

# City of Pembroke

## 2016 Community Improvement Plan

### FINANCIAL INCENTIVES APPLICATION

<b>OFFICE USE ONLY</b>
Application Number: _____
Date Received: _____
Recommendation: _____
Decision: _____

**A: APPLICANT'S INFORMATION**

**(1) Registered Property Owner(s)**

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

Mailing Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

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

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

**(2) Applicant (if different from Registered Property Owner):**

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

Mailing Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

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

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

**(3) Authorized Agent (if different from Registered Property Owner):**

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

Mailing Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

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

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



**(4) If known, please describe any other encumbrances, charges or other holders of mortgages on the lands. Please provide the names of the individuals.**

**(5) Indicate to whom correspondence regarding this application should be sent:**

Registered Property Owner       Applicant       Authorized Agent

**PLEASE NOTE:**

*If the applicant is not the registered property owner, please ensure that the required authorization is completed and signed by the registered property owner as provided in Section H of this application form. In absence of the Authorization of Owner, no further consideration of the application will be made.*

**B: DESCRIPTION OF YOUR PROPERTY**

**(1) Please indicate the location of the property or unit subject to this application.**

Street Address:

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Municipality:

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Legal Description:

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Roll Number:

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**(2) Describe the existing use(s) of the subject property, and list the buildings and structures located on your property. Please describe the condition of buildings, structures on the subject property.**

**(3) Please indicate if there is any known municipal heritage designation that is applicable to your property (i.e., designation under the *Ontario Heritage Act*).**

**(4) Is your property a corner lot (located at an intersection of two roads)?**

Yes

No

If **Yes**, please indicate the names of the two streets that the subject property fronts onto:

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**C: DESCRIPTION OF YOUR PROJECT**

**(1) Please describe your proposed improvement project.**

**(2) Have you recently completed or started any improvement works to your property? Please describe any recent work that was completed or is underway.**

**D: ELIGIBILITY CONSIDERATIONS**

**(1) Have you discussed your application with the City (i.e., have you arranged for a pre-application consultation meeting?)**

Yes  No

If **Yes**, please indicate the date and the name of the person(s) you met with:

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**(2) 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

**(3) Does your property have any outstanding tax arrears, area rates or other charges? *Note: The subject property must not have any outstanding tax arrears in order to be eligible (even if you are a tenant).***

Yes  No

**(5) Have you previously applied for a financial incentive through the 2016 Community Improvement Plan or the 1999 Downtown Heritage Façade Improvement Program?**

Yes  No

**(6) If you answered yes to (5) above, please explain your previous financial incentive application and how it relates to this financial incentive application.**

**(7) Are any other approvals required in relation to your project? For example, is an Official Plan Amendment, Zoning By-Law Amendment, minor variance, Site Plan, or building permit required?**

Yes  No

**(8) If you answered yes to (7), please list the required approvals for your project using the space below. Please indicate the status of the approvals (for example, “application submitted”, “not submitted”, or “approval received”).**

**(9) Have you secured, do you intend to apply for, or do you anticipate receiving funding from other government bodies and/or non-profit organizations for your project?**

Yes

No

**(10) If you answered yes to (9), please list the funding sources. Please indicate the status of their approvals (for example, “application submitted”, “not submitted”, or “approval received”).**

**E: INCENTIVE PROGRAMS**

**(1) Please check which programs you are applying for. 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.***

Accessibility Grant	<input type="checkbox"/> I want to apply for a grant of 50% to a maximum of \$2,500 of the eligible costs of my accessibility improvement project.
Affordable Housing Study Grant	<input type="checkbox"/> I want to apply for a grant of 50% to a maximum of \$5,000 of the funding of background studies for my affordable housing development project.

<p>Brownfield Property Tax Assistance Program</p>	<p><input type="checkbox"/> I want to apply for a grant of the cancellation or deferral of all or part of the property tax increase on my property that is undergoing or has undergone remediation and development to assist with payment of the cost of environmental remediation.</p>
<p>Downtown Housing Grant</p>	<p><input type="checkbox"/> I want to apply for a grant equal to 1/2 (50%) of the construction cost of each unit to a maximum of \$5,000 per unit, to a maximum of two units per eligible address, for my downtown housing project.</p>
<p>Environmental Site Assessment (ESA) Grant</p>	<p><input type="checkbox"/> I want to apply for a grant equivalent to a maximum 50% of the cost of undertaking an eligible environmental study to a maximum of: \$3,000 per study; two studies per property/project; and, \$6,000 per property/project.</p>
<p>Façade Improvement Grant</p>	<p><input type="checkbox"/> I want to apply for a grant of 1/2 (50%) of the construction costs to maximum of \$5,000 for my façade improvement project.</p>
<p>Planning and Building Permit Fee Grant</p>	<p><input type="checkbox"/> My project requires a building permit and/or planning approval(s) and I want to apply for a rebate on the fees that I will pay (100% of City fees up a maximum \$2,500 for the Planning Fee Grant, and 100% of City fees up a maximum \$2,500 for Building Permit Fee Grant). Note: this Grant is not intended for greenfield development.</p>
<p>Project Feasibility Study Rebate</p>	<p><input type="checkbox"/> I want to apply for a grant equivalent to a maximum 50% of the cost of undertaking an eligible study to a maximum of \$5,000. Note: this Grant is not intended for greenfield development.</p>
<p>Tax Increment Equivalent Grant</p>	<p><input type="checkbox"/> The municipal taxes are anticipated to increase as a result of my project, and I want to apply to be considered for a grant that is equal to all or a portion of the increase in my taxes. Note: this Grant is not intended for greenfield development.</p>
<p>Downtown Heritage Façade Improvement Grant</p>	<p><input type="checkbox"/> I want to apply for a grant of 1/2 (50%) of the construction costs to maximum of \$5,000 for my façade improvement project in downtown Pembroke.</p>

**F: PROJECT COSTS AND TIMING**

Please detail all project costs using the following table. The estimated costs should be based on quotes from contractors and vendors. Applicants are generally required to obtain at least two 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.	\$	\$
<b>TOTAL:</b>		



**G: SUPPORTING MATERIALS**

**(1) Please complete the following table in consultation with the City.**

<b>Required Supporting Materials</b>	<b>Completed and Attached (To be checked by Applicant)</b>	<b>Required to be Attached with Completed Application (To be checked by the City)</b>
Photographs of the existing building or property condition		
Historical photographs or documentation		
Professional or conceptual drawings and/or plans, including drawings or plans prepared by a professional architect, planner, engineer or landscape architect licensed in the Province of Ontario		
A site plan or landscape plan		
Specifications of the proposed works, including a work plan for the improvements		
Two (2) cost estimates for eligible work and/or materials		
Any other materials as may be required for specific programs		
<i>Other required materials (City to specify at pre-application consultation meeting, using the space below)</i>		

**H. DECLARATION OF APPLICANT**

I, \_\_\_\_\_ declare that:  
(print name)

1. The information contained in this application, attached supporting materials and documentation, is true to the best of my knowledge.
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

_____	_____
Date	Signature of Applicant

If the applicant is not the registered property owner, the property owner must also sign this application:

_____	_____
Date	Signature of Property Owner

_____	_____
Date	Signature of Property Owner

**I. SUBMISSION AND CONTACT**

A pre-application consultation meeting is required before your application can be accepted by the City. The City will help you complete the application and advise you of your eligibility of programs. The City will also indicate which supporting materials are required for your application (Section G).

Your completed application, with all required supporting materials (see Section G) may be submitted in person at the City office or mailed/couriered. Since original signatures are required, faxed or emailed submissions will not be accepted.

Please contact us with questions, or to arrange a meeting to discuss your application, or to submit your application:

Colleen Sauriol, Manager  
City of Pembroke  
Planning and Building Departments  
1 Pembroke Street East  
Pembroke, ON K8A 3J5  
Phone: 613-735-6821 Ext. 1301  
Email: csauriol@pembroke.ca

**1. APPLICATION COMPLETENESS**

**The application is complete, including all required supporting documentation.**

**The application is not complete.**

If determined to be not complete, specify reasons:

**2. APPLICATION EVALUATION**

**The application meets all General Eligibility Criteria (Section 6.1 of the Community Improvement Plan)**

**The application does not meet all General Eligibility Criteria.**

If not, specify reasons:

**The application meets all program-specific criteria (Sections 6.2-6.10 of the Community Improvement Plan).**

**The application does not meet all program-specific criteria.**

If not, specify reasons:

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The application is desirable for the community, is in the public interest, and represents good design according to the Community Improvement Plan and Design Guidelines (Section 7 of the Community Improvement Plan).

The application is not desirable for the community, is not in the public interest, and/or does not represent good design according to the Community Improvement Plan and its Design Guidelines (Section 7 of the Community Improvement Plan).

Specify reasons why the project is or is not desirable, is or is not in the public interest and why it does or does not represent good design:

**Does the property have any outstanding tax arrears, area rates or other charges?**

Yes

No

If yes, indicate outstanding taxes/charges.

**Are there any outstanding work orders from the City's Fire Department or the Building Department that must be addressed prior to grant approval?**

Yes

No

If yes, indicate outstanding work orders.

**OFFICE USE ONLY – EVALUATION FORM – Page 2 of 3**

**3. APPLICATION RECOMMENDATION**

The CIP Administrator/Review Committee recommends this application for approval.

The CIP Administrator/Review Committee does not recommend this application for approval

If not recommended for approval, specify reasons:

**4. APPLICATION DECISION**

The application was approved.

The application was not approved.

If not approved, specify the reasons as determined by the approval authority: