



Downtown Financial Incentive Program Application Form

Haldimand County Downtown Areas Community Improvement Plan

Financial Incentive Programs

- Tax Increase-Based Equivalent Rebate
- Application and Permit Fees Refund
- Downtown Housing Grant
- Heritage Improvement Grant
- Façade Improvement Grant
- Building Restoration, Renovation and Improvement Grant

Office Use Only	
File No.	_____
Roll No.	_____
Date	_____
Submitted	_____
Date	_____
Received	_____

CIP Area _____

Describe Your Improvement Project

Describe the existing condition of the building.

Describe the proposed capital improvements that you envision for your project and how will it add to the overall community vibrancy of your area. Please attach photos.

Please provide two (2) cost estimates for the proposed improvements and any drawings or concepts.



Applicant Information

1. Name of Property Owner: _____ Phone No.: _____
Address: _____
_____ Postal Code: _____
E-mail: _____
2. Name of Applicant (if not property owner): _____ Phone No.: _____
Address: _____
_____ Postal Code: _____
E-mail: _____
3. Name of Agent: _____ Phone No.: _____
Address: _____
_____ Postal Code: _____
E-mail: _____

PLEASE NOTE:

If the applicant is not the property owner, please ensure that the required authorization is completed and signed by the property owner as provided in Part Eleven of this application form.

4. Please specify to whom all communication be sent:
Property Owner Applicant Agent
5. If known, provide the names and addresses of any holders of any mortgages, charges or other encumbrances on the subject land:



Location/Legal Description Of Subject Property

1. Is the subject property located within one of the Community Improvement Project Areas (CIPA) designated by the Downtown Areas Community Improvement Plan?

Yes___ No: ___

(we can not consider requests outside of the CIP area based on provincial legislative restrictions so please do not submit an application if you are outside of the area.)

If yes, which CIPA:

- Caledonia Cayuga Dunnville Hagersville
 Jarvis Selkirk

2. Property Address: _____

3. Legal Description of Property: _____

4. Roll #: _____

5.. Are there any easements or restrictive covenants affecting the subject property?

Yes___ No___

If yes, describe the easement or covenants and its effect:

Additional Property Information

1. Describe the present use(s) of the subject land:

2. Is the subject property designated under Part IV of the Ontario Heritage Act, or listed or otherwise identified by the County’s Heritage and Culture Division or Heritage Committee as historically significant?

Yes___ No___ Unknown___

If yes, please provide any available documentation to support the designation, or listing, including Historical photographs and/or drawings.

3. If the subject property is designated under Part IV of the Ontario Heritage Act, or listed or otherwise identified by the County's Heritage and Culture Division or Heritage Committee, please indicate whether or not a consultation meeting with the County's Heritage and Culture Division has been undertaken in order to identify and obtain guidance on community improvement works that will protect, restore, or enhance the heritage features of a property.
- Yes ___ No ___

Application Type

Please indicate the Financial Incentive Program for which you are applying.

Check all that apply.

Tax Increase-based Equivalent Rebate Program (Large Scale Project)

Specify:

- Application for rebate equal to 50% of the County's portion of the property tax increase; or
- Application for rebate equal to or greater than 50%, up to a maximum of 90%, of the County's portion of the property tax increase (value to be negotiated by applicant and Review Panel). If checked, applicants must also adequately demonstrate as an attachment to this application that one or more of the following criteria can be met:
 - Check this box if application is for rebate equal to or greater than 50%, up to a maximum of 90%, of the County's portion of the property tax increase, and the applicant can demonstrate that the incentive is integral to the financial success of the initiative; or
 - Check this box if application is for rebate equal to or greater than 50%, up to a maximum of 90%, of the County's portion of the property tax increase, and the applicant can demonstrate that the development incorporates exemplary design standards and contributes to maintaining the heritage character of the Community Improvement Project Area.

PLEASE NOTE:

An application for the Tax Increase-based Equivalent Rebate will not be considered in combination with an application for any other additional incentive programs offered through the Downtown Areas CIP.



In order to determine the suitability of the Tax Increase-based Equivalent Rebate Program, prior to submitting an application for the program, eligible applicants should attempt to estimate the total potential value of the rebate, based on current assessment values and anticipated investment. Upon completing the approved community improvement works, to the satisfaction of the County, and upon reassessment of the property, should the total value of the rebate be significantly less than the applicant's estimated value, the applicant may then have the opportunity to withdraw application for the Tax Increase-based Equivalent Rebate Program, and submit an application for one or more of the additional incentive programs offered through the Downtown Areas CIP.

- Application and Permit Fees Refund Program**
- Downtown Housing Grant Program**
- Heritage Improvement Grant Program**

PLEASE NOTE:

In order to determine the suitability of the Heritage Improvement Grant Program, prior to submitting an application and approval by the County, applicants will be required to participate in a consultation meeting with the County's Heritage and Culture Division. The purpose of the consultation meeting will be to identify and obtain guidance on community improvement works that will protect, restore, or enhance the heritage features of a property.

An application for an incentive that is offered by the Heritage Improvement Grant Program will not be considered in combination with an application for an incentive that is offered by the Façade Improvement Grant Program.

- Façade Improvement Grant Program**

PLEASE NOTE:

Prior to approval by the County, applications for the Façade Improvement Grant Program will be subject to review by the County's Heritage and Culture Division. Should the property be listed or otherwise identified by the County's Heritage and Culture Division, or if heritage features are identified by the County's Heritage and Culture Division, the application may be refused and the applicant may alternatively be required to apply for the Heritage Improvement Grant Program.

An application for the same community work that is offered by the Façade Improvement Grant Program will not be considered in combination with an

application for an incentive that is offered by the Heritage Improvement Grant Program. For example, for a project to use both the heritage improvement and façade improvement, two different pieces of work would have to be done – the bricks could be resurfaced using an alternative to sandblasting (sandblasting brick projects will not be considered because of their danger to brick structure), and then the property owner could apply to also have the signage changed in front of the building to gain access to both of these options.

Building Renovation, Restoration and Improvement Grant

PLEASE NOTE:

Program eligibility is limited to: the conversion of vacant, residential, or underutilized space to use as: a restaurant, market or Place of Assembly related to arts, culture, and/or recreation

OR

Rehabilitation of existing, or conversion of space for Commercial Roofed Accommodations within the Downtown Areas Community Improvement Project Areas.

Proposed Community Improvement

Scale of Community Improvement:

1. Does the proposed community improvement work involve 25% or more of the existing gross floor area?

Yes____ No____

PLEASE NOTE:

Infrastructure work including the improvement or reconstruction of existing on-site public infrastructure (water services, sanitary and storm sewers) will be considered eligible.

2. Applicants may be required to submit the following at the time of the submission of this application. Submission requirements will be confirmed with the applicant by the CIP Review Panel at the time of the pre-submission consultation meeting.

- a) A site plan and/or professional design study/architectural drawings; and/or
- b) Specification of the proposed works, including a work plan for the improvements and construction drawings.

3. Has an application for planning approval and/or building permit, and any additional required permits, related to the community improvement works, as described above, been submitted to date?

Yes____ No____

4. Describe the total anticipated costs associated with the proposed community improvement works. **These costs must be supported by at least two cost estimates for eligible work provided by licensed contractors, and attached to this application.**

Community Improvement Item	Cost
Total	

Please note that we require at least two quotes for each community improvement item proposed.

If you are a property owner who is considering improvements and you are contemplating doing non-electrical/mechanical work yourself (i.e. Sanding, painting), costs related to supplies are eligible under the heritage and façade improvement programs.



Supporting Material

In order for an application to be considered complete, the application must be accompanied by all of the supporting material required by the County's Downtown Areas Community Improvement Plan Review Panel, which may include but is not limited to:

- Photographs of the existing building condition;
- Historical photographs and/or drawings;
- A site plan and/or professional design study/architectural drawings;
- Specification of the proposed works, including a work plan for the improvements and construction drawings; and
- Two cost estimates for eligible work provided by licensed contractors or material costs.

Submission requirements will be confirmed with the applicant by the CIP Review Panel at the time of the pre-submission consultation meeting.

If additional supporting material or documentation is required, or becomes necessary during the processing of this application, the applicant will be contacted and informed prior to this application proceeding.

Freedom Of Information

For the purposes of the *Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure to any person or public body any information that is collected under the authority of the *Planning Act* for the purposes of processing this application.

Applicant/Owner/Agent Signature

Date



Declaration

I, _____, of _____
solemnly declare that :

All of the above statements and the statements contained in all of the exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath. I have read and understand all of the rules set out in this application form. All of the above statements and statements contained in all of the exhibits transmitted herewith are true.

Declared before me in

_____ In _____
This _____ day of _____
_____ A.D., 20 _____

Applicant/Owner/Agent Signature

A Commissioner, etc.

Authorization Of Owner

If the applicant is not the owner of the land that is the subject of this application, the authorization set out below must be completed by the owner.

I/we _____ am/are the owner(s) of the land that is the subject of this application for participation within a Financial Incentive Program under the Haldimand County Downtown Areas Community Improvement Plan. I/we authorize _____ make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application.

Signature

Date