



## **SOUTHGATE COMMUNITY IMPROVEMENT PLAN APPLICATION**

### **Program Requirements**

All building owners/business operators who are members in good standing within the Business Improvement Area are eligible to apply for funding under this grant program, subject to the following requirements, and the availability of funding annually where grants are funded by specific reserves as approved by Council:

1. Any property owner/business operator wishing to be considered for a grant under this program must complete and submit a CIP Grant Application Form to the Township for approval. Depending on the grant(s) selected that are being applied for, should include scope & description of the external and/or internal project work, design concept drawings, site plan, and colour scheme if façade and/or signage, EIS if required, etc. prior to the start of the project.
2. Business operators that lease their building location are eligible to apply for a Community Improvement Grant(s) only if they can provide written consent to conduct the improvements from the owner of the property.
3. The proposed façade improvements must conform to any design guidelines approved by the Township.
4. The subject property shall not be in a position of tax arrears. All taxes owing shall be paid or cancelled, prior to the disbursement of any CIP grant money.
5. CIP project applications will be reviewed for compliance with CIP program guidelines and policy.

### **Note:**

1. Applicants may apply for one or more of the CIP grant programs, where permitted to do so to the maximum allowable amount of each grant, on the basis of matching funds.
2. Funds available at the time of the CIP grant application will not exceed the amount available in the funding façade and CIP reserve funds.
3. The Township of Southgate will consider each application received on annual basis and Council will approve at their discretion, if the project meets the grant guidelines, qualifications and the amount of funding approved for each project.
4. Grant funding or rebates will only be released to the project applicant(s) when the work has been completed and inspected by the Building & Fire Department Official and other required inspection authorities.
5. See the Southgate CIP policy/guidance document for specific details and the CIP Terms and Condition section in this application for all the project requirements.

**Disclaimer: All information collected in this application becomes public information with the exception of personal contact information and tax-related information.**



## Southgate CIP Application Form

Application Date: \_\_\_\_\_

### **Applicant Information:**

#### ***Name of Registered Property Owner***

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

If Corporation, Name or Signing Officer for Property Owner:

Corporation Name: \_\_\_\_\_

Name of Signing Officer: \_\_\_\_\_

Contact Address & Information:

Street Address: \_\_\_\_\_

Town: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### ***Name of Business Owner*** (if different from the Registered Property Owner)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

If Corporation, Name or Signing Officer for Property Owner:

Corporation Name: \_\_\_\_\_

Name of Signing Officer: \_\_\_\_\_

Contact Address & Information:

Street Address: \_\_\_\_\_

Town: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Who is the applicant for the CIP Grant request?

- Business Owner
- Property Owner
- Both Business & Property Owner



**Property Information:**

Property Address & Contact Information:

Street Address: \_\_\_\_\_

Town: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Assessment Roll Number: \_\_\_\_\_

Legal Description of the Property (Lot & Plan Number(s):

\_\_\_\_\_

Description of Existing Property Use(s):

\_\_\_\_\_

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

Size of the Property: \_\_\_\_\_ feet of frontage & \_\_\_\_\_ feet of depth  
or in \_\_\_\_\_ acres

Existing Building on Property: Yes or No

Property Taxes Paid in Full: Yes or No

Any Outstanding Orders on the Property: Yes or No

**CIP Grant Application Options:**

1. Applicants may select one of the 4 options in the application checklist below.
2. When you select the option that best supports your CIP work planned you should then select all of or part of the available funding incentives that would support and apply to your project.



## Southgate Community Improvement Plan Application Checklist

Financial Incentive Programs		Grant	Option #1	Option #2	Option #3	Option #4
1	Tax Increment Equivalent Grant	The municipal taxation increases on the property based assessment change caused by new construction or building upgrades can be transitioned by 10% annual increases imposed each year over the 10 year period.				
2	Buildings & Land Improvement Grant	Maximum \$50,00 or 50% of eligible costs (whichever is less)				
3	Façade & Building Improvement Grant	Maximum \$5,000 or 50% of eligible costs (whichever is less)				
4	Signage Improvement Grant	Maximum \$2,500 or 50% of eligible costs (whichever is less)				
5	Property, Landscaping & Parking Area Improvement Grant	Maximum \$3,500 or 50% of eligible costs (whichever is less).				
6	Accessibility and Public Health & Safety Improvement Grant	Maximum \$3,500 or 50% of eligible costs (whichever is less).				
7	Destination Infrastructure Grant	Maximum capital improvement is \$5,000 or 50% of the eligible costs (whichever is less). Maximum signage, wayfinding signage, outdoor art or street beautification is \$2,500 or 50% of the eligible costs (whichever is less). Maximum for conversion of vacant lands to parks or green space is \$2,500 or 50% of the eligible costs (whichever is less).				



<b>CIP Financial Incentive Programs</b>		<b>Grant</b>	<b>Option #1</b>	<b>Option #2</b>	<b>Option #3</b>	<b>Option #4</b>
8	Planning Fee Grant	Maximum \$2,500 or 50% of eligible costs (whichever is less).				
9	Building Permit Fee Grant	Maximum \$2,500 or 50% of eligible costs (whichever is less).				
10	Development Charges Grant	Equal to 100% of the municipality's portion of the development charges to a maximum of \$10,000.				
11	Housing Rehabilitation and Conversion Grant	Maximum \$50,000 or 50% of the eligible costs (whichever is less).				
12	Startup Space Leasehold Improvement Grant	50% of the cost to complete the study to a maximum of \$5,000 per property.				
13	Environment Study Grant	50% of the cost to complete the study to a maximum of \$5,000 per property.				
14	Brownfield Property Tax Assistance	The municipality may defer or cancel all or a portion of municipal property taxes during the period of site remediation. The municipality may apply to the Minister of Finance on behalf of the property owner to defer or cancel the education portion of the property taxes.				
15	Surplus Lands & Buildings (Municipal Action)	Township lands and buildings that are deemed to be surplus to the needs of the municipality will be offered through a Request for Proposal (RFP) process.				



### CIP Incentive Project Description

Please describe the scope of the project works for each of the incentive grants selected above and are applying for. Please complete this form for each of the CIP Incentives you selected above:

**CIP Financial Incentive Program:** \_\_\_\_\_

Describe the reason your business is completing this Project Work:

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Description of the Project Work to be undertaken under this Incentive Program:

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Planned date to start the Project Work: \_\_\_\_\_

Planned date to complete the Project Work: \_\_\_\_\_

New jobs created by this Project: \_\_\_\_\_

Project Budget for this Incentive Program: \_\_\_\_\_

Names of External Grants-Applied for or secured: \_\_\_\_\_

Dollar Value of External Grants-Applied/Secured: \_\_\_\_\_

**Note:** Please attach detail budget breakdown of this project work excluding HST.



**Property and/or Business Encumbrances:**

Liens:            Yes    or    No    > If you answer yes please describe below:

\_\_\_\_\_

Covenants:    Yes    or    No    > If you answer yes please describe below:

\_\_\_\_\_

Judgements:   Yes    or    No    > If yes please describe below:

\_\_\_\_\_

**Credit Check Information:**

Full Name of the Property Owner: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Insurance Number: \_\_\_\_\_

Current Address: \_\_\_\_\_

City & Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

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**Project's Financing Plan:**

The applicant must provide a written statement on their business letter head reporting on the project financing plan. If borrowing funds, a letter from the lending institution or lender reflecting the amount of the loan & business mortgage provided.

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**Supporting Project Documents as applicable to your Project:**

- Concept design/drawings of proposed improvements (11"x 17")
- Front of building elevation photo
- Proposed front of building elevation and detailed drawings
- Project Site Plan
- List of what your project is going to remove from the building
- List any structural changes inside the building or demolition that will be undertaken
- List any proposed additions to the building with specifications
- Describe any changes to the building exterior finishes and your colour schemes if they are changing



## SOUTHGATE COMMUNITY IMPROVEMENT PLAN

### **Applicant Acknowledgement:**

The applicant hereby acknowledges:

- That this application and the attached supporting documentation, information and materials, if any, contains information collected and maintained specifically for the purpose of creating a record available to the general public and is open to inspection by any person during normal office hours pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act;
- That conceptual development plans and/or drawings submitted with this application are not reviewed for compliance with the Ontario Building Code (O.B.C.) and/or related regulations;
- That submission of this application constitutes tacit consent for authorized Municipal Staff representative(s) to inspect the subject lands or premises, and to carry out any inspections, tests and investigations as may be required;
- That additional fees and/or charges (ex. Building permit fees, parkland dedication fees, development charges) associated with any development approved in conjunction with this application may be required; and
- That any additional information and/or materials may be required, and therefore, the application may not be deemed complete, nor processed unless the additional information and/or materials are submitted.

Questions related to the collection and inspection of this information should be directed to:

Township of Southgate  
Attention: Clerks Department  
185667 Grey Road 9  
Dundalk, Ontario N0C 1B0.

### **Property Owner’s Authorization:**

If the applicant is not the owner of the land that is the subject of this application, then written authorization by the owner, authorizing the applicant to prepare and submit the application must be attached, or the owner must complete the authorization earlier in this application:

Is written authorization attached? Yes or No

\_\_\_\_\_  
Applicant Approval

\_\_\_\_\_  
Dated





## SOUTHGATE COMMUNITY IMPROVEMENT PLAN

### **Applicant Acceptance of Grant Program Terms & Conditions:**

1. A Community Improvement Plan (CIP) application must be submitted and approved before any work begins on your improvement project;
2. The Township of Southgate reviews each application and determines funding/incentives appropriate to individual projects based on the relevant costs allowed through the CIP program;
3. CIP incentive funding is not a maintenance and repair program and any such narrow application requests for funding will not be approved;
4. All CIP applications after review will receive a letter on the Township's funding decision. If approved by the Township, the letter to the building owner/tenant/agent will outline the basic terms and conditions of approval by Southgate Council. If you undertake work prior to your application being granted incentives and receiving your approval letter, you risk your project being disqualified;
5. The applicant will have one year from the date of the Township's approval letter to complete the CIP project work unless extended approved in the CIP Incentive Agreement;
6. If the number of qualifying applications exceed the available funding in any given year, the Township may provide a lesser grant funding to all the approved applications or defer an application to the following year based on consultation with the applicant;
7. CIP incentives will not be released to the applicant until the project work has been completed and all required inspection of the site work has been completed and approval received from the Township (Building Official & Fire Prevention Official) and other required agencies (ESA, Gas inspections, etc.);
8. CIP incentives will not be released to the applicant until an audit of the project financials have been reviewed by Township staff to confirm final invoices and payment of contractors that will be the basis on final grant funding or rebates for the project work completed;
9. You must not be in default of any municipal taxes, local improvements or any other money payable to the Township of Southgate (fees or penalties). Failure to meet this requirement will result in disqualification from the program; and
10. You hereby agree to the terms and conditions of this CIP incentive program and agree to execute the Township of Southgate CIP Project Agreement.

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Applicant Approval

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Dated



## SOUTHGATE COMMUNITY IMPROVEMENT PLAN

### Applicant Declaration:

I, \_\_\_\_\_, of the \_\_\_\_\_  
(please print) (City/Town or Township)

in the \_\_\_\_\_, make oath and say (or solemnly declare)  
(County or Region)

that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the Sections above is true.

Sworn (or declared) before me at the \_\_\_\_\_, in the  
(City/Town or Township)

\_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, in the  
(County or Region)

in the year \_\_\_\_\_.

\_\_\_\_\_  
Applicant Approval

\_\_\_\_\_  
Commissioner of Oaths

### Applicant Checklist:

- Have you completed CIP Program consultation with Township staff?
- Is the application form completed in all sections of the document and a Page 6 for each program incentive you have applied for in the Option selected?
- Do you have a signed property owner's project authorization letter? (if applicable)
- Have you provided your required Project's Financing Plan document(s)?
- Have you signed the CIP Application Acknowledgement page?
- Have you signed off understand the CIP Terms & Conditions?
- Have you signed the CIP Applicant Declarations section?
- Has a Heritage Permit been submitted with your application, if applicable?
- Have you provided the program supporting documents that are listed on Page 7 of this application, for each CIP project incentive grant you are applying for?

**Note:** CIP applications will not be processed where application forms are incomplete