



# NORTH GLENGARRY

*Ontario's Celtic Heartland*

## Community Improvement Plan (CIP)

# APPLICATION FORM

## Financial Incentive Programs

- A. Planning and Design Grant Program
- B. Building Improvement and Infill Grant Program
- C. Commercial Signage, Civic Address Signage and Commercial Awning Grant Program
- D. Landscaping and Public Art Grant Program
- E. Building Permit Fee Grant Program
- F. Tax Increment Grant (TIG) Program
- G. Municipal Loan Program

Information submitted in this application may be placed in a public agenda and become part of the public record. Your personal information will be collected and maintained for the purpose of creating a record and may be available to the general public pursuant to the Municipal Act 2001, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), and any other relevant Acts.

**COMMUNITY • BEAUTIFICATION • PRESERVATION • REVITALIZATION**

---

## Instructions

---

1. Print legibly in ink or type your information directly into the form.
2. If the space provided for your response is insufficient, please provide additional information on a separate page and attach it to the application form.
3. Attach all required information (estimates, sketches, colour samples, etc.).
4. The application form must be signed by the property owner, or an authorized delegate.

With the exception of the *Planning and Design Grant Program*, please note that if this application is approved for funding, no financial incentives will be disbursed for any work that was commenced prior to the approval of the application by the Township of North Glengarry

## REQUIRED APPLICANT & PROPERTY INFORMATION

### 1. Registered Property Owner

Name:

\_\_\_\_\_

If Corporation, Signing  
Officer: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### 2. Authorized Delegate (If applicable)

Name:

\_\_\_\_\_

If Corporation, Signing  
Officer: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**3. Subject Property**

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

Legal Description (Lot Number, Assessment roll number): \_\_\_\_\_

\_\_\_\_\_

Brief Description of Current

Use: \_\_\_\_\_

Are property taxes for the subject property in arrears? YES \_\_\_\_\_ NO \_\_\_\_\_

If Yes, please specify the amount in arrears: \$ \_\_\_\_\_

Are there any outstanding orders registered against the subject property? YES \_\_\_\_\_ NO \_\_\_\_\_

Are there any outstanding violations under the Fire Code? YES \_\_\_\_\_ NO \_\_\_\_\_

Have grants been previously received from the Township for this property? YES \_\_\_\_\_ NO \_\_\_\_\_

If Yes, please describe the grants, including their total amounts: \_\_\_\_\_

\_\_\_\_\_

Current assessment value of property (MPAC): \$ \_\_\_\_\_

**4. Authorization**

If this application is to be signed by a delegate on behalf of the property owner(s), please complete this section. This section should be signed by the property owner(s), or if held by a corporation, by the Signing Officer (name and position) of the corporation.

I hereby authorize \_\_\_\_\_, as delegate, to act on my behalf in regard to the above application. I acknowledge that the authorized agent is to receive all correspondence and information pertaining to this application on my behalf.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature of owner(s): \_\_\_\_\_

\_\_\_\_\_

Signature of Witness: \_\_\_\_\_

(Print name), \_\_\_\_\_ a duly authorized Commissioner of Oaths.



## 5. Application Form Agreement

I/We hereby certify that the information given herein is true, correct and complete in every respect and understand that the Township of North Glengarry reserves the right to verify any information contained herein. I/We agree to the terms and conditions of the programs for which the application is being made.

This section should be signed by the property owner(s), or if held by a corporation, by the Signing Officer (name and position) of the corporation.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_.

Signature of owner(s):

\_\_\_\_\_

\_\_\_\_\_

Signature of Witness: \_\_\_\_\_

(Print name), \_\_\_\_\_ a duly authorized Commissioner of Oaths.

## 6. Program Checklist

Please place a check next to the program(s) that you are applying for:

(√)

	A. Planning and Design Grant Program
	B. Building Improvement and Infill Grant Program
	C. Commercial Signage, Civic Address Signage and Commercial Awning Grant Program
	D. Landscaping and Public Art Grant Program
	E. Building Permit Fee Grant Program
	F. Municipal Loan Program

Complete the following sections with respect to the programs you are applying for. Please ensure that the following elements are included with your submission:

- A completed application form signed by the appropriate parties
- One copy of the deed/title to the property
- Pictures of the current property
- Demonstrated compliance with the Design Guidelines outlined in Section 7.0 of the CIP.

**Please ensure that the following program-specific components are included in your submission:**

**A. Planning and Design Grant Program**

- A business plan containing a description of the works to be undertaken, including costs
- At least one (1) estimate from bona fide, licensed professional, including a breakdown of costs and accompanying receipts.

**B. Building Improvement and Infill Grant Program**

- A business plan containing a description of the works to be undertaken, including costs
- Demonstration that the building (façade) improvements will improve the streetscape
- Drawings, renderings, photographs, and/or other materials/samples depicting the proposed work
- At least two (2) estimates from bona fide licensed contractors, including a breakdown of costs and accompanying receipts
- For buildings designated under the Ontario Heritage Act, the façade restoration and improvement works should be supported by documentation in the form of historic photographs or drawings clearly showing the feature(s) to be restored, reconstructed, or preserved.

**C. Commercial Signage, Civic Address Signage and Commercial Awning Grant Program**

- At least two (2) estimates from bona fide licensed contractors, including a breakdown of costs and accompanying receipts
- Drawings or renderings of the proposed sign and/or awning, including the location of the sign and/awning on the façade
- Photographs of the existing façade
- Photograph of the existing sign, where applicable

**D. Landscaping and Public Art Grant Program**

- A business plan containing a description of the works to be undertaken, including costs
- Drawings, renderings, landscaping plans, photographs, models, and/or other materials/samples depicting the proposed work
- Site plan illustrating the implantation of the landscaping and/or public art
- At least two (2) estimates from bona fide licensed contractors one (1) in the case of a public art project) including a breakdowns of costs and accompanying receipts

**E. Building Permit Fee Grant Program**

Building Permit application form & fees are required upon CIP Application approval

**F. Municipal Loan Program**

Information will be requested as necessary.



A CIP Interest-Free Loan Program is also offered through Desjardins Caisse Populaire de la Vallée for buildings occupied by a commercial vocation. For information please contact Elaine Oetelaar at 613-525-2141, ext. 7120234.

**7. Project Description**

Please provide a description of the works you intend to undertake. Be detailed and include colour, materials and precise details.

A series of horizontal lines provided for entering project details.

Should additional space be required, please attach the information on a separate sheet

## 8. General Application Questions

1) Have you attended a pre-consultation meeting with the Township? YES\_\_\_\_\_ NO\_\_\_\_\_

2) Is your property a designated heritage building under the Ontario Heritage Act? YES\_\_\_\_\_ NO\_\_\_\_\_

3) Is your property listed in the North Glengarry Heritage Register as being of significant heritage interest? YES\_\_\_\_\_ NO\_\_\_\_\_

4) What is the current status of the building? Vacant\_\_\_\_\_ Occupied\_\_\_\_\_

5) Have you made an application for a Building permit pertaining to the work proposed? YES\_\_\_\_\_ NO\_\_\_\_\_

6) Project timeline:

Estimated Project Start Date: \_\_\_\_\_

Estimated Project Completion: Date: \_\_\_\_\_

7) Project Costs:

Estimated Total Cost of Planning and Design Professional Fees: \$\_\_\_\_\_

Estimated Total Cost of Building Permit Fees: \$\_\_\_\_\_

Estimated Total Construction Cost for Building Improvement/Infill: \$\_\_\_\_\_

Estimated Total Cost of a Commercial Sign (removal and/or replacement) \$\_\_\_\_\_

Estimated Total Cost of a Civic Number Sign: \$\_\_\_\_\_

Estimated Total Cost of a Commercial Awning: \$\_\_\_\_\_

Estimated Total Cost of Landscaping: \$\_\_\_\_\_

Estimated Total Cost of Public Art: \$\_\_\_\_\_

Note: With the exception of the *Planning and Design Grant Program*, estimates will be provided for the funding of grants and loans based on the above estimated costs; however, the final calculations of grants and loan payments will be based on the Building Permit Value of the Construction costs and/or on the final paid receipts submitted upon completion of the project.