



Town of Erin INVESTING IN GROWTH

COMMUNITY IMPROVEMENT PLAN



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FREQUENTLY ASKED QUESTIONS

When Can I Apply?

You are welcome to submit an application anytime throughout the year, however applications will be reviewed bi-annually. If funding is exhausted, you will be invited to apply the following year.

How much does the Town allocate to the program each year?

Council makes the decision to allocate funding to the incentive program as part of its annual budgeting process. Funding availability could vary from year to year.

How can I review the Community Improvement Plan?

Applicants are encouraged to review the Community Improvement Plan to understand the eligibility requirements. Please visit the Doing Business Here > Community Improvement Plan section of the Town's website.

Am I able to also access the County of Wellington "Invest Well" funds?

County funding may be available to owners/ tenants of land and buildings that have been approved for incentives through the Town of Erin CIP.

Can I apply for multiple grants?

Yes, as long as the total combined value of grants provided to the applicant by the Town per year does not exceed \$10,000 per project and/ or property.

The only exception is the tax increment equivalent grant, which cannot be combined with any other program.

To discuss your potential application with the Town of Erin or to receive additional assistance, please contact:

Economic Development Officer
Town of Erin
Phone: 519.855.4407 EXT. 241
Email: EcDev@erin.ca

WHAT DOES THIS PLAN DO?

- 1 The Community Improvement Plan (CIP) for the Town of Erin is an exciting initiative which will; promote beautification, property improvements and economic development in the Town. The plan was approved by Council on October 2, 2018.
- 2 The CIP outlines financial incentives for property owners to rehabilitate, redevelop and invest in their businesses.
- 3 The plan supports the overall goals for community improvement, to REVITALISE, RESHAPE, and PROMOTE the Town of Erin as being "OPEN FOR BUSINESS"



Before



After

AM I ELIGIBLE TO APPLY FOR INCENTIVES?

Are you a property owner or a tenant in a designated community improvement project area?

Please note, if you are a tenant, you will need the permission of the owner.

In most cases, only mixed use, commercial and industrial properties are eligible for grants.

Residential properties, including home occupations or uses accessory to a residential use will NOT be eligible.

Does your project meet the eligibility criteria outlined in the Community Improvement Plan, including but not limited to:

The improvement project has not yet been started: work can commence when your application has been approved.

General compliance with urban design guidelines.

Compliance with current zoning, permitted uses and Official Plan policies.

There are no outstanding tax arrears or Town obligations.

Please note that only "eligible costs," as outlined for each incentive program in the Community Improvement Plan, can be included in the calculation of the grant value. The Town can help clarify which aspects of your project are eligible for grants.

WHAT IS THE APPLICATION PROCESS?

- 1 Contact the Economic Development Officer to schedule a pre-consultation meeting.
The application is available for viewing and printing on the Town's website under Doing Business Here > Community Improvement Plan.
- 2 Submit your application form and supporting materials. Materials that could be required include:
 - a. Drawings (plans, elevations, sections, sketches)
 - b. Two quotes for construction work (materials and/or labour)
 - c. Photographs (current state)
- 3 The Town's CIP Review Panel will review your application and make a decision.
 - a. If approved: An agreement will need to be executed between you and the Town.
 - b. If not approved: Applicant will be advised.
- 4 When agreement has been signed you can commence construction. Please inform the Town of Erin of the construction progress and when the approved project is complete.
- 5 The grant is typically paid when construction is completed, inspected and receipts have been submitted.

FINANCIAL INCENTIVE PROGRAMS

Planning Application and Building Permit Fee Grant

- Available to offset the planning and building fees required by the Town
- Eligible projects: Planning application fees required by the Town (including minor variances, site plans, and zoning by-law amendments); building or demolition permit fees required by the Town
- Grant up to 100% of the project's cost or \$2,500, whichever is less

Façade and Signage Improvement Grant

- Assist with the financing of improvements to an existing building's façade or signage
- Eligible projects: Restoration or replacement of exterior treatments, cornices, doors, windows; new or updated signage
- Grant up to 50% of the project's cost or \$5,000, whichever is less
- Grant up to 50% of the project's cost or \$7,500 if property has multiple storefronts/addresses, has river frontage or is a priority site

Design and Study Grant

- For the completion of studies, plans, or designs that will investigate the site-specific potential for new or improvement projects
- Eligible projects: concept plans; site plan drawings; environmental studies; structural analyses; traffic impact assessments
- Grant up to 50% of the project's cost or \$2,500, whichever is less

Building Improvement Grant

- Assist with improvements to existing buildings to materially extend the useful life of a building and/or increase the value of a building
- Eligible projects: Structural repairs to walls, ceilings, floors, and foundations; repair, replace, install plumbing, electrical, HVAC and fire protection systems
- Grant up to 50% of the project's cost or \$2,500, whichever is less
- If priority site: maximum value of grant will increase to \$5,000 per project and/or property

Accessibility Improvement Grant

- Assist with the accessibility improvements to existing buildings, such as the removal of barriers to increase accessibility for people with disabilities.
- Eligible projects: Installation of ramps, elevators, lifts, and /or automatic door openers; and any other improvements that may bring a building up to code
- Grant up to 50% of the project's costs or \$2,500, whichever is less

Public Art Grant

- Assist with the permanent installation of outdoor artworks
- Eligible projects: fees for the artwork; preparation of the building or area to receive the art installation; service/product fabrication of artwork and installation charges of proposed artwork
- Grant up to 100% of the project's cost or \$2,500, whichever is less

Tax Increment Equivalent Grant (TIEG)

- Provide a grant to eligible property owners, which is equivalent to a percentage of the Town portion of a property tax increment that is incurred because of an improvement project
- Eligible projects: development, redevelopment, major additions and infrastructure improvements which result in a significant property tax increase
- Rebate of up to 100% of the amount of a property tax increase as a result of an eligible improvement project. Paid in decreasing amounts of 20% per year for five years until the property owner is responsible for their new tax assessment

Downtown Housing Grant

- Assist in the creation of new residential units in the downtown areas of Erin Village and Hillsburgh
- Eligible projects: Construction and renovation costs related to the creation of new residential units in the upper storey of a mixed use building
- Significant improvement in the quality of one or more existing residential units in the upper storey of a mixed-use building
- Grant up to 50% of the eligible costs for each unit; total value shall not exceed \$5,000 per unit

Commercial Conversion Grant

- Assist with the small-scale conversion of existing vacant or underused space into new commercial, mixed-use and other eligible uses
- Eligible projects: Conversion of non-commercial or vacant building space into new commercial, mixed-use, secondary uses, and other eligible uses; Conversion of existing ground floor commercial space to better suit a new commercial use and expansion of existing eligible uses to increase the gross floor area
- Grant up to \$7,500 per project or property at \$20 per square foot of converted or expanded floor space

Parking and Landscaping Improvement Grant

- Assist with improvements to private property, such as landscaping and optimizing the amount and quality of off-street parking
- Eligible projects: Motorized Vehicle parking improvement; Bicycle Parking Improvement; Landscape Improvement
- Grant up to 50% of the project's costs or \$2,500, whichever is less

Please note that the Tax Increment Equivalent Grant (TIEG) cannot be combined with any other program.