



Township of North Glengarry Community Improvement Plan

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:

(v)

	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

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. Tax Increment Grant (TIG) Program

- Information will be requested as necessary.



G. Municipal Loan Program

Information will be requested as necessary.

7. Project Description

Please provide a description of the works you intend to undertake

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.