



**DOWNTOWN  
MAPLE RIDGE**

Business Improvement Association

*Ours to Share!*

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# **LOCTED**

**“Lock Out Crime Through Environmental Design”**

## **PROGRAM GUIDE**

**FOR COMMERCIAL PROPERTIES LOCATED WITHIN DOWNTOWN  
MAPLE RIDGE BUSINESS IMPROVEMENT ASSOCIATION AREA IN  
MAPLE RIDGE, B.C.**

## LOCTED PROGRAM GUIDE

### 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 (CMR), 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(CMR) 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 [HERE](#)

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.

**For any additional information, please contact the DMRBIA office at 604-467-2420**