



GUIDE FOR THE SUBMISSION OF AN APPLICATION FOR THE Rehabilitation Tax Increment Based Grant Program

LOAN/GRANT APPLICATION

A complete application for the Rehabilitation Tax Increment Based Grant Program consists of the following:

- a. A properly completed and signed application form;
- b. Consent from the registered owner of the subject lands where the applicant is not the owner.

The above information is required to ensure that your application is given full consideration. An incomplete or improperly prepared application may not be accepted or may result in delays during the processing of the application. Only one Application per subject address will be permitted. If there are multiple properties, separate applications may be required.

If other documentation/supporting material becomes necessary, you will be contacted prior to your application proceeding.

PROCESSING THE APPLICATION

Upon receipt of a completed application, it will be circulated as necessary (i.e. Building & By-Law Division, Treasury & Financial Services Division). Written support from the local B.I.A., Chamber of Commerce, Board of Trade and the Norfolk Heritage Committee may be considered where appropriate. The comments received will assist staff with the review of the application, and ensure eligibility of the applicant.

The proposed work must conform with all municipal policies, standards and procedures including zoning, design guidelines (if any) and heritage matters and will be subject to review and the issuance of necessary planning and development approvals and building permits pursuant to the Ontario Building Code.

Any outstanding work orders registered against the subject property must be satisfied prior to the loan/grant being made or be satisfied as part of the proposed work. A Zoning Deficiency Form will be completed by the Chief Building Official or designate.

The time involved in processing an application varies depending upon its complexity and its applicability to the other municipal divisions.

At the appropriate times, the applicant, owner or agent, as the case may be, will receive the following:

- a. Written acknowledgement of receipt of the completed application;
- b. Written notice of the loan/grant commitment which will be valid for one year.
- c. Written notice of any improvements which are not eligible expenses for this program.

ASSISTANCE

Before submitting an application, it is recommended that you contact the Economic Development Coordinator to arrange an appointment to discuss your proposed application. Time is often saved by these preliminary discussions. It may be necessary to seek the assistance of independent professional help (e.g. architects/engineer, etc.) for complex renovations, restorations and/or improvements. For additional information or assistance in completing this application, please contact 519.426.5870 ext. 1264.

REHABILITATION TAX INCREMENT BASED GRANT PROGRAM

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.

Are your property taxes paid up to date?

Yes No

Are there any encumbrances on the subject property?

Yes No

If yes, please describe:



REHABILITATION TAX INCREMENT BASED GRANT PROGRAM

B. LOCATION/LEGAL DESCRIPTION OF SUBJECT LANDS

PIN _____ Urban Area or Hamlet _____

Legal Description _____

Municipal Civic Address _____

Are there any easements or restrictive covenants affecting the subject lands?

Yes No

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

Are any development applications required?

Official Plan Amendment Zoning By-Law Amendment

Subject Property's Current Zoning:

C. PROPERTY INFORMATION

Is the existing building designated under the *Ontario Heritage Act* as being architecturally and/or historically significant?

Yes No

If yes, identify and provide details of the building:

The date the subject property was acquired by the current owner:

Present use of the subject property:

Proposed use of the subject property:

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D. ENVIRONMENTAL SITE ASSESSMENTS

- i. A Phase I and Phase II Environmental Site Assessment (ESA) in compliance with the standards set out by the Reg. 153/04 for the subject property must be completed and attached to this application form.
- ii. A written declaration indicating that the subject property does not meet the standards under paragraph 4 of subsection 168.4 of the EPA must accompany the Phase II ESA and must be signed by a Qualified Person as dictated by Ontario Regulation 153/04.
- iii. A detailed description of future remediation activities and technologies that will be used in the Phase III ESA must be included in this section. Accompanying this description must be confirmation from the Ontario Ministry of the Environment that remediation methods are in compliance with Ontario Ministry of the Environment requirements for clean up.

E. COSTS

- i. Please indicate the cost of acquiring the subject property with date of purchase.
- ii. Please include a detailed estimate of anticipated costs expected during the rehabilitation period.
- iii. Please include a detailed description of the anticipated costs expected during the development period.
- iv. Please outline and estimate any additional costs to be incurred during the rehabilitation and development periods.

F. TIMELINE

- i. Please provide a detailed timeline of remediation activities that will be occurring on the subject property.
- ii. Please indicate the expected date of filing of a Record of Site Condition with the Ministry of Environment.
- iii. Please provide a detailed timeline of development stages expected on the subject property.
- iv. Please include a timeline of costs to be incurred throughout the remediation and development periods.

G. FREEDOM OF INFORMATION

For the purposes of the *Municipal 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 for the purposes of processing this application. The information collected on this application is protected under the *Municipal Freedom of Information and Protection of Privacy Act*, RSO. 1990.

Owner/Applicant/Agent Signature

Date



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H. OWNER'S AUTHORIZATION

If the applicant is not the registered owner of the lands that is the subject of this application, the owner must complete the authorization set out below.

I/We _____ am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize _____ to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application.

Owner

Date

Owner

Date