



GUIDE FOR THE SUBMISSION OF AN APPLICATION FOR THE Environmental Assessment Grant Program

LOAN/GRANT APPLICATION

Before filling out this application form, please read the attached Program Guide and arrange for a pre-application meeting with staff.

General Program Guidelines and Instructions

- a. An application for the Environmental Assessments Grant Program must be submitted to Norfolk County prior to the start of any environmental study to which the grant will apply
- b. Assignees are eligible to apply only if they can provide written consent to conduct the study from the owner of the property
- c. Environmental studies shall be for the purpose of:
 - i. Confirming and describing contamination at the site (partial or complete Phase II ESA);
 - ii. Developing a plan to remove, treat, or otherwise manage contamination found on the site (Remedial Work Plan or Risk Assessment including costs of preparing a Record of Site Condition)
- d. Applicants must submit to Norfolk County a Phase I ESA that demonstrates that site contamination is likely
- e. Applicants will include:
 - i. A brief proposal for the environmental study
 - ii. A detailed study work plan
 - iii. A cost estimate for the study
 - iv. A description of the planned redevelopment
- f. All environmental studies shall be completed by a "qualified person" as defined by the *Environmental Protection Act* and its regulations
- g. All completed environmental studies must comply with the description of the studies as provided in the grant application form
- h. One (1) electronic and one (1) hard copy of the study findings shall be submitted to Norfolk County
- i. This program is a 50/50 matching grant program where Norfolk County will provide a grant to an applicant for up to 50% of the cost of an eligible environmental study (excluding HST) to a maximum of \$15,000 per property
- j. Norfolk County reserves the right to audit the costs of studies prior to advancing the grant payment
- k. The total value of any grant(s) provided under this program will be deducted from eligible program costs for the Rehabilitation Tax Increment Base Grant Program, if applicable

You may deliver your application in person or send it by mail to:

Planning and Economic Development Department
Tourism & Economic Development Division
30 Peel Street
Simcoe, Ontario
N3Y 1R9

If you have any questions about this program, please contact:
Phone: 519-426-5870, ext. 1264 or E-mail: linda.dhondt@norfolkcounty.ca

ENVIRONMENTAL ASSESSMENT GRANT

Office Use:

File Number: _____

Related File: _____

Application Submitted: _____

Complete Application: _____

This application must be typed or printed in ink and completed in full. An incomplete or improperly prepared application may not be accepted and could result in processing delays.

Property assessment roll number: 3310-_____

A. APPLICANT INFORMATION

Name of Applicant ¹ _____ Phone # _____

Address _____ Fax # _____

Town / Postal Code _____ E-mail _____

¹ If the applicant is a numbered company provide the name of a principal of the company.

Name of Agent _____ Phone # _____

Address _____ Fax # _____

Town / Postal Code _____ E-mail _____

Name of Owner ² _____ Phone # _____

Address _____ Fax # _____

Town / Postal Code _____ E-mail _____

² It is the responsibility of the owner or applicant to notify the Planning & Economic Development Department of any changes in ownership within 30 days of such a change.

Please specify to whom all communications should be sent ³: Applicant Agent Owner

³ Unless otherwise directed, all correspondence, notices, etc., in respect of this application will be forwarded to the Applicant noted above, except where an Agent is employed, then such will be forwarded to the Applicant and Agent.

B. PROPERTY INFORMATION

Municipal address of property or properties for which this application is being submitted



ENVIRONMENTAL ASSESSMENT GRANT

Office Use:

File Number: _____

Related File: _____

Application Submitted: _____

Complete Application: _____

Legal description of property (Lot and Plan number)

Total size of property _____ acres

Existing property use

Existing buildings on property? Yes No

Is this in property tax arrears? Yes No

If property tax arrears, specify value of tax arrears \$ _____

Have tax arrears been cancelled (in whole or in part) on this property under and other County program?

Yes No

Has this property received grants/loans or other financial assistance from Norfolk County under any other program?

Yes No

If yes, please specify program and amount of financial assistance received from Norfolk County

C. ENVIRONMENTAL INFORMATION

This section to be completed by a Qualified Person as defined by regulation

Name of Consultant _____ Phone # _____

Address _____ Fax # _____

Town / Postal Code _____ E-mail _____



ENVIRONMENTAL ASSESSMENT GRANT

Office Use:

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Related File: _____

Application Submitted: _____

Complete Application: _____

Has Phase I Environmental Site Assessment (ESA) been conducted on the property?

Yes No

If yes, please attach to this application.

Has a Phase II ESA ever been conducted on this property? Yes No

Has a Phase III ESA ever been conducted on this property? Yes No

Specify reason for conducting a Phase II ESA or Phase III ESA on this property

Describe any known or suspected environmental contamination issues (soil, groundwater) affecting the site, including type of contaminants, extent, causes (brief site use history), underground storage tanks, above-ground storage tanks, etc.

Estimated cost of Phase II ESA (excluding HST) \$ _____

Estimated cost of Phase III ESA (Remedial Action Plan) (excluding HST) \$ _____

Estimated cost of preparing a Record of Site Condition (excluding HST) \$ _____



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Application Submitted: _____

Complete Application: _____

D. SWORN DECLARATION

I/WE HEREBY APPLY for a grant under this program.

I/WE HEREBY AGREE to abide be the terms and conditions of the grant program.

I/WE HEREBY CERTIFY that the information contained in this application is true, correct and complete in every respect and may be verified by Norfolk County by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.

I/WE HEREBY AGREE that any work carried out prior to written receipt of grant approval is not eligible.

I/WE HEREBY AGREE to provide Norfolk County with one (1) electronic copy and one (1) hard copy of the completed study to which this application applies.

I/WE HEREBY GRANT PERMISSION to Norfolk County or its agents to inspect the property to which this application applies.

I/WE HEREBY AGREE that the grant may be reduced or cancelled if the study is not completed, not completed as approved, or if the environmental consultant(s) conducting the study are not paid.

I/WE HEREBY AGREE the program for which application has been made herein is subject to cancellation and/or change at any time by Norfolk County in its sole discretion, subject to the terms and conditions specified in the Program. All grants will be calculated and awarded in the sole discretion of Norfolk County. Notwithstanding any representation by or on behalf of Norfolk County, or any statement contained in the program, no right to any grant arises until it has been duly authorized and paid. Norfolk County is not responsible for any costs incurred by the Owner/Applicant in any way relating to the program, including, without limitation, costs incurred in anticipation of a grant.

Name of Owner or Applicant (please print)

Title

Signature of Owner or Applicant

Date

Name of Qualified Person
(Environmental Consultant) (please print)

Title

Signature of Qualified Person

Date

