b>Lighting</b>				
4.1	Decorative Light Standards		ea.		\$0.00
4.2	Accent/Special Lighting		l.s.		\$0.00
<b>4.0 TOTAL</b>					<b>\$0.00</b>



Municipal Streetscape Partnership Program  
**Cost Estimate**

<b>5.0</b>	<b>Street Furniture</b>			
5.1	Banner Poles		ea.	\$0.00
5.2	Benches		ea.	\$0.00
5.3	Bollards		ea.	\$0.00
5.4	Bicycle Racks		ea.	\$0.00
5.5	Trash Receptacles		ea.	\$0.00
5.6	Tree Grates/ Tree Guards		ea.	\$0.00
5.7	Planters		ea.	\$0.00
5.8	Other (specify)		l.s.	\$0.00
			<b>5.0 TOTAL</b>	<b>\$0.00</b>
<b>6.0</b>	<b>Consultant Fees for Tender Documents</b>			
6.1	Consultant Fees for Tender Documents			
			<b>6.0 TOTAL</b>	<b>\$0.00</b>
			<b>PROJECT TOTAL:</b>	<b>\$0.00</b>

Cost Estimate to assume final subgrade condition. Unit prices are supplied and installed.

# Contact Information

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