



# APPLICATION FOR COMMUNITY IMPROVEMENT PLAN FINANCIAL INCENTIVE PROGRAMS

## GENERAL INFORMATION

This application form relates to the financial incentive programs under the City of Clarence-Rockland Community Improvement Plan for the Downtown Core Area. Eligible property owners and tenants are encouraged to review the City's Website, to determine if their property and project are eligible for financial incentives under the Community Improvement Plan.

- Step 1:** Read through this application form. Arrange a pre-consultation meeting with the City to discuss your project, your eligibility and to obtain assistance for filling out this form.
- Step 2:** Complete this application form and required supporting documentation, based on instructions from the City.
- Step 3:** Submit the application form and supporting materials to the City. Supporting materials will be identified by the City at the pre-application consultation meeting. The application can be submitted in person or by mail/courier, to the contact noted below.
- Step 4:** The application will be reviewed, evaluated and a decision will be made by the approval Committee through the Manager of Development.
- Step 5:** If the application is approved, agreement executed and works completed, payment will be made in accordance with the Community Improvement Plan. If the application is not approved, applicants will be contacted by the City to discuss options for revising and resubmitting the application in order to address the City's comments.

## ELIGIBLE APPLICANTS AND PROJECTS

Only eligible applicants will be able to apply for financial incentives, and only eligible community improvement projects will be approved for funding. The eligibility requirements for the financial incentives are detailed in the City of Clarence-Rockland's Community Improvement Plan (Section 6.0 – CIP Incentives and Tools which describes the General Program Requirements and Program Specific Requirements). Eligibility will be confirmed at the pre-application consultation meeting with the City. Prior to arranging a pre-application consultation meeting with the City, the applicant should confirm, at a minimum:

- Whether the subject property is located in the currently designated Community Improvement Project Area (only properties located within the Community Improvement Project Area are eligible for financial incentives);
- Whether the proposed works will be subject to obtaining a building permit, heritage approval and/or a planning approval (Zoning By-law Amendment, Official Plan Amendment, Minor Variance, etc.). The application for financial incentive should be completed prior to the application for any of these permits and approvals;
- That the proposed project has not commenced. Projects that have been initiated prior to application approval will not be eligible for financial incentives;
- That the applicant is the Owner or has written authorization from the Owner; and
- That the property owner has no outstanding tax arrears and is in good standing with regard to taxation at the time of application.

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All applications for financial incentives must be accompanied by supporting documentation. Applicants are encouraged to bring photographs, drawings and other information as may be available to the pre-application consultation meeting with the City. During the pre-application consultation meeting, City staff will identify any materials that should be submitted with the application. Typically, this will include:

- Photos of the existing property/building/features;
- Drawings/sections/elevations/plans of the proposed work;
- A work plan and specific details for the proposed work; and
- At least three (3) cost estimates (quotes) will be provided for the proposed work, if requested by the City.

### **AUTHORIZATION BY OWNER IS REQUIRED**

If the applicant is not the owner of the subject land (i.e., the applicant is a tenant or agent), a written statement by the owner, which indicates that the owner is aware of the applicant's intended project and intention to obtain financial incentive(s), must be completed (Part 27 of the application form).

### **SUBJECT TO CHANGE**

Note that the availability of funding and the types of financial incentive programs which are available are subject to change. The boundaries of the Community Improvement Project Area are also subject to change. Applicants should contact the City to confirm funding availability.

### **FOR FURTHER INFORMATION AND SUBMISSION**

If you have any questions or would like to arrange a pre-application consultation meeting, please contact:

The City of Clarence-Rockland  
Infrastructure and Planning Department  
1560 Laurier Street  
Rockland, ON K4K 1P7  
Phone: (613) 446-6022 ext. 2250  
Fax: (613) 446-1497  
E-mail: [mbelanger@clarence-rockland.com](mailto:mbelanger@clarence-rockland.com)

This application should only be submitted once the applicant has completed a pre-application consultation meeting. It is recommended that applications be submitted in person so that City staff can immediately review the application for completeness and reduce unnecessary delays. Applications may also be submitted by mail/courier to the address above.

Personal information contained on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Individual Privacy Act* and will be used for the purpose of responding to your request. Questions about this collection should be directed in writing to the Freedom of Information and Privacy Coordinator of the City of Clarence-Rockland.

<i>For office use only</i>	
Application No.	Application Received
Date of Pre-consultation Meeting	Staff Person Present
Date of Application Deemed Complete	Fee Received

**Section 1 – Contact Information**

**Registered Owner (name):** \_\_\_\_\_  
 Contact person (if owner is a corporation): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Telephone Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Tenant or Authorized Agent (name):** \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Telephone Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Correspondence:**  
 I/we prefer to receive correspondence in:                       French                       English  
 I/we prefer to receive correspondence via:                       Letter mail                       Email  
 Send correspondence to:     Owner     Agent/Tenant

*NOTE: Unless otherwise requested, all communication will be sent to the tenant/agent if any.*

**Section 2 – Description of the Subject Property**

*Please include all applicable information.*  
 Civic Address: \_\_\_\_\_  
 Lot: \_\_\_\_\_ Concession: \_\_\_\_\_ Geographic Township: *Clarence*  
 Reference Plan Number: \_\_\_\_\_ Part(s): \_\_\_\_\_  
 Subdivision Plan Number: \_\_\_\_\_ Lot/Block: \_\_\_\_\_  
 Roll Number: \_\_\_\_\_  
 Lot area: \_\_\_\_\_ m<sup>2</sup> ft<sup>2</sup> Lot depth: \_\_\_\_\_ m ft Width/frontage: \_\_\_\_\_ m ft  
 Is the property subject to any easements or restrictive covenants?     Yes     No  
 Instrument Number: \_\_\_\_\_  
 Description/Effect: \_\_\_\_\_

**Section 3 – Property Use and Heritage Designation**

Date the property was acquired by the current owner: \_\_\_\_\_

Describe the current (existing) use of your property and list the buildings and structures on the property:

Proposed use of Land: \_\_\_\_\_

Zoning: \_\_\_\_\_

Is an amendment to the Zoning by-law required for proposed work?  Yes  No

Official Plan: \_\_\_\_\_

Is an amendment to the Official Plan required for the proposed work?  Yes  No

Is your property designated under Part IV or Part V of the Ontario Heritage Act?  Yes  No

*If no, is the property listed or otherwise identified as being of architectural or historical interest?*  Yes  No

*If you answered yes to either of the two questions above, have you consulted with the City regarding the Heritage Designation or architectural or historical interest?*  Yes  No

*If yes, please briefly explain the outcome of the discussion.*

**Section 4 - Taxes and Outstanding Work Orders**

Current Assessed Value of Property: \_\_\_\_\_

Is a current tax receipt attached?  Yes  No

Is the property in tax arrears?  Yes  No

Are there outstanding work orders on the property?  Yes  No

*If yes, please describe:* \_\_\_\_\_

*\*note that outstanding charges must be satisfactorily addressed prior to the application processing and grant/or tax assistance payment.*

**Section 5 - Description of Your Project**

Describe the current condition of your building unit or property:

Describe your proposed project in detail (add additional sheets if necessary):

Are copies of plans /drawings/renderings showing the proposed improvement attached?  Yes  No

Have you recently completed or started any improvement works to your property? Please describe:

**Section 6 - Eligibility**

Have you discussed your application with the City (i.e., have you arranged for a pre-application consultation meeting?) Note: A meeting with the City is required for your application to be considered.

Yes  No

If yes, please indicated the date and whom you met with:

Is your property or unit located within the currently designated Community Improvement Project Area? Note: Your property must be within the current Community Improvement Area in order to be eligible for financial incentives.

Yes  No

Have you previously applied for a financial incentive through the City of Clarence-Rockland's Community Improvement Plan?

Yes  No

If you answered yes to the question above, please explain your previous application and how it relates to this application.

Has an application for a building permit or planning approval (e.g., a minor variance or consent) been submitted or approved in relation to your project?

Yes  No

If you answered no to the question above, please confirm whether any City approvals are required for your project. If you answered yes to the question above, please indicate the approvals you have received or the applications you have submitted.

**Section 7 - Incentive Programs**

Please indicate which programs you are applying for. Refer to the Community Improvement Plan or discuss the programs with the City. Each program is associated with specific eligibility criteria. Applicants are encouraged to apply for more than one program if they are eligible to do so.

<b>Programs</b>			<b>Amount</b>
Façade Improvement Plans	I want to apply for a grant up to \$7,000, or up to 50% of the eligible costs of my façade improvement project	<input type="checkbox"/>	
Signage Improvement Grant Program	I want to apply for a grant up to \$1,000, or up to 50% of the eligible costs of my signage improvement project.	<input type="checkbox"/>	
Accessibility Improvement Grant	I want to apply for a grant up to \$1,000, or up to 50% of the eligible costs of my accessibility improvement project.	<input type="checkbox"/>	
Residential Conversion to Commercial Use Grant	I want to apply for a grant up to \$5,000 or 50% of the eligible costs of my residential conversion to commercial use improvements.	<input type="checkbox"/>	
Parking area and Landscaping Improvement Grant	I want to apply for a grant up to \$3,000 or 50% of the eligible costs of my property, landscaping and parking area improvement project.	<input type="checkbox"/>	
Architectural / Engineering Design Grant	I want to apply for a grant up to \$1,000 or 50% of the eligible costs of my architectural / engineering design work associated with my improvement project.	<input type="checkbox"/>	
Heritage Improvement Grant Program	I want to apply for a grant up to \$10,000 or 50% of the eligible costs of my heritage improvement project.	<input type="checkbox"/>	
Energy Efficiency Improvement Grant Program	I want to apply for a grant up to \$3,000 or 50% of the eligible costs of my energy efficiency improvement project.	<input type="checkbox"/>	
Municipal Application / Permit Fees Rebate	My project requires a building permit and I want to apply for a rebate on the fees that I will pay (maximum of \$1,000 or 50% of eligible costs). My project requires planning approvals and I want to apply for a rebate on the fees I will pay (maximum of \$400 or 50% of eligible costs).	<input type="checkbox"/>	
<b>TOTAL</b>			

Using the table below, please indicate the cost of your project. List the tasks or items (goods/services) required to complete your project, and provide three quotes for the cost of each task or item. The estimated costs should be based on quotes from contractors and vendors. City may waive the requirements to provide three quotes. If you need additional space, please attach a separate sheet. Please attach your quotes.

<b>Community Improvement Task/Item</b>	<b>Cost – Low Quote</b>	<b>Cost – High Quote</b>
<i>Example: Replacement of storefront sign</i>	<i>\$ 1,800 from Signs Inc.</i>	<i>\$2,200 from ABC Signs</i>
1.	\$	\$
2.	\$	\$
3.	\$	\$
4.	\$	\$
5.	\$	\$
6.	\$	\$
TOTAL	\$	\$

*Please indicate the following dates, where applicable*

Anticipated date of submission for any required planning approvals: \_\_\_\_\_

Anticipated date of submission for any required building permits: \_\_\_\_\_

Anticipated date of commencement of construction works: \_\_\_\_\_

Anticipated date of completion of construction works: \_\_\_\_\_

**Section 8 - Supporting Material**

<b>Supporting Materials (where required)</b>	<b>Completed and Attached</b> <i>(To be checked by the Applicant)</i>	<b>Required to be Attached with Completed Application</b> <i>(To be checked by the City)</i>
• Three (3) cost estimates for all supply and construction work	<input type="checkbox"/>	<input type="checkbox"/>
• Photographs of the existing building property	<input type="checkbox"/>	<input type="checkbox"/>
• Photographs of adjacent buildings/properties or the streetscape	<input type="checkbox"/>	<input type="checkbox"/>
• Historical photographs/reference materials	<input type="checkbox"/>	<input type="checkbox"/>
• Professional drawings/sketches of proposed work	<input type="checkbox"/>	<input type="checkbox"/>
• Information about tenants (vacancies, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
• A professional site plan, construction drawings or other detailed drawings	<input type="checkbox"/>	<input type="checkbox"/>
• Environmental Site Assessment	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other required materials (City to specify at pre-application consultation meeting, using the space below):</i>		



**Section 9 - Affidavit**

*This must be signed in the presence of a Commissioner.*

I (we) \_\_\_\_\_  
Name of Owner(s) / Applicant(s)  
of \_\_\_\_\_  
Village/Town  
in the \_\_\_\_\_  
County/Region

solemnly declare that all the statements contained in this application are true, and I (we) 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 and by virtue of the Canada Evidence Act.

DECLARED before me at \_\_\_\_\_  
Village/Town  
in the \_\_\_\_\_  
County/Region

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
Day Month Year

\_\_\_\_\_  
*Signature of Owner*

\_\_\_\_\_  
*Signature of Owner*

\_\_\_\_\_  
*Signature of a Commissioner*

**Section 10 – Authorization for tenant / agent / solicitor to act for Owner**

*To be completed if the owner is not the applicant or has assigned an Agent to help manage the application process.*

I (we) \_\_\_\_\_  
Name of Owner(s)  
of \_\_\_\_\_  
Village/Town  
in the \_\_\_\_\_  
County/Region

do hereby authorize \_\_\_\_\_  
Name of Applicant or Agent  
to act as my agent in this application.

\_\_\_\_\_  
*Signature of Owner*

\_\_\_\_\_  
*Signature of Owner*

Date: