

The Town of the Blue Mountains
P.O. Box 310, 32 Mill Street
Thornbury, Ontario N0H 2P0
Tel.: (519) 599-3131
Fax: (519) 599-3018
Email: cip@thebluemountains.ca



COMMUNITY IMPROVEMENT PLAN (CIP) APPLICATION FORM

There are two CIP Programs: [Housing Within Reach](#) and [Town Wide Revitalization](#).
Please note the applicant shall not commence any works or studies that are subject to a CIP application prior to receiving approval by the Municipality and prior to the execution of any applicable grant/loan agreement(s) by the applicant and the Municipality

Application Process

1. Applicants are required to arrange and participate in a pre-application consultation meeting with Town Staff in order to discuss and confirm application requirements, program eligibility, the proposed scope of work, project timing, supporting documentation requirements, etc.
2. After the consultation, the applicant will be required to submit a completed application, which will include all of the application forms, in addition to any supporting documentation, as required by the Town.
3. Once all the required forms and supporting materials are received, Town Staff will undertake a preliminary screening of the proposal and application.
4. Based on the application and proposal, the results of the preliminary screening, Town Staff may perform an initial site visit and inspection of the building/property, as necessary.
5. If the application clearly does not meet the program requirements, the application will not be accepted.
6. If the application meets the program requirements, the application will be accepted. Acceptance does not guarantee financial incentive approval, only that it will be reviewed by Council for final financial approval.

Submission Checklist

Pre-Submission Consultation with Town Staff

Prior to submission of this application form, please arrange for pre-submission consultation with Town Staff to discuss and confirm program eligibility and application requirements, including supporting documentation, proposed scope of work, cost and project timing.

Completed Application Form

Please ensure that this application is complete, all required signatures have been provided and all required supporting documentation has been submitted. Failure to do so may result in refusal of the Municipality to accept the application as complete and/or application processing delays.

Written Authorization

If an agent acting on behalf of the property owner is submitting this application, please ensure that written authorization is obtained by the applicant from the property owner to make this application, and that the owner completes and signs the required authorization in Part 1 of the form. Please also indicate to whom payment of grants should be made.

Drawings/Photos of the Property

Please attach photos of the current conditions of the building for which you are submitting an application, as well as drawings showing proposed changes (elevations, artist renderings, plans, etc.)

Cost Estimates/Quotations

Please attach a minimum of two cost estimates/quotations from licensed contractors, including a detailed breakdown of costs. The value of the grant awarded is based on the lesser of the two estimates/quotations.

Application Submission

Please submit your application to the Town. Electronic copies of any supporting documents will also be required once a staff member has been assigned to your application.

In-Person Submission:

Planning Services Division
Town Hall, 32 Mill Street, Thornbury, Ontario, N0H 2P0

Electronic Submission:

cip@thebluemountains.ca

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FOR OFFICE USE ONLY

APPLICATION RECEIVED (date)

FILE NO:

INSTRUCTIONS:

- If the space provided is insufficient to respond to the question, please provide additional information on a separate page, clearly marked as to the subject question and attached to the application form
 - Please attach financial quotes, drawings or other required information as appropriate
 - To ensure that the application is readable, please fill it out online or print it in ink
 - Please ensure that the application has been signed by the property owner or authorized agent and is properly commissioned
 - Please keep a copy of the application for your records
-

REGISTERED OWNER

1. Property Owner Name:

Address:

Postal Code:

Phone:

Email:

AGENT/APPLICANT

1. Agent/Applicant Name:

Address:

Postal Code:

Phone:

Email:

Who is the primary contact? Registered Owner Agent/Applicant

SUBJECT PROPERTY

1. Municipal Address:

2. Legal Description:

3. Brief description of current use of subject property:

- | | | |
|--|-----|----|
| 4. Are property taxes for the subject property in arrears? | Yes | No |
| 5. Are there any outstanding orders registered against the subject property? | Yes | No |
| 6. Are there any outstanding violations under the Fire Code? | Yes | No |

- | | | |
|--|-----|----|
| 7. Are any easements, restrictive covenants, right-of-way, or other registered agreements affecting the subject property? | Yes | No |
| 8. Has an application for planning approval and/or building permit, or any additional required permits, related to the community improvement works described above been submitted to date? | Yes | No |
| 9. If yes, have any of these approvals or authorizations been received? | Yes | No |

10. Approximate Construction Start Date:

Approximate Construction End Date:

11. Please describe the proposed construction project and how it represents an improvement for the community. Please attach additional pages if needed.

- | | | |
|--|-----|----|
| 12. Have grants previously been received from the Municipality for the subject property? | Yes | No |
|--|-----|----|

If yes, please describe, including the total amounts of grants

PROGRAM CHECKLIST

Please place a checkmark next to the program(s) that you are applying for. Specific details and eligibility information for each program are available within the full CIP documents.

Housing Within Reach CIP

- Attainable Housing Feasibility Grant Program
- Development Charges Grant Program
- Tax Increment Equivalent Program
- Municipal Fees Grant or Loan Equivalent Program
- Downtown Apartment Rehabilitation or Conversion Program
- Additional Dwelling Unit Program

Town-wide Revitalization CIP

- Study & Design Grant Program
- Building Façade and Signage Grant Program
- Building Improvement and Renovation Program
- Tax Increment Equivalent Program
- Brownfield Tax Assistance Program
- Municipal Fees Grant Equivalent Program
- Property Enhancement and Improvement Program
- Energy Efficiency Improvement Program
- Vacant Building Conversion or Expansion Program
- Destination Infrastructure Grant

Please fill out the following sections with regard to the program(s) you are applying for. Please attach the information on a separate sheet if additional space is required.

DESCRIPTION OF APPLICATION (provide details below) While original drawings/plans may vary in size, one copy of the drawings shall be provided on 11x17 inch paper, with all notations and legends clearly visible. Additionally, the Town appreciates the information in digital format, if available. All documents shall form part of the application.

OTHER GENERAL APPLICATION QUESTIONS

1. Have you discussed your application with a Town representative?
i.e.: Have you arranged for a pre-consultation meeting? Yes No

2. Is your property a designated heritage building? Yes No

3. What is the current state of the building?
Vacant Occupied Other

If other, please explain:

4. Are you adding or rehabilitating residential units? Yes No

If yes: a) are you creating a new residential unit(s)? Yes No

b) are you creating new units in existing vacant space? Yes No

c) are you bringing occupied residential units up to Code? Yes No

d) are you creating new residential units through the
addition of new building space? Yes No

e) are you demolishing a part of an existing building to create a
new residential units? Yes No

4. How many residential units are being added?

5. If you are applying for the Building Façade and Signage Program, please specify to which part of the building you are making improvements.

Front façade Side façade(s) Rear façade

6. Estimated total construction cost for the residential project: \$

7. Estimated total construction cost for the façade/sign improvement: \$

8. Estimated total design and other profession costs: \$

9. Total amount of grant funding sought from the Town: \$

10. Have grants been previously received from the Provincial or Federal Governments for the subject property? Please describe, including the total amount of grants:

AUTHORIZATION OF OWNER

If the Applicant is not the owner of the subject lands, please complete the owner authorization concerning personal information as set out below.

I, _____, am the owner of the subject lands, and I authorize _____ to act on my/our behalf as the agent for the submissions required for all matters relating to the subject lands and to provide any of my personal information that will be included in this application or collected during the planning process.

Date

Signature of Owner

AFFIDAVIT OR SWORN DECLARATION

I _____ (name of Applicant) of _____ (town/city) in the Province of Ontario make an oath and say (or solemnly declare) that the information provided by the applicant in this application is accurate and that the information contained in the documents that accompany this application is accurate, and that I have read and understood the provisions of the Town Community Improvement Program (CIP) for which this application is being submitted.

Sworn (or declared) before me at _____ (Town/City) on this _____ day of _____ (month), 20 _____ (year)

Date

Signature of Owner/Agent

Date

Signature of Commissioner of Oaths, etc.

Appendix A – Program Basics

(For further details, please review the specific CIP program)

<u>Housing within Reach CIP</u>	
Program Name	Description
Attainable Housing Feasibility Grant (Page 11)	This program is intended to assist eligible applicants to determine a project s feasibility prior to construction.
Development Charges Grant Equivalent Program (Page 13)	This program is intended to offset the cost of Town and County development charges incurred through the development application and approval process.
Tax Increment Equivalent Program (Page 15)	This program is intended to encourage significant investment in developing attainable housing in the Town by offering a grant or loan to offset increased tax assessment.
Municipal Fees Grant or Loan Equivalent Program (Page 19)	This program is intended to reduce financial costs associated with planning application fees and building permit fees that may be incurred through the development application and approval process.
Downtown Apartment Rehabilitation or Conversion Program (Page 22)	This program is intended to facilitate the rehabilitation of an existing residential unit, or the conversion of existing space in a commercial, residential or mixed-use building space into an attainable housing unit(s) in existing floor space located in the upper-storey or rear portion of a building.
Additional Dwelling Unit Program (Page 24)	This program is intended to encourage additional dwelling units (e.g., a second suite basement apartment) that are accessory to a single detached dwelling, semi-detached dwelling, and duplex or townhouse dwelling.

Town-Wide Revitalization CIP

Program Name	Description
Study & Design Grant Program (Page 17)	This program is intended to assist property owners with financing costs of undertaking various studies and design considerations that promote and support economic development and diversification.
Building Façade and Signage Grant Program (Page 19)	This program is intended to promote rehabilitation, restoration and improvements to building façade elements that promote high-quality design, including business signage.
Building Improvement and Renovation Program (Page 23)	This program is intended to promote the rehabilitation, repair, maintenance or physical improvement to improve the condition and ensure the long-term viability of existing commercial, office, mixed-use and institutional buildings within the Town.
Tax Increment Equivalent Program (Page 25)	This program is intended to encourage and facilitate significant rehabilitation and redevelopment of existing properties and buildings, and new development in the form of appropriate infill and intensification.
Brownfield Tax Assistance Program (Page 29)	This program is intended to provide tax assistance to eligible applicants to encourage significant environmental remediation and/or risk assessment or management that may be required to a property prior to development.
Municipal Fees Grant Equivalent Program (Page 32)	This program is intended to offset the cost of Town and County planning application fees and building permit fees incurred through the development application and approval process.
Property Enhancement and Improvement Program (Page 35)	This program is intended to facilitate the enhancement of the public realm through improvements to private property.
Energy Efficiency Improvement Program (Page 39)	This program is intended to encourage building retrofits and upgrades that improve energy efficiency and contribute to the Town's sustainability goals and objectives.
Vacant Building Conversion or Expansion Program (Page 41)	This program is intended to assist in the small-scale conversion of existing vacant space into new commercial, mixed-use and other eligible uses, or the expansion of eligible uses to increase the gross floor area.
Destination Infrastructure Grant (Page 43)	This program is intended to assist in the small-scale conversion of existing vacant space into new commercial, mixed-use and other eligible uses.