

# City of Pembroke

# Community Improvement Plan Application

Last update: August 2020

## A: Applicant Information

### 1. Applicant Information

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

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

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

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

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

### 2. Property Owner Information (If different from the applicant)

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

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

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

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

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

Please note that if the applicant is not the registered property owner, then the registered property owner needs to sign off on the application or send an email or letter of consent to the City.

### 3. If known, please describe any encumbrances, charges or other holdings on the property. If none are known, leave blank.

## B. Description of Property

**1. Please indicate the location of the property or unit that this application is for.**

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

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

**2. Please describe the existing uses of the property (including what businesses are located there, how many units, and general condition of the property).**

**3. Please indicate if there are any known heritage designations that are applicable to the property.**

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

Yes

No

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

## C. Description of Your Project

**1. Please describe the proposed improvement project that you are applying for.**  
List what you plan to do if you are approved for the grant.

**2. Have you recently completed or started any other improvements to your property/business?** Please describe any work already completed or currently underway.

## D. Eligibility Considerations

**1. Have you discussed your application with a staff member at the City?** Please note that this is strongly recommended. You can email or call the contact information located on the final page of the application form.

Yes

No

**2. If you answered Yes, please indicate the date and name of person you spoke with:**

**3. Does your property have any tax arrears, outstanding fines or work orders from the City of Pembroke?** (Note: Your property must not have any of these to be eligible for a grant)

Yes

No

Unknown

**4. Have you applied previously to the Community Improvement Plan for any grants for this property/business?**

Yes

No

**5. Are you aware of any other approvals that are required for your proposed project?** (i.e. building permit, site plan, zoning by-law amendment, health unit approval, ect.)

Yes

No

**6. If you answered Yes, please list the required approvals and the status of them** (i.e. application submitted, not submitted yet, or approval received.)

**7. Have you secured, or do you intend to apply for any other grants for this proposed project?**

Yes

No

**8. If you answered Yes, please list the other grants and the status of your application**

## E. Grant Programs

**Please check which grant programs you are applying for in this application.**

Note that applicants are encouraged to apply for multiple grants at a time on one application form if they are eligible to do so.

<input checked="" type="checkbox"/>	<b>Grant</b>	<b>Description</b>
<input type="checkbox"/>	Accessibility Grant	I want to apply for a grant of 50% to a maximum of \$2,500 of the eligible costs of my accessibility improvement project.
<input type="checkbox"/>	Affordable Housing Study Grant	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.
<input type="checkbox"/>	Brownfield Property Tax Assistance Program	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.
<input type="checkbox"/>	Downtown Housing Grant	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>Environnemental Site Assessment (ESA) Grant</p>	<p>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>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. For properties outside of downtown.</p>
	<p>Downtown Heritage Façade Improvement Grant</p>	<p>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>
	<p>Planning and Building Permit Fee Grant</p>	<p>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).</p>
	<p>Project Feasibility Study Rebate</p>	<p>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.</p>
	<p>Tax Increment Equivalent Grant</p>	<p>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.</p>
	<p>COVID-19 Business Support Grant</p>	<p>I want to apply for a grant of 1/2 (50%) of the costs to maximum of \$2,500 for my COVID-19 renovation, construction or signage costs as they relate to health and safety requirements.</p>

## F. Project Costs and Timeline

**1. Please fill out the following chart indicating the items you are applying for and the two quotes you have received.** Include all dollar amounts without HST. For the COVID-19 Business Support Grant, only fill out the 'Item Description' and 'Quote 1' columns as you are only required 1 quote or receipt per item.

For most of the grants, two quotes for any work being applied for is required. Quotes must be attached to the application upon submission. You must apply before completing the work.

For the COVID-19 Business Support Grant, one quote or receipt is required for any work or items being applied for. You can apply before or after completing the work for this grant. Quotes or receipts must be attached to the application upon submission.

Item	Quote 1	Quote 2

<b>Total:</b>		

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

### G. Applicant Checklist

Please check the following to ensure that you have completed your application prior to submitting

- Completely filled in application and signed final page.
- Had property owner sign application, email, or send letter to the City regarding application (if applicable).
- Had a phone, email, or in-person consultation with City staff member listed on the final page (highly recommended).
- Included two quotes for any work being applied for under the grant (not for COVID-19 Grant).
- Included one quote or receipt for any work being applied for under the grant for the COVID-19 Business Support Grant.
- Included mock-up designs for the Downtown Heritage Façade Improvement Grant, Façade Improvement Grant, and Downtown Housing Grant.

## H. Signature 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 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

## I. Submission and Contact Information

The City of Pembroke highly recommends a pre-application consultation meeting either via phone, email or in-person. Please contact Heather Salovaara to discuss your application (contact information below). We will help you complete the application if required, advise you of what grants you can apply to, and ensure you know what supporting documentation to submit.

Your completed application, with all required supporting materials (see Section G) may be submitted in person at the City office, sent via mail, or emailed to the contact below.

Heather Salovaara  
Economic Development Officer  
City of Pembroke  
1 Pembroke Street East  
Pembroke, ON K8A 3J5  
Phone: 613-735-6821 Ext. 1500  
Email: [hsalovaara@pembroke.ca](mailto:hsalovaara@pembroke.ca)