



UPTOWN COMMUNITY IMPROVEMENT PLAN GUIDELINES AND GRANT APPLICATION GENERAL INFORMATION SHEET

The Uptown Community Improvement Plan aims to revitalize the Uptown Commercial District through the initiation of financial incentive grant programs that focus on maintenance, rehabilitation, development/redevelopment, addition of residential units, remuneration of municipal fees and attracting new investments and businesses to the area.

This sheet provides general information regarding the requirements to be eligible for any of the Uptown CIP Grants, as well as the application process.

1.0 GENERAL INFORMATION AND PROCESS

An applicant proposing to undertake any improvements, renovations, conversions or upgrades to property or buildings within the Uptown Community Improvement Area and considering applying for any Uptown CIP grant, is required to pre-consult with the Municipality of Leamington staff in order to determine eligibility and guide you through the process.

1. Applicants are required to provide a complete a grant application form, and additionally submit the following, where applicable:
 - a. Original and witnessed signatures of all registered owners;
 - b. A site plan control approval application, if applicable;
 - c. Professional drawings detailing the proposed improvement works;
 - d. A design concept; colour scheme; and description of the eligible works and how they satisfy the urban design/façade guidelines;
 - e. Itemized estimates from qualified contractors for all eligible costs
 - f. If an agent is acting on behalf of a property owner, please ensure that Section 6.0 of the grant application form has been completed and 'Consent of the Owner' has been obtained as required. An application with a photocopied owner's signature is **NOT** acceptable;
 - g. Any additional information at the request of the Director of Director of Community and Development Services.

2. There is **NO** application fee associated with the Uptown CIP grant application form.

3. The lead contact for your application will be:

<p>Ms. Tracey Pillon-Abs, Director of Community and Development Services (519) 326-5761 ext. 1403</p> <p>email: tpillonabbs@leamington.ca.</p>	<p>Ms. Danielle Truax, Manager of Planning Services (519) 326-5761 ext. 1405</p> <p>email: dtruax@leamington.ca.</p>	<p>Ms. Denise McGregor, Planning Technician (519) 326-5761 ext. 1402</p> <p>email: dmcgregor@leamington.ca.</p>
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4. It is the responsibility of the applicant to contact and formally retain the services of any required consultants. Any costs incurred above and beyond the grant amount are the sole responsibility of the applicant.
5. The grant will be paid by the Municipality to the approved applicant only.
6. The application will be reviewed by the Development Services Review Committee based on the General Eligibility Checklist (refer to Section 7.1 of the Community Improvement Plan) and Specific Eligibility Criteria pertaining to each grant program.
7. The building and property will be inspected by a delegated staff person from Planning Services, By-law Enforcement, Building Services and Fire Services with regard to the condition of the building, the nature of the proposed improvement and property standards. The applicant will be required to address any deficiencies that are identified and ensure that all associated buildings pass inspection.
8. Timelines for processing applications are established on a first come for serve basis.
9. The Director of Community and Development Services shall make the final decision on the approval and amount of the grant. The grant application will be approved and the applicant is notified of complete application.
10. A letter from the Director of Community Development Services to the applicant will represent a grant approval and commitment. The Grant Agreement will be executed and registered on title, if required by the Director of Community and Development Services, at the owner's expense and will be valid for a period of 6 months and will expire if the work is not completed within that time.
11. A delegated person from Community and Development Services will conduct an inspection of the completed work to ensure that all grant requirements have been satisfied.
12. Following the inspection of the work, the receipt of invoices and proof of payment from the applicant, the Director of Community and Development Services will approve the release of the grant amount based on the approved grant amount and the invoices for eligible works.

We thank you for your interest and invite you to complete the attached grant application form. A complete submission including all applicable requested information will be required prior to an application being accepted for processing. Personal information on this form is collected under the authority of *The Planning Act*, R.S.O. 1990, Chapter P. 13, Section 45 and will be used for contacting the applicant(s) and for processing of the Application. Information provided by the applicant in support of an application will be available for public review upon acceptance of the application. Copies of correspondence from the Planning Services Department will be mailed to the applicant and/or agent.

2.0 GENERAL ELIGIBILITY REQUIREMENTS

The Municipality of Leamington strongly recommends that applicants read the Uptown Community Improvement Plan (Uptown CIP), available at www.leamington.ca, prior to completing the Grant Application Form. The Uptown CIP provides General Eligibility Requirements (Section 7.1) and Specific Eligibility Requirements for each of the individual grant programs (Sections 7.2.1.1, 7.2.2.1, 7.2.3.1, 7.2.4.1, 7.2.5.1, 7.2.6.1).

The Director of Community and Development Services will review each grant application to confirm that the application meets the General Eligibility Requirements and Specific Eligibility Requirements as listed in the Uptown Community Improvement Plan (CIP).

Listed below are the General Eligibility Requirements:

In order to be eligible for any grant:

1. The subject property must be located within the Commercial Improvement Area F on Schedule D of the Official Plan (refer to attached Map Section 3.0), as may be amended.
2. The applicant must be the registered owner for which the application is being made or an agent authorized by the registered owner/tenant.
3. The applicant will be required to enter into a grant agreement with the Municipality, which will be registered on the title, if required, at the applicant's expense.
4. Eligible expenses must be independent and third party to the satisfaction of the Municipality.
5. The provision of all grant programs will be administered on a first come first served basis to the limit of available funding in accordance with any administrative rules governing this and other programs. Should there be inadequate funding; completed applications will be held and processed in chronological order from the date of application approval and on their merit as soon as funding is available.
6. The Municipality, at their sole discretion, shall be satisfied that the assistance is provided for projects that further the objectives of the Uptown Community Improvement Plan, meet the requirements of the municipal By-laws, including compliance with the zoning provisions, and property standards and conform to the Uptown Urban Design Guidelines. All applications for assistance will be examined on a case-by-case basis and the Municipality provides no guarantee of funding.
7. Prior to approval of any application for any CIP grant program, the Municipality will conduct a Property Standards inspection, Building Code inspection and Fire inspection of all associated buildings. All existing deficiencies resulting from said inspections as well as any previous outstanding orders will need to be addressed to the satisfaction of the Municipality.
8. An applicant is permitted to apply for more than one Community Improvement Plan grant program at a time, provided the total value of all financial incentives received for a subject property shall not exceed (i) the total value of the works to be undertaken, (ii) the value of the buildings and property, and (iii) \$50,000. In addition, each improvement can only be funded from a single source program.
9. A property owner who is in arrears of property tax or any other municipal financial obligation is not eligible to participate in any CIP programs. Property owners of lands and buildings who have defaulted under any past or current Municipal programs, inclusive of the CIP programs, will not be eligible for any CIP grants.
10. The Municipality reserves the right to increase or decrease the total amount of monies associated with any of the financial incentives if the scope of the work changes and actual costs differ from estimated costs.

11. The Municipality may at any time discontinue a program; however, any participants in the program prior to its closing will continue to receive grants as approved for their property until the conclusion of their project.
12. Grants will be made upon successful completion of the approved work and documentation of the costs associated with the work.
13. Assistance granted under any of the financial incentives to a particular property is not transferable to any other property.
14. Prior to disbursements of funds for any incentive, the Municipality shall confirm that all the requirements of the particular program have been met.
15. The Municipality may undertake an audit of work done and associated costs if it is deemed necessary. The costs for such an audit will be borne by the applicant or may be subtracted from the total financial assistance granted per project/per property.
16. Once a grant is approved, the Municipality will allocate money from the program until such time as:
 - a. The grant is issued upon inspection; or
 - b. The grant application expires. Expiry occurs where there is no activity within a six month period after the approval of the application, except where otherwise determined by the Director of Development Services.
17. If a property is under a grant application at the time of sale, the application is transferable to the new property owner up until the provision of the grant.

I/WE herby understand and agree that any grant application submitted to the Municipality of Leamington will meet the aforementioned General Eligibility Requirements.

Date

Signature of Owner/Applicant

Date

Signature of Owner/Applicant

1.0 APPLICATION		
Building Exterior and Façade Grant	<input type="checkbox"/>	FAÇADE /
Renovation Grant	<input type="checkbox"/>	RENO /
Residential Development Charges Grant	<input type="checkbox"/>	RES /
Municipal Fees Grant	<input type="checkbox"/>	MFG /
Sidewalk Café Grant	<input type="checkbox"/>	SDC /
Business Start-up and Expansion Grant	<input type="checkbox"/>	BSUE /

2.0 APPLICANT INFORMATION

Name of Owner(s): A Letter of Authorization is required if the applicant is **not** the owner.

Name of Registered Owner(s)	Home Telephone No.	Bus. Telephone No.
Mailing Address	Postal Code	Fax No.
Email:	Cell No.	

Name of Agent: A Letter of Authorization is required if the applicant is **not** the owner.

Name of Contact Person/Agent	Home Telephone No.	Bus. Telephone No:
Mailing Address	Postal Code	Fax No.
Email:	Cell No.	

Indicate the contact for all correspondence for this application (check only one please)
 Owner Agent Other (please specify): _____

Existing Mortgages on the lands that are subject to the grant application: (Holder, Amount, Maturity Date, Annual Payment):

Holder	Amount	Maturity Date	Annual Payment

3.0 LOCATION OF THE SUBJECT LAND

Municipal Address:

Concession Number(s)	Lot Number(s)	Registered Plan No.	Lot(s)/Block(s)
Reference Plan No.	Part Number(s)	Assessment Roll No.	

Are there any easements or restrictive covenants affecting the subject land?
 No Yes If yes, describe the easement or covenant and its effect.

4.0 DESCRIPTION OF THE PROPERTY

Lot Dimensions

Lot Frontage (m):	Lot Depth (m)	Lot Area (ha):
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Describe Existing Condition of the Building:

North Wall	<input type="checkbox"/> Excellent	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
South Wall	<input type="checkbox"/> Excellent	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
East Wall	<input type="checkbox"/> Excellent	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
West Wall	<input type="checkbox"/> Excellent	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Foundation: _	<input type="checkbox"/> Excellent	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Roof: _	<input type="checkbox"/> Excellent	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor

Please check what best describes the Building property:
 Fully Occupied Building Partially Occupied Building Vacant Building

Existing Zoning:

List Existing Uses on the Property:
 Lower Floor: _____
 Upper Floor: _____
 Parking On-site: Yes No
 #Standard Spaces: # Barrier Free Spaces:
 Other: _____

Existing Gross Floor Area (GFA) of Building:

Has the subject property received a CIP grant in the past, if so, please specify:

Grant Application Number: _____	Grant Amount: _____
Grant Application Number: _____	Grant Amount: _____
Grant Application Number: _____	Grant Amount: _____

4.0 DESCRIPTION OF THE PROPOSED PROJECT

Estimated TOTAL Cost:
 Estimates Attached:

Proposed Project Start Date:	Proposed Project End Date:
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Number of existing residential units (if applicable):	Number of proposed residential units (if applicable):
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Number of existing commercial units (if applicable):	Number of proposed commercial units (if applicable):
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Has the subject property received any other grants from outside sources, if so, please specify:

OTHER APPROVALS REQUIRED

Type of Application	Amount paid in fees to the Municipality of Leamington:	Date the permit or application was applied for	Permit No.
Consent			
Minor Variance			
Site Plan Control			
Building Permit			
Demolition Permit			
Sign Permit			
Encroachment Permit			

OTHER APPROVALS REQUIRED

Please complete the attached “**QUALIFYING WORKS**” spreadsheet, including a detailed list of all items to be completed as part of the project. These items will be reviewed to ensure they meet the program specific criteria and are considered qualifying works for funding.

Please attach copies of all relevant supporting information, including:

- Contractor cost estimates
- Colour and material samples
- Design or site renderings
- Proof of Energy Efficiency Rating

“QUALIFYING WORKS”

Project Description (item, colour, material etc..)	Quote 1	Quote 2	Qualifying Costs
1			
Project colour, material etc..)	Quote	Quote	Qualifying Costs
2			
Project colour, material etc..)	Quote	Quote	Qualifying Costs
3			
Project colour, material etc..)	Quote	Quote	Qualifying Costs
4			
	TOTAL WORK VALUE	#VALUE!	
	GRANT VALUE		0.5
	MAXIMUM GRANT	#VALUE!	
			\$

6.0 Authorization

6.1 Consent of the Owner

AUTHORIZATION OF OWNER IF APPLICANT OR IF PERMITTING AGENT TO MAKE THE APPLICATION

I, _____, am the owner and the applicant and I agree to all the terms and conditions noted in the above application and I recognize that all the above information is correct to the best of my knowledge. For the purposes of the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

OR

I, _____, am the owner of the land that is the subject of this application and I authorize _____ to make this application on my behalf. For the purposes of the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

Date

Signature of Owner

Date

Witness

6.3 Consent of the Agent

AUTHORIZATION OF AGENT IF APPLICANT BUT NOT OWNER

I, _____, am the Agent and the applicant and I agree to all the terms and conditions noted in the above application and I recognize that all the above information is correct to the best of my knowledge. For the purposes of the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

Date

Signature of Agent

OFFICE USE ONLY

Pre-Consultation: _____

Date of Site Visit: _____

Pre-consultation Comments Received:

By-law Enforcement

Planning Services

Building Services

Fire Services

Pre-project photos taken:

Date: _____

File Location:

Application Received: _____

Application Deemed Complete: _____

All Required Material & Information Submitted.

MPAC Estimated Age of Building:

MPAC Assessed Value of Property:

Property Taxes: Paid

Date:

Outstanding

Owner Advised:

Outstanding Work / Property Standards Orders:

Yes

No

Compliance Date: _____

Grant Approval Date: _____

Agreement Signed Date: _____

GIS Layer Updated: _____

Financial Tracking Updated: _____

Grant Expiry (6 months): _____

Grant Expiry Extension:

Approved By: _____ Date: _____

Approved By: _____ Date: _____

Grant Release Approval:

Approved By: _____ Date: _____

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