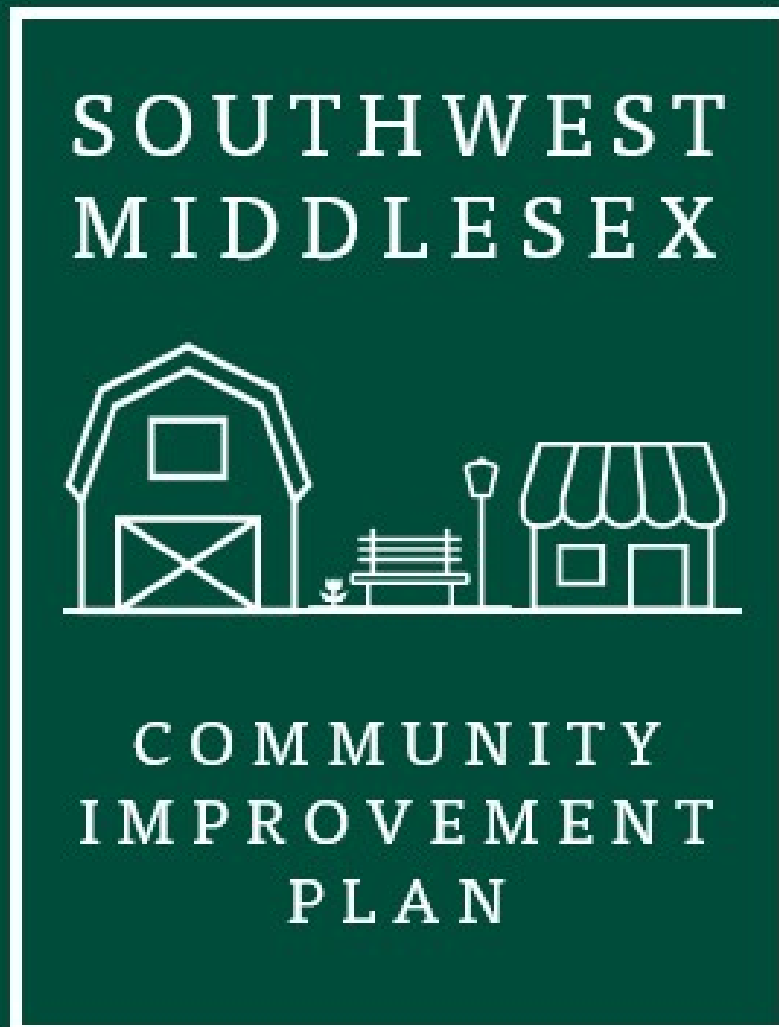


Community Improvement Plan Application Form

Annual Deadline: August 23, 2021 (future years February 1 -21)



Applicant Information

Applicant Name: Click or tap here to enter text.

Name of Property Owner:
(if different from applicant) Click or tap here to enter text.

Applicant’s Mailing Address: Click or tap here to enter text.

Applicant Phone Number: Click or tap here to enter text.

Applicant Cell Number: Click or tap here to enter text.

Applicant Email: Click or tap here to enter text.

Property Information

Municipal Address: Click or tap here to enter text.

Common Name:
(e.g. business or building name) Click or tap here to enter text.

Legal Description Click or tap here to enter text.

Property Tax Roll Number Click or tap here to enter text.

Current Zoning
(please check all that apply)

- Commercial
- Industrial
- Mixed-Use
- Hamlet Commercial
- Agricultural

Community Improvement Project Area Information

Please note the Community Improvement Area in which your building or property is located:

- The Urban Area CIPA
- The Hamlet Area CIPA
- The Agricultural Area CIPA



Existing and Previous Use of the Subject Lands

Existing Use: _____

Previous Uses: _____

Describe Existing Buildings on the Subject Land

Type/Description: _____

Year Built: _____ Floor Area (sq.ft.):

Height: _____ Current Condition: _____

Additional Information

Is the property a listed heritage property or designated under the Ontario Heritage Act?

Yes

No

Are there any outstanding work orders on this property?

Yes (Please Specify)

No



Related Applications

Please indicate if additional applications have been submitted for this property or project (including site plan, zoning bylaw amendment, building permit, etc.)

Have you applied for any other financial incentives for any other level of government or under any other applicable Community Improvement Plan for the proposed works?

Yes

No

If "Yes", when did you apply? Was the application successful? Please indicate the funding body and any other information applicable to the application:



Financial Programs

Please identify which Program(s) for which you are applying. Please note that all financial incentives listed below may not currently be available. Program availability will be determined on an annual basis at the sole discretion of the CIP Review Panel and Municipal Council. Applicants are required to confirm whether a program is available prior to completing and submitting an application at the pre-consultation meeting.

	Financial Program	Maximum Grant Value
<input type="checkbox"/>	Design and Study Grant	\$ 1,500
<input type="checkbox"/>	Commercial Conversion/Rental Housing Grant	\$ 5,000
<input type="checkbox"/>	Planning and Building Permit Fee Grant	\$ 1,000
<input type="checkbox"/>	Façade Improvement Grant	\$ 2,500
<input type="checkbox"/>	Signage Improvement Grant	\$ 1,000
<input type="checkbox"/>	Building, Property, and Accessibility Improvement Grant	\$ 5,000
<input type="checkbox"/>	Tax Increment Grant (TIG)	Application Specific
<input type="checkbox"/>	Pop-up Business Construction Grant	\$ 2,500
<input type="checkbox"/>	Public Safety Improvement Grant	\$ 1,000
<input type="checkbox"/>	Farm Gate Grant	\$ 2,000
<input type="checkbox"/>	Public Art Grant	\$ 1,000
<input type="checkbox"/>	Technology Expansion Grant	\$ 1,000
<input type="checkbox"/>	Multiple Properties Supplemental Grant	\$ 1,000
<input type="checkbox"/>	Brownfield Financial Tax Incentive Grant	Application Specific

Please note the total combined value of grants provided by the Municipality in any 24-month period shall not exceed \$5,000 per project and/or property.



Project Description

Please describe what the property looks like and how the property is used today (e.g. building height, building/façade condition, what business is conducted on the property, who does the business serve, how long has the business been established).

Please note that in addition to the above description, Façade Improvement Grant Program applications and Signage Improvement Grant Program applications must be accompanied by a photo(s) that clearly depict the existing condition of the façade(s) or signage that is (are) proposed to be improved.

Please describe, in detail, how the property will be improved (e.g. how will the existing building be improved to allow it to accommodate new residential uses, how will the existing building façade be improved).

Please note that in addition to the above description, Façade Improvement Grant Program applications and Signage Improvement Grant Program applications must be accompanied by a schematic elevation view with sufficient information to understand the proposed façade or signage improvements and anticipated visual outcome of the improvements.



Please describe when the proposed improvements are expected to start and when the proposed improvements are expected to be complete.

Please note that works commenced prior to submitting an application are ineligible. Works commenced after submitting an application but prior to application approval do so at the applicant's risk.

Please describe the benefits that the proposed improvements will have on the property, the business and Community Improvement Project Area (e.g. improve the visual appearance of the building, additional residential units, improve business image, create new jobs).



Tax Increment Grant (TIG) Program

Please indicate the pre and post project assessed value of the property and municipal portion of the property tax.

(Disregard this page if you are not applying for the TIG Program)

Pre-project assessed value: Click or tap here to enter text.

Post-project assessed value: Click or tap here to enter text.

Pre-project annual taxes – municipal portion Click or tap here to enter text.

Post-project annual taxes – municipal portion Click or tap here to enter text.

Please indicate the estimated amount of incentive being applied for:

Estimated amount (\$): Click or tap here to enter text.

Note: Tax Increment Grant Program applications must be accompanied by:

- **Post-development reassessment value prepared by the Municipal Property Assessment Corporation (MPAC);**
- **Photos in the required format depicting the current condition of the eligible property;**
- **Plans and other information in the required format necessary to understand the proposed development concept for the eligible property; and,**
- **Plans, reports, estimates and contracts and other details as may be required to satisfy the Municipality with respect to the eligible costs and conformity of the proposed improvement with the applicable Community Improvement Plan.**



Planning and Building Permit Fee Grant Program

Please indicate the type of Planning Act and Ontario Building Code applications that will be applied for in connection with the proposal.

(Disregard this page if you are not applying for the Planning and Building Permit Fee Grant Program)

- Application Type: Amount (\$) Click or tap here to enter text.
- Official Plan Amendment: Click or tap here to enter text.
- Zoning By-Law Amendment: Click or tap here to enter text.
- Site Plan Control: Click or tap here to enter text.
- Plan of Subdivision: Click or tap here to enter text.
- Plan of Condominium: Click or tap here to enter text.
- Consent: Click or tap here to enter text.
- Building Permit: Click or tap here to enter text.
- Demolition Permit: Click or tap here to enter text.
- Occupancy Permit: Click or tap here to enter text.

Please indicate the estimated amount of incentive being applied for:

Estimated Amount (\$): Click or tap here to enter text.



Expense/Grant Information

Please attach two detailed independent contractor estimates for each component of the proposed eligible work, or two detailed estimates covering all the components of the eligible work.

Name of First Contractor: -

First Estimate (including taxes):

Name of Second Contractor:

Second Estimate (including taxes):

Cost of external professional design services (if applicable):

Grant Request

Total Project Cost:

(combined lowest cost estimates including taxes)

Total Grant Request:

Other Funding Sources

Total funds from other sources (including taxes):

Source:

—

Timing/Schedule Information



Anticipated Start Date (YYYY/MM/DD):

Anticipated Completion Date (YYYY/MM/DD):

Please note: Construction must be started within six months and completed within one year from the date of project approval under this program. Opportunities for a one-time extension may be available.

Checklist

Please ensure that the following information is included with your application:

- One copy of a complete and signed application form
- Proponent contact information and project team (if applicable)
- Property details
- Proposed improvements, in detail
- Good quality pictures of the existing condition of the building and/or property
- Specifications of the proposed project, including design drawings prepared by a design professional (if available) or sketches, renderings, and/or elevation drawings illustrating the proposed improvement
- Development strategy, including phasing and construction (if applicable)
- Development schedule
- Proposed start and completion times
- Work estimates and project financing
- Two detailed independent contractor estimates for each component of the proposed eligible work, or two estimates covering all the components of the eligible work
- Financial incentives applied for, amounts broken down by program
- Other relevant supporting documentation, as determined by the CIP Administrator at the pre-consultation meeting





Upon applying for financial incentives, landowners shall provide their consent to the Municipality of Southwest Middlesex to profile improvement projects funded through the CIP in promotional communication, including but not limited to “before and after” pictures. Applicants shall also consent to displaying a Municipality of Southwest Middlesex CIP participation certificate on the subject property, once a project is complete.



Evaluation of Applications

Applications will be evaluated according to adopted policies and by-laws of the Municipality of Southwest Middlesex. The Municipality reserves the right to evaluate applications based on additional criteria developed from time to time. Applicants may be contacted by the Municipality of Southwest Middlesex during the evaluation process to clarify their application or to provide further information.

The Municipality of Southwest Middlesex is not bound to accept any application. The Municipality of Southwest Middlesex reserves the right to consider any, none or all of the applications, to accept applications in whole or in part, and to elect not to proceed with this process at any given time.

Successful applicants may be required to provide the Municipality of Southwest Middlesex with additional information to demonstrate their creditworthiness and business track record.

Program Conditions

GOOD STANDING

I/we confirm and agree that municipal tax and utility accounts are and will remain current throughout the term of this agreement. I/we also confirm that I/we are not currently involved in any action or proceeding involving a claim for same with the Municipality of Southwest Middlesex.

I/we confirm that any outstanding work orders and/or orders or requests to comply, and/or other charges from the Municipality (including tax arrears) have been satisfactorily addressed prior to making this application.

PERMITS

Work to be completed under this application cannot be started until written approval for the requested funding assistance is received from the Municipality of Southwest Middlesex. All required permits (i.e. building, demolition, etc.) must be obtained prior to the initiation of the proposed works.

CONFIDENTIALITY

Subject to the “Municipal Freedom of Information Act”, all information provided in this application will become part of public record.



PROGRAM FUNDING ANNOUNCEMENTS

I/we consent to the Municipality of Southwest Middlesex using our name and address in connection with any funding program announcement.

SIGNATURES AND DECLARATIONS

I/we agree that this application and all attached materials will become the property of the Municipality of Southwest Middlesex upon submission.

I/we agree to abide by the terms and conditions of this program. I/we understand that the amount provided can be reduced or cancelled if the proposed work is not completed, or if contractors or suppliers are not paid in full. I/we hereby certify that the information given herein is true, correct and complete in every respect and may be verified by the Municipality of Southwest Middlesex. If any information provided is, or subsequently becomes untrue, incorrect and/or incomplete, the Municipality of Southwest Middlesex reserves the right to end its further commitment under this agreement and full repayment of any money already advanced, with interest, shall become due and payable. Any failure on behalf of the Municipality of Southwest Middlesex to verify the information provided is not a waiver of the Municipality of Southwest Middlesex’s rights. I/we are aware that under the loan program, lien may be registered on title of the subject property at the discretion of the Municipality of Southwest Middlesex.

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Applicant’s Name
(Print)

Applicant’s Signature

Date



Owner's Authorization

(Complete only if Applicant is not Property Owner)

I/We, Click or tap here to enter text. the Owner of the Subject property hereby authorize
(Print)

_____ to act on my/our behalf with respect to this application.
(Print)

Click or tap here to enter text.
Owner's Signature

Click or tap here to enter text.
Date



Other Information

Please place a check next to any of the following with outstanding work orders (you may be asked to provide a copy of any outstanding work orders):

- Fire Prevention
- Property Standards
- Building Code
- By-Law Enforcement

Please place a check next to any of the following with amounts more than 30 days in arrears (you may be asked to provide proof of payment):

- Property Taxes
- Mortgage Payment(s)
- Utilities

