

# County of Brant Community Improvement Plan

## APPLICATION FOR FINANCIAL INCENTIVES

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

### **INSTRUCTIONS**

This application form is related to financial incentive programs under the County of Brant’s Community Improvement Plans. The County administers three Community Improvement Plans: Downtown Paris, Downtown Burford and Downtown St. George. Under these three Plans, the County is able to provide grants for certain types of private property improvement projects. Only certain types of works and certain properties in the County are eligible.

The property owner must have no outstanding tax arrears and must be in good standing with regard to taxation at the time of application and throughout the duration of the incentive benefit period as identified within the Downtown Areas Community Improvement Plan.

An applicant should first confirm eligibility with the County prior to filling out this application form.

Please contact the County as follows:

Heather Madden  
Strategic Initiatives Coordinator

County of Brant  
31 Mechanic Street  
Paris, ON N3L 1K1  
Unit 207

Phone: 519-442-6324 x 3039  
Email: [heather.madden@brant.ca](mailto:heather.madden@brant.ca)

## **INSTRUCTIONS (CONTINUED)**

Once you have confirmed eligibility with the County, an interested, eligible applicant is invited to fill out this form and attach necessary supporting information.

This application form consists of the following sections:

- Section A requests information about the applicant, contact information and information about the ownership of the property.
- Section B requests information regarding the current use of the property, such as the heritage designation.
- Section C requests information about your proposed improvement project. Only certain projects will be eligible for a grant, and the County can advise on this. Furthermore, projects will be required to meet certain design requirements (e.g., certain building materials). The County will help you understand eligibility and applicable design requirements.
- Section D asks a series of questions to help confirm your eligibility to apply for grants. Generally, a project that has already commenced is not eligible for a grant. Only certain properties are eligible and the County can help you answer the questions.
- Section E asks which grant programs you would like to apply for. The programs may be combined. For example, an applicant making improvements to the façade and the business sign may be eligible to apply for the Façade Improvement Grant and Signage Improvement Grant. However, the Tax Increment Equivalent Grant program cannot be combined with any other program.
- Section F requests information about the cost of your improvement project (supplies, labour, contractors). In most cases the County will require two quotes for the work, but one quote may be acceptable in some cases.
- Section G is the declaration and signature of the applicant. If the applicant is a tenant, the owner must also sign.
- Section H provides instructions for submitting the application to the County.

**SECTION A: APPLICANT'S INFORMATION**

**(1) Applicant's Information**

Applicant's Name(s): \_\_\_\_\_

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

Phone Number (Home): \_\_\_\_\_

Phone Number (Work): \_\_\_\_\_

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

The Applicant is (check one): <input type="checkbox"/> the registered owner <input type="checkbox"/> a tenant <input type="checkbox"/> an agent authorized by the owner or tenant
---

**(2) If the Applicant is a tenant or an agent, please complete the following:**

Name of Owner: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Phone Number of Owner: \_\_\_\_\_

Fax Number of Owner: \_\_\_\_\_

**SECTION B: DESCRIPTION OF YOUR PROPERTY OR UNIT**

**(1) Please indicate the applicable community (check one only)**

Paris                       St. George                       Burford

**(2) Please indicate the location of the property or unit subject to this application.**

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

Municipality: \_\_\_\_\_

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

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

**(3) Describe the current (existing) use(s) of the subject property, and list the buildings and structures on your property. Please describe the condition of buildings and structures.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

**(5) Is your property a corner lot (located at an intersection of two roads)?**

Yes                                       No

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

\_\_\_\_\_

**(6) Does the property or building have frontage on / back onto the Grand River?**

Yes                                       No



**SECTION D: ELIGIBILITY**

**(1) Have you discussed your application with the County (i.e., have you arranged for a pre-application consultation meeting?) *Note: A meeting with the County may be required for your application to be accepted.***

Yes  No

If **Yes**, please indicate the date and the name of the person(s) you met with:

---

**(2) Is your property or unit located within the designated currently designated Community Improvement Project Area? *Note: Your property must be within the current Community Improvement Project Area in order to be eligible for financial incentives.***

Yes  No

**(5) Have you previously applied for a Community Improvement Plan financial incentive?**

Yes  No

**(6) If you answered yes to (5) above, please explain your previous financial incentive application and how it relates to this financial incentive application.**

---

---

---

---

---

**(7) Are any other approvals required in relation to your project? For example, is a building permit, minor variance/rezoning, Official Plan Amendment, Site Plan, or permit from the Grand River Conservation Authority required?**

Yes  No

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

Required Application / Permit / Approval      Status of Application

---

*Example: Site Plan Approval required*      *Example: Site Plan application submitted to County on January 5, 2019.*

---

---

---

---

---

**SECTION E: INCENTIVE PROGRAMS**

**(1) Please check which programs you are applying for. Each program is associated with specific eligibility criteria. Applicants are encouraged to apply for more than one program if they are eligible to do so. The tax increment equivalent grant program cannot be combined with any other grant.**

<p>Façade Improvement Grant</p>	<p><input type="checkbox"/> I want to apply for a grant up to \$7,500, or up to 50% of the eligible costs of my façade/building improvement project. A grant of up to \$10,000 or 50% of eligible costs is available for corner lots. A grant of up to \$12,500 or 50% of eligible costs is available for properties backing onto the Grand River.</p>
<p>Signage Improvement Grant</p>	<p><input type="checkbox"/> I want to apply for a grant up to \$3,000 or 50% of the eligible costs of my signage improvement project.</p>
<p>Upper Storey Apartment Improvement Grant</p>	<p><input type="checkbox"/> I want to apply for a grant up to \$15,000 or 50% of the eligible costs of my upper storey apartment improvement project (up to \$5,000 or 50% of costs per unit).</p>
<p>Property and private parking area improvement grant</p>	<p><input type="checkbox"/> I want to apply for a grant up to \$5,000 or 50% of the eligible costs of my property or parking area improvement project.</p>
<p>Planning and building application fee grant</p>	<p><input type="checkbox"/> 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 (maximum of \$5,000).</p>
<p>Adaptive Commercial Reuse Grant</p>	<p><input type="checkbox"/> I am undertaking interior renovations for a commercial property (e.g., Building Code compliance) and I want to apply for a grant of up to \$10,000 or 50% of eligible costs.</p>
<p>Tax Increment Equivalent Grant Program</p>	<p><input type="checkbox"/> My municipal taxes are anticipated to increase as a result of my project, and I want to apply to be considered for a rebate that is equal to all or a portion of the increase in my taxes. <b>(Note: this grant cannot be combined with any other grant)</b></p>
<p>Brownfield Study Grant</p>	<p><input type="checkbox"/> I am completing studies related to site contamination and I would like to apply for a grant of up to \$15,000 or 50% or eligible costs.</p>
<p>Brownfield Property Tax Assistance Grant</p>	<p><input type="checkbox"/> I have completed a Phase II Environmental Site assessment and am applying for my property taxes to be deferred/cancelled during the rehabilitation or redevelopment period.</p>



**SECTION F: PROJECT COSTS**

Please detail all project costs using the following table. The estimated costs should be based on quotes from contractors and vendors. Applicants are generally required to obtain at least two quotes per the Community Improvement Plan. The County may accept one quote in certain circumstances.

Community Improvement Task/Item	Cost – Low Quote (include all taxes)	Cost – High Quote (include all taxes)
Example: Replacement of storefront sign	\$ 1,800 from Signs Inc.	\$2,200 from Jim's Custom Signs
1.	\$	\$
2.	\$	\$
3.	\$	\$
4.	\$	\$
5.	\$	\$
6.	\$	\$
7.	\$	\$
<b>TOTAL:</b>		

(Attach additional sheets as required)

**SECTION G. DECLARATION OF APPLICANT**

I, \_\_\_\_\_ declare that:  
(print name)

- 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 property owner, the property owner must also sign this application:

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

**SECTION H. SUBMISSION AND CONTACT**

Please contact Heather Madden, to schedule an appointment to discuss your application. A pre-application consultation meeting is required before your application can be accepted by the County of Brant. The County of Brant will help you complete the application and advise you of your eligibility of programs. The County of Brant will also indicate which supporting materials are required for your application.

Your completed application, with all required supporting materials as confirmed by the County of Brant, may be submitted in person at any of the County of Brant Customer Service offices or mailed/couriered. Since original signatures are required, faxed or emailed submissions will not be accepted.

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

Heather Madden  
Strategic Initiatives Coordinator  
County of Brant  
31 Mechanic Street, Paris, ON, N3L 1K1 Unit 205  
Phone: 519-442-6324 x 3039  
Email: [heather.madden@brant.ca](mailto:heather.madden@brant.ca)



**OFFICE USE ONLY – EVALUATION FORM – Page 1 of 2**

**1. APPLICATION COMPLETENESS**

**The application is complete, including all required supporting documentation.**

**The application is not complete.**

If determined to be not complete, specify reasons:

**2. APPLICATION EVALUATION**

**The application meets all General Eligibility Criteria (Section 3.2 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 (Section 3.1).**

**The application does not meet all program-specific criteria.**

If not, specify reasons:

**OFFICE USE ONLY – EVALUATION FORM – Page 1 of 2**

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

The application is desirable for the community, is in the public interest, and represents good design according to the Community Improvement Plan and its Design Guidelines.

The application is not desirable for the community, is not in the public interest, and/or does not represent good design according to the Community Improvement Plan and its Design Guidelines.

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 represent good design:

**3. APPLICATION RECOMMENDATION**

The CIP Administrator/Review Panel recommends this application for approval.

The CIP Administrator/Review 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:

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