

# **Application Form**

**Town of Aylmer Community Improvement Plan**

**Financial Incentive Programs**



**Proud Heritage. Bright Future.**

**This Application Form Pertains to:**

- **Planning Application and Building Permit Fees Grant Program**
- **Development Charges Grant Program**
- **Cash-in-Lieu of Parkland Grant Program**
- **Property Tax Increment Equivalent Grant Program**
- **Façade Improvement Program**



**1.0 INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM**

- If the space provided for your response is insufficient, please provide additional information on a separate page, clearly indicating the subject question, and attach to the application form.
- Please attach all required information such as financial quotes and drawings.
- Please keep a copy of the application form for your own records.
- To ensure that the information on your application is easily and accurately read, please print legibly in ink or type your information directly into the form.
- The application must be signed by the property owner or an authorized agent.

**1.1 REQUIRED APPLICANT AND PROPERTY INFORMATION**

**1.1.1 REGISTERED PROPERTY OWNER**

Name: \_\_\_\_\_  
If Corporation, Signing Officer to contract: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Town \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_ Email: \_\_\_\_\_

**1.1.2 AUTHORIZED AGENT (IF APPLICABLE)**

Name: \_\_\_\_\_  
If Corporation, Signing Officer to contract: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Town \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_ Email: \_\_\_\_\_

**1.1.3 SUBJECT PROPERTY**

Civic Address: \_\_\_\_\_  
\_\_\_\_\_  
Legal Description (Lot and Plan No., Assessment Roll No.): \_\_\_\_\_  
\_\_\_\_\_  
Property Size: \_\_\_\_\_  
Brief Description of Current Use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**SUBJECT PROPERTY (SECTION 1.1.3) CONTINUED...**

Are property taxes for the subject property in arrears? Yes \_\_\_ No \_\_\_

If yes, please specify the value of arrears: \$ \_\_\_\_\_

Are there any outstanding orders registered against the subject property? Yes \_\_\_ No \_\_\_

Are there any outstanding violations under the Fire Code? Yes \_\_\_ No \_\_\_

Have grants previously been received from the Town for the subject property? Yes \_\_\_ No \_\_\_

If yes, please describe the grants including their total amounts: \_\_\_\_\_

Estimated Current Market Value of Property: \$ \_\_\_\_\_

Please indicate source of estimate: \_\_\_\_\_

**1.2 AUTHORIZATION**

If this application is to be signed by an agent or solicitor on behalf of the property owner/s, complete this section. This section should be signed by the property owner/s or if held by a corporation, by signing officer (name and position) of the corporation.

I hereby authorize \_\_\_\_\_, as agent, to act on my behalf in regard to the above application. I acknowledge that the authorized agent is to receive all correspondence and information pertaining to this application on my behalf.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature of Owner/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Witness \_\_\_\_\_

(Print name), \_\_\_\_\_ a duly authorized Commissioner of Oaths



**1.3 APPLICATION AGREEMENT**

I/We herby certified that the information given herein is true, correct and complete in every respects and understanding that the Town reserves the right to be verified any information contained herein. I/We agree to the terms and conditions of the programs for which the application is being made.

The section should be signed by the property owner/s, agent or if held by a corporation, by a signing officer (name and position) of the corporation.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature of Owner/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Witness \_\_\_\_\_  
(Print name), \_\_\_\_\_ a duly authorized Commissioner of Oaths

**1.4 PROGRAM CHECK LIST**

**Please place a check next to the programs that you are applying for:**

- Planning Application and Building Permit Fees Grant Program
- Development Charges Grant Program
- Cash-in-Lieu of Parkland Grant Program
- Property Tax Increment Equivalent Grant Program
- Façade Improvement Program

FILL OUT THE FOLLOWING SECTIONS WITH REGARD TO THE PROGRAMS YOU ARE APPLYING FOR.

Please ensure that the following components are included in your submission

- Demonstrate compliance with the Goals and Objectives outlined in Sections 2.0 and 3.0 of the CIP.
- Demonstrate compliance with Town policies, standards and procedures including the Zoning By-Law, Official Plan, design guidelines (if applicable) and heritage matters.

Please ensure that the following program-specific components are included in your submission.

If applying for the **Planning Application and Building Permit Fees Grant Program**, the following additional information shall be required:

- A business plan containing a description of the works to be conducted, including costs.

If applying for the **Development Charges Grant Program**, the following additional information shall be required:

- Description of the works to be conducted, including costs.

If applying for the **Cash-in-Lieu of Parkland Grant Program**, the following additional information shall be required:

- Demonstration that no/reduced land is available for parkland dedication or that parkland in nearby areas is sufficient.
- A business plan containing a description of the works to be conducted, including costs.

If applying for the **Property Tax Increment Equivalent Grant Program**, the following additional information shall be required:

- A business plan containing a description of the works to be conducted, including costs.
- Drawings, renderings, photographs, and/or other materials depicting the proposed work.
- Site plan.
- At least two (2) estimates from bona fide licensed contractors, including a breakdown of costs and accompanying receipts.

If applying for the **Façade Improvement Program**, the following additional information shall be required:

- Demonstration that façade improvements will improve the streetscape.
- Drawings, renderings, photographs, and/or other materials depicting the proposed work.
- For buildings designated under the *Ontario Heritage Act*, the façade restoration and improvement works should be supported by documentation in the form of historic photographs or drawings clearly showing the feature(s) to be restored, reconstructed, or preserved.
- At least two (2) estimates from bona fide licensed contractors, including a breakdown of costs and accompanying receipts.



**1.6 GENERAL APPLICATION QUESTIONS**

1. Have you attended a pre-consultation meeting with the Town? Yes\_\_\_ No\_\_\_
2. Is your property a designated heritage building under the *Ontario Heritage Act*? Yes\_\_\_ No\_\_\_
3. Is your property listed by the local Municipal Heritage Committee as a building of historic or architectural value? Yes\_\_\_ No\_\_\_
4. Is the land occupied? Yes\_\_\_ No\_\_\_  
If yes: What is the current status of the building?  
Vacant \_\_\_\_\_ Occupied \_\_\_\_\_ Underutilized \_\_\_\_\_  
If other, please explain: \_\_\_\_\_
5. Are you converting and/or rehabilitating this space? Yes\_\_\_ No\_\_\_  
If yes: a) are you creating new residential units? Yes\_\_\_ No\_\_\_  
b) are you rehabilitating vacant residential units? Yes\_\_\_ No\_\_\_  
c) are you bringing occupied residential units up to code? Yes\_\_\_ No\_\_\_  
d) how many new residential units are being created in total? \_\_\_\_\_
6. Are you intensifying and/or redeveloping this space? Yes\_\_\_ No\_\_\_  
If yes: a) are you creating new residential units through the addition of new building space? Yes\_\_\_ No\_\_\_  
b) are you demolishing existing building(s) to create a new building with new residential units? Yes\_\_\_ No\_\_\_  
c) How many residential units are being added? : \_\_\_\_\_
7. Have you made an application for a Building Permit pertaining to the work proposed? Yes\_\_\_ No\_\_\_
8. Are you adding commercial space? Yes\_\_\_ No\_\_\_  
If yes, please provide the square footage: \_\_\_\_\_
9. Please specify the façade improvement financial incentive(s) that you are interested in applying (if applicable): Grant \_\_\_\_\_ Loan \_\_\_\_\_ Both \_\_\_\_\_



10. Is your property located in one of the CIP Areas? Yes \_\_\_ No \_\_\_  
If yes, please specify area. \_\_\_\_\_

11. Project Timeline  
Estimated Project Start Date: \_\_\_\_\_  
Estimated Project Completion Date: \_\_\_\_\_

12. Project Costs  
Estimated Total Construction Cost for Façade Improvement: \$ \_\_\_\_\_  
Estimated Total Planning and Building Fees: \$ \_\_\_\_\_  
Estimated Total Development Charge Costs: \$ \_\_\_\_\_  
Estimated Cash-in-lieu of Parkland Costs: \$ \_\_\_\_\_  
Estimated Total Design and Other Professional Costs: \$ \_\_\_\_\_

*(Note: Estimates will be provided for the funding on grants and loans based on the above costs. The final calculations of grants and loans will be based on the Building Permit Value for Construction costs and Design and Professional costs.)*