



TOWN OF RENFREW

Application for Financial Incentives under the Community Improvement Plan CHECKLIST OF SUBMISSION REQUIREMENTS

INSTRUCTIONS

This application form relates to the financial incentive programs under the Town of Renfrew Community Improvement Plan. Eligible property owners and tenants are encouraged to explore the Town'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 Town 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 Town.
- **Step 3:** Submit the application form and supporting materials to the Town. Supporting materials will be identified by the Town 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 an approval decision will be made by the Review Panel or designated implementation body (may be Council or a Committee).
- **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 Town to discuss options for revising and resubmitting the application in order to address the Town and Review Panel's concerns.

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 Town of Renfrew Community Improvement Plan (Section 8.6 – General Eligibility Requirements for Incentives Programs and Section 5.0 – Program – Financial Incentive Programs). Eligibility will be confirmed at the pre-application consultation meeting with the Town. Prior to arranging a pre-application consultation meeting with the Town, 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);
- The district in which the property is located (Downtown Core, Downtown Periphery, Stewart Street Commercial, O'Brien Road/Veteran's Memorial Blvd. or Town-Wide);
- 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,). 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; and
- That the property owner has no outstanding tax arrears and be in good standing with regard to taxation at the time of application.

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 Town. During the pre-application consultation meeting, Town 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) for the proposed work.

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 illustrates that the owner is aware of the applicant's intended project and intention to obtain financial incentive(s) to cover the cost of the project, 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 Town 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 Department of Development and Works
Town Planner
Town Hall
127 Raglan Street South
Renfrew, ON K7V 1P8
Phone: (613) 432-8166 Fax: (613) 432-8265

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



TOWN OF RENFREW

Application for Financial Incentives under the Community Improvement Plan

| OFFICE USE ONLY | |
|-------------------------------------|----------------------|
| Application No. | Application Received |
| Date of Preconsultation Meeting | Staff Person Present |
| Date of Application Deemed Complete | Fee Received |

A: Applicant's Information

1) Contact Information:

| Owner/Applicant/Tenant Information Municipal Freedom of Information and Protection of Privacy Act – Personal Information on this form is collected under authority of The Planning Act and will be used to process this application. | | |
|--|---------------------------------|--|
| NAME/TITLE | MAILING ADDRESS and POSTAL CODE | TELEPHONE (HOME) TELEPHONE (WORK/CELL) E-MAIL ADDRESS FAX |
| Applicant or Tenant | | (H) - |
| | | (W/C) - |
| | | (E) - |
| | | (F) - |
| This applicant is: <input type="checkbox"/> The registered owner <input type="checkbox"/> A tenant <input type="checkbox"/> An agent authorized by the owner or tenant | | |
| * If the applicant is an agent authorized by the owner or tenant, please complete the following: Name of Owner | | (H)- |
| | | (W/C)- |
| | | (E)- |
| | | (F) |
| To whom should correspondence be sent? (check all that apply) <input type="checkbox"/> Owner <input type="checkbox"/> Tenant/Agent <input type="checkbox"/> Both | | |
| If known, if there are any holders of any mortgages, charges or other encumbrances on the subject land, please provide details as follows: Name: _____ Address: _____ | | |

B: Description of your property or unit

2) Provide a Description of the Property or Unit:

| DESCRIPTION OF THE SUBJECT LAND | | | |
|---------------------------------|--|-------------------|------------|
| Street Address: | _____ | | |
| Municipality _____ | Geographic Twp: _____ | Concession: _____ | Lot: _____ |
| Registered Plan No.: _____ | Block or Lot No(s). in the Plan: _____ | | |
| Reference Plan No.: _____ | Part No(s): _____ | | |
| Lot Area: _____ | Frontage: _____ | Depth: _____ | |

3) Describe the current (existing) use of your property, and list the buildings and structures located on your property.

4) 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

5) If you answered yes to either of the questions in Question 4 above, have you consulted with the Town regarding the Heritage Designation or architectural or historical interest?

Yes No

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

C: Description of your project

6) Describe the current condition of your building, unit or property.

7) Describe your proposed project in detail.

8) Have you recently completed or started any improvement works to your property? Please describe.

D: ELIGIBILITY

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

Yes No

If Yes, please indicate the date and who you met with:

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

Yes No

11) Does your property have any outstanding tax arrears? Note: Your property must not have any outstanding tax arrears in order to be eligible (even if you are a tenant).

Yes No

12) If you answered yes to (11) above, please explain what you will do to rectify your tax arrears.

13) Have you previously applied for a financial incentive through the Renfrew Community Improvement Plan?

Yes No

14) If you answered yes to (13) above, please explain your previous application and how it relates to this application.

15) 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

16) If you answered no to (15) above, please confirm whether any Town approvals are required for your project. If you answered yes to (15) above, please indicate the approvals you have received or the applications you have submitted.

17) What is the current official plan designation of the subject land?

18) What is the current zoning of the subject land? _____

E: INCENTIVE PROGRAMS

19) Please indicate which programs you are applying for. Refer to the Community Improvement Plan or discuss the programs with the Town. 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. *The tax increment equivalent grant program cannot be combined with any other grant.*

| | |
|--|--|
| <p>Façade, Building and Signage Improvement Grant</p> | <p><input type="checkbox"/> I want to apply for a grant up to \$5,000, or up to 50% of the eligible costs of my façade/building improvement project.</p> <p><input type="checkbox"/> I want to apply for a grant up to \$2,500, or up to 50% of the eligible costs of my signage improvement project.</p> |
| <p>Property, Landscaping and Parking Area Improvement Grant</p> | <p><input type="checkbox"/> I want to apply for a grant up to \$3,500 or 50% of the eligible costs of my property, landscaping and parking area improvement project.</p> |
| <p>Accessibility Improvement Grant</p> | <p><input type="checkbox"/> I want to apply for a grant up to \$3,500 or 50% of the eligible costs of my building accessibility improvements.</p> |
| <p>Planning and Building Permit Fees Rebate Program</p> | <p><input type="checkbox"/> My project requires a building permit and I want to apply for a rebate on the fees that I will pay (maximum of \$2,500 or 50% of eligible costs)</p> <p><input type="checkbox"/> My project requires planning approvals and I want to apply for a rebate on the fees I will pay (maximum of \$2,500 or 50% of eligible costs).</p> |
| <p>Tax Increment Equivalent Grant Program (note this grant cannot be combined with any other grant program)</p> | <p><input type="checkbox"/> My municipal taxes are anticipated to increase as a result of my project, and I want to apply to be considered for a rebate that is equal to all or a portion of the increase in my taxes.</p> |
| <p>Environmental Study Grant Program</p> | <p><input type="checkbox"/> I have completed a Phase I ESA indicating that contamination on my property is likely and I want to apply for a grant of up to \$5,000, or up to 50% of the eligible costs of subsequent studies.</p> |
| <p>Brownfield Property Tax Assistance Program</p> | <p><input type="checkbox"/> I want to apply for the brownfield property tax assistance program in relation to my brownfield remediation and development/redevelopment project.</p> |

F: INCENTIVE PROGRAMS

20) 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. Applicants are required to obtain three quotes. If you need additional space, please attach a separate sheet. Please attach your quotes.

| Community Improvement Task/Item | Cost – Low Quote | Cost – High Quote |
|--|--------------------------|---------------------------------|
| Example: Replacement of storefront sign | \$ 1,800 from Signs Inc. | \$2,200 from Jim’s Custom Signs |
| 1. | \$ | \$ |
| | | |
| 2. | \$ | \$ |
| | | |
| 3. | \$ | \$ |
| | | |
| 4. | \$ | \$ |
| | | |
| 5. | \$ | \$ |
| | | |
| 6. | \$ | \$ |
| | | |
| 7. | \$ | \$ |
| | | |
| | | |
| TOTAL: | | |

21) 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: _____

G: SUPPORTING MATERIAL

22) Please complete the following table in consultation with the Town.

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

23) Consent of Owner:

The owner must also complete the following or a similar authorization attached to the application.

**Consent of Owner(s) to the Use and Disclosure of Personal Information
And to Allow Site Visits to be conducted**

In accordance with the provisions of the Planning Act, it is the policy of the Town of Renfrew Planning Department to provide the public access to all development applications and supporting documentation.

In submitting this development application and supporting documentation, I/WE _____ this owner(s) / the authorized applicant, hereby acknowledge the above-noted policy and provide my/our consent, in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

I/We, hereby authorize the Approval Authority and the Town of Renfrew Staff to access to the subject site for the purposes of evaluation of the subject application.

Date

Signature

Signature

24) Affidavit (This affidavit **must** be signed in the presence of a Commissioner):

I (we), _____ of the _____ of _____ in the _____ solemnly declare that all of the information provided and 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 the _____ of _____ in the
County of Renfrew this _____ day of _____, 2_____.

Date

Signature of Owner or Authorized Agent

Date

Signature of Commissioner

25) Authorization:

If the applicant is not the owner(s) of the land that is subject of this application, the owner(s) must complete the following or a similar authorization attached to the consent application.

Authorization of Owner for Agent or Tenant to make the Application and to provide Personal Information

I/We _____ being the registered owner(s) of the lands subject of this application for consent hereby authorize _____ to prepare and submit this application on my/our behalf and, for the purposes of the *Freedom of Information and Protection of Privacy Act*, to provide any of my/our personal information that will be included in this application or collected during the process of the application.

Date

Signature

Signature