



# City of Pembroke

## Community Improvement Plan

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

### Financial Incentive Program Application Form

#### A. APPLICANT INFORMATION

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

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

Company: \_\_\_\_\_

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

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

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

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

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

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

Company: \_\_\_\_\_

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

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

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

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

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

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

Company: \_\_\_\_\_

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

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

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

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

**(4) If known, please describe any other encumbrances, charges, or other holders of mortgages on the property. Please provide the names of the individuals. If none are known, please leave this section blank.**

**(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.

**A pre-application consultation meeting is strongly recommended before your Application can be accepted by the City.** The City will help you complete this application and advise you of your eligibility for the available Financial Incentive Programs. The City will also indicate which supporting materials are required for your Application ([Section G](#)).

Please contact us with any questions and/or to arrange a meeting to discuss your Application:

Economic Development Officer  
City of Pembroke  
1 Pembroke St. E.  
Pembroke, ON K8A 3J5  
Phone: 613-735-6821 ext. 1500  
Email: [ecdev@pembroke.ca](mailto:ecdev@pembroke.ca)

## **B. DESCRIPTION OF YOUR PROPERTY**

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

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

Unit No. (if applicable): \_\_\_\_\_

Legal Description: \_\_\_\_\_

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

Business Name  
(if applicable): \_\_\_\_\_

**(2) Describe the existing use(s) on the subject property (including what businesses, buildings, and structures are located on the property, how many residential units there are, and the general condition of the property).**

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

**(4) Is the subject property a corner lot (i.e., located at an intersection of two roads)?**

Yes

No

If **Yes**, please indicate the names of the two roads that the subject property fronts on to:

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## **C. DESCRIPTION OF THE PROJECT**

**(1) Please describe the proposed improvement project for which you are applying. List what you plan to do if you are approved for the Financial Incentive Program.**

**(2) Have you recently completed or started any improvement works to the subject property? Please describe any recent work that has been completed or is currently underway.**

## D. ELIGIBILITY CONSIDERATIONS

**(1) Have you discussed your Application with City Staff (i.e., have you contacted the City contact on pg. 2 and 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 the subject property or unit located within the currently designated Community Improvement Project Area (i.e., the municipal boundary of the City of Pembroke)?**

Note: Your property must be within the current Community Improvement Project Area in order to be considered eligible for Financial Incentive Programs.

Yes  No

**(3) Does the property have any outstanding tax arrears, fines, work orders, or other charges from the City of Pembroke?**

Note: The subject property must not have any outstanding charges to be eligible for a Financial Incentive Program, even if you are a tenant.

Yes  No

**(4) Have you previously applied for a Financial Incentive Program through the Community Improvement Plan for the subject property / business?**

Yes  No

**(5) If you answered Yes to (4) above, please provide the date and an explanation of your previous Financial Incentive Program Application, and how it relates to this Application.**

**(6) Are you aware of any other approvals required in relation to your proposed project? (e.g., is an Official Plan Amendment, Zoning By-Law Amendment, minor variance, Site Plan Control application, Building Permit, Demolition Permit, or Health Unit approval, etc. required?)**

Yes  No

**(7) If you answered Yes to (6), please list the required approvals for the project using the space below. Please indicate the status of the approvals (for example, “application submitted”, “not submitted”, or “approval received”).**

Required Approvals:	Application Status:

**(8) 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 the proposed project?**

- Yes                                       No

**(9) If you answered Yes to (8) above, please list the funding sources. Please indicate the status of their approvals (for example, “application submitted”, “not submitted”, or “approval received”).**

Funding Source:	Application Status:

## E. FINANCIAL INCENTIVE PROGRAMS

Please check (☒) which Financial Incentive Programs you are applying for in this Application. Each program is associated with specific eligibility criteria, as detailed in Sections 4.3 to 4.18 of the Community Improvement Plan.

Note: Applicants are encouraged to apply for more than one (1) program if they are eligible to do so, subject to the program-specific eligibility criteria and the General Eligibility Requirements in Section 4.1 of the Community Improvement Plan.

Municipal Financial Incentive Programs	
<b>Municipal Surplus Land Disposition Program</b> (CIP Section 4.3)	<input type="checkbox"/> I want to benefit from the sale and disposition of surplus lands owned by the City of Pembroke below market value, for the development of new residential, commercial, mixed use, or industrial development.
<b>Planning and Building Permit Fee Grant</b> (CIP Section 4.4)	<input type="checkbox"/> My project requires a permit and/or planning approvals, and I want to apply for a grant (up to a maximum of \$2,500, which may equal up to 100% of the City's fees) to assist with the cost of the required application and/or permit fees.
<b>Tax Increment Equivalent Grant</b> (CIP Section 4.5)	<input type="checkbox"/> The municipal taxes for the subject property are anticipated to increase as a result of my proposed project. I want to apply for a rebate that is equal to a percentage of the increase in my annual municipal property taxes (municipal portion only) resulting from reassessment of property value by MPAC following development / redevelopment.  Note: This grant cannot be combined with any other grant.
Housing Financial Incentive Programs	
<b>Additional Residential Units Grant</b> (CIP Section 4.6)	<input type="checkbox"/> I want to apply for grant of up to 50% of eligible costs, up to a maximum of \$10,000 per additional residential unit created.
<b>Affordable Housing Grant</b> (CIP Section 4.7)	<input type="checkbox"/> I want to apply for a grant of up to 50% of eligible project costs, to a maximum of \$10,000 per affordable residential unit (rental or ownership) created.
<b>Downtown Housing Grant</b> (CIP Section 4.8)	<input type="checkbox"/> I want to apply for a grant of up to 50% of construction costs of new upper storey or rear residential units in a mixed use building, to a maximum of \$10,000 per unit and a maximum of two (2) units per eligible address.
<b>Multi-Unit Housing Grant</b> (CIP Section 4.9)	<input type="checkbox"/> I want to apply for a grant for the creation of new multi-unit residential development for up to 100% of eligible costs up to a maximum of \$5,000 per dwelling unit, and a total maximum per property as determined at the discretion of Council.

<b>Building and Property Improvements Financial Incentive Programs</b>	
<b>Accessibility Grant</b> (CIP Section 4.10)	<input type="checkbox"/> I want to apply for a grant of up to 50% of eligible costs, up to a maximum of \$5,000, to improve accessibility to existing commercial or mixed use properties and buildings.
<b>Brownfield Property Tax Assistance Program</b> (CIP Section 4.11)	<input type="checkbox"/> I want to apply for the cancellation of part or all of the municipal property tax increase on a brownfield property that is undergoing or has undergone remediation and development to assist with payment of the cost of environmental remediation.
<b>Commercial / Industrial Property Improvement Grant</b> (CIP Section 4.12)	<input type="checkbox"/> I want to apply for a grant of up to 50% of eligible costs, up to a maximum of \$20,000, for interior and/or exterior improvements to commercial or industrial buildings and properties, including interior retrofits, landscaping, paving, or streetscape improvements.
<b>Crime Prevention Through Environmental Design (CPTED) Grant</b> (CIP Section 4.13)	<input type="checkbox"/> I want to apply for a grant of up to 75% of eligible CPTED costs, up to a maximum of \$10,000, to support site security improvements.
<b>Energy Efficiency and Emergency Management Grant</b> (CIP Section 4.14)	<input type="checkbox"/> I want to apply for a grant for up to 50% of eligible costs, to a maximum of \$15,000, to assist with the purchase and installation of energy efficiency improvements and backup generators.
<b>Environmental Site Assessment Grant</b> (CIP Section 4.15)	<input type="checkbox"/> I want to apply for a grant for up to 50% of the cost of completing a Phase II ESA, to better understand the type of contamination of potential remediation costs for a brownfield site.
<b>Façade Improvement Grant</b> (CIP Section 4.16)	<input type="checkbox"/> I want to apply for a grant of up to 50% of eligible costs, to a maximum of \$20,000, to assist with improvements to commercial building facades that front onto a public street.
<b>Sidewalk Patio and Pop-ups Grant</b> (CIP Section 4.17)	<input type="checkbox"/> I want to apply for a grant of up to 100% of eligible costs, up to a maximum of \$3,000, to support professional fees and/or construction costs associated with the design and installation of a sidewalk patio or a pop-up retail space.
<b>Signage Improvement Grant</b> (CIP Section 4.18)	<input type="checkbox"/> I want to apply for a grant of up to 50% of eligible costs, up to a maximum of \$5,000, to assist with the installation of new business signage.

## F. PROJECT COSTS AND TIMING

(1) Please use the following table to detail all eligible project costs (in \$CDN, excluding HST) for which you are applying for funding. The cost estimates should be based on at least two (2) quotes you have received from non-associated contractors / companies for eligible work and/or materials, where possible. Applicants are generally required to obtain at least two (2) quotes for comparison purposes. One (1) cost estimate may be acceptable at the discretion of the CIP Administrator, the City's CIP Panel, and/or Council or Council's designate.

Note: Quotes must be attached to the Application upon submission. The work may not be completed before the Application has been submitted, accepted and approved.

Community Improvement Task / Item	Cost – Low Quote	Cost – High Quote
Example: Replacement of storefront sign	\$ 1,500 from Signs Inc.	\$2,200 from Custom Signs Ltd.
1.	\$	\$
2.	\$	\$
3.	\$	\$
4.	\$	\$
5.	\$	\$
6.	\$	\$
7.	\$	\$
8.	\$	\$

Community Improvement Task / Item	Cost – Low Quote	Cost – High Quote
9.	\$	\$
10.	\$	\$
<b>PROJECT TOTAL:</b>		

**(2) Please estimate when you plan to begin and complete your project.**

Project Start Date:

Project Completion Date:

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## G. SUPPORTING MATERIALS – APPLICANT CHECKLIST

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

Required Supporting Materials	Required to be Attached with Complete Application (As confirmed with City)	Completed and Attached (To be checked by Applicant)
Complete Application form, including signed <u>Section H</u>	<input type="checkbox"/>	<input type="checkbox"/>
Photographs of the existing building or property condition	<input type="checkbox"/>	<input type="checkbox"/>
Historical photographs or documentation	<input type="checkbox"/>	<input type="checkbox"/>
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 (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
A site plan or landscape plan	<input type="checkbox"/>	<input type="checkbox"/>
Specifications of the proposed works, including a work plan for the improvements	<input type="checkbox"/>	<input type="checkbox"/>
Two (2) cost estimates for eligible works and/or materials (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Any other documents, information and materials as may be required by specific Financial Incentive Programs	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other required materials (City to specify at pre-application consultation meeting, if applicable):</b>		
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

## H. DECLARATION OF APPLICANT

I, \_\_\_\_\_ declare that:

(print name of Applicant)

1. The information contained in this Application, attached supporting materials, and documentation, is true to the best of my knowledge.
2. If the Registered Property 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 Owner must also sign this Application:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Registered Property Owner

## I. SUBMISSION AND CONTACT

A pre-application consultation meeting with City of Pembroke Staff, via phone, email, or in-person, is strongly recommended before your Application is submitted to the City. The City will help you complete this Application and confirm your eligibility for the available Financial Incentive 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 City Hall (1 Pembroke St. E.) or mailed/couriered to the address below. As original signatures are required, faxed or emailed submissions will not be accepted.

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

Economic Development Officer  
City of Pembroke  
1 Pembroke St. E.  
Pembroke, ON K8A 3J5  
Phone: 613-735-6821 ext. 1500  
Email: [ecdev@pembroke.ca](mailto:ecdev@pembroke.ca)

**OFFICE USE ONLY – EVALUATION FORM – Page 1 of 3**

**1. APPLICATION COMPLETENESS**

- The Application is complete, including all required supporting materials / documentation.**
- The Application is incomplete.**

If determined to be incomplete, specify reasons:

**2. APPLICATION EVALUATION**

- The Application meets all General Eligibility Criteria (Section 4.1 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 4.3 to 4.18 of the Community Improvement Plan).**
- The Application does not meet all program-specific criteria.**

If not, specify reasons:

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

**The Application is desirable for the community, is in the public interest, and contributes to the vision and goals of the Community Improvement Plan.**

**The Application is not desirable for the community, is not in the public interest, and/or does not contribute to the vision and goals 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 contribute to the vision and goals of the Community Improvement Plan:

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

**Yes**

**No**

If yes, indicate outstanding taxes/charges:

**Are there any outstanding work orders from any of the City's Departments that must be addressed prior to grant approval?**

**Yes**

**No**

If yes, indicate outstanding work orders:

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

**3. APPLICATION RECOMMENDATION**

- The CIP Administrator / CIP Panel recommends this Application for approval.
- The CIP Administrator / CIP Panel 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: