



Financial Incentives Application Package



# 1.0 General Information

The Town of Erin Community Improvement Plan (CIP) application package is to be used by all eligible owners and tenants (with consent of the owner) of private land and buildings throughout the Town who wish to be considered for financial incentives.

#### This package includes:

- An overview of the steps involved in the application submission;
- A checklist of materials that are required as part of a complete application; and
- The Town of Erin CIP Application Form.

For additional information on the financial incentive programs, including grant program details, availability, and eligibility requirements, please review the Town of Erin CIP, which can be found at http://www.erin.ca/communityimprovementplan.

Questions and completed applications can be submitted to:

Robyn Mulder, Economic Development Officer 5684 Trafalgar Road Hillsburgh, ON NOB 1Z0 519-855-4407 ext 241 robyn.mulder@erin.ca

Please note: The Town of Erin is not responsible for any costs associated with an application for CIP funds.

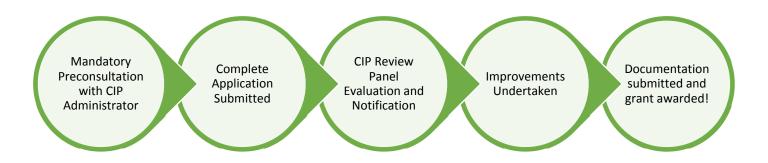


# 2.0 Submission and Review Process

The following is a summary of the process for submission, evaluation, and approval of financial incentive program applications:

- a) Applicants must meet with the CIP Administrator for **a pre-consultation meeting** prior to submitting an application to confirm requirements for a complete application.
- b) Applications must be submitted in accordance with the requirements outlined in Section 8.4.2 of the CIP (see Section 3 below).
- c) The CIP Review Panel will evaluate all applications and supporting materials. Applicants will be notified if their submission is incomplete.
- d) Based on the evaluation of complete applications, a decision will be made with respect to the approval or refusal of an application.
- e) For applications that are approved, a Financial Assistance Agreement will be prepared and executed.
- f) When projects are completed, a statement with supporting invoices and proof of payment shall be submitted to the Town. Following this, the work will be inspected by the Town and, if approved, notice of completion will be issued and the financial assistance will be initiated.

Please see the full Community Improvement Plan document for complete terms.





# 3.0 Application Requirements

Applications for financial incentives offered through the CIP must include:

- One copy of a completed and signed application form.
- One copy of all supporting documentation, as determined by the CIP Administrator at a pre-consultation meeting, which may include (but is not limited to):
  - Good quality photographs of the existing condition of the building and property;
  - o Past/historical photographs and/or drawings (where available);
  - Specifications of the proposed project, including design drawings prepared by a design professional (if available) or sketches, renderings, and/or elevation drawings illustrating the proposed improvements;
  - Two detailed independent contractor estimates for each component of the proposed eligible work, or two estimates covering all the components of the eligible work;
  - A statement with respect to how the proposed project meets the overall goals and objectives of the CIP; and
  - Any additional information requirements as determined by the CIP Review Panel.

Upon applying for financial incentives, landowners shall provide their consent to the Town of Erin to profile improvement projects funded through the CIP in promotional communication, including but not limited to "before and after" pictures. Applicants shall also consent to displaying a Town of Erin CIP participation certificate on the subject property, once a project is complete.



# 4.0 Financial Incentives Form

FOR OFFICE USE ONLY		Date of Pre-consultation	
Date Filed:	Date Approved:	By:	
File Number:	Roll Number:	Other Info:	

## Part 1: Applicant Information

A. Registered	d Owner of	f the Su	bject L	.ands
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· ·	•
Name:	
Company Name:	
Business/HST#:	
Mailing Address:	
Email:	
Dhana	
Phone:	
	licant (Only fill out if different than the owner, e.g. a tenant)
B. Authorized App	licant (Only fill out if different than the owner, e.g. a tenant)
B. Authorized App	licant (Only fill out if different than the owner, e.g. a tenant)
B. Authorized Appl Name: Company Name:	licant (Only fill out if different than the owner, e.g. a tenant)
Name:  Company Name:  Business/HST#:  Mailing	licant (Only fill out if different than the owner, e.g. a tenant)
Name: Company Name: Business/HST#: Mailing Address:	licant (Only fill out if different than the owner, e.g. a tenant)



# Part 2: Property Information

# A. Subject Lands

Municipal Address:	
Legal Description (Part/Lot):	
Property Tax Roll Number:	
Date acquired by current owner (if known):	
Current Zoning (Please check all that apply)	☐ Agricultural
	☐ Residential
	☐ Commercial
	☐ Mixed Use
	☐ Industrial
B. Community Improvement Project Area/Sub-Area	1
Please note the Community Improvement Sub-Area	in which your building or property is located:
Erin Village Sub-Area	
Hillsburgh Sub-Area	
The Hamlets Sub-Area	
The Agricultural Sub-Area	
Is your property located within a Priority Area?	
□ Yes	
□ No	



Yes

No

# C. Existing and Previous Use of the Subject Lands Existing Use: **Previous Uses:** D. Describe Existing Buildings on the Subject Lands Type/Description: Year Built: Floor Area (sq. ft.): Height: Current Condition: **E.** Additional Information Is the property a listed heritage property or designated under the Ontario Heritage Act? П Yes No Are property taxes in good standing on this property? Yes No Are there any outstanding work orders on this property? Yes (please specify) No F. Scale of Project Does the proposed community improvement work involve 25% or more of the existing gross floor area? Is it anticipated that the project will generate a tax increase as a result of property reassessment?

## **G. Related Applications**

Please indicate if additional applications have been submitted for this property or project (including site				
plan, zoning bylaw amendment, building permit, etc.)				
Have you applied for any other financial incentives for any other level of government or under any other applicable Community Improvement Plan for the proposed works?				
□ Yes				
□ No				
If "Yes", when did you apply? Was the application successful? Please indicate the funding body and any other information applicable to the application:				



### Part 3: Community Improvement Project Information

### **A. Project Description**

Please provide a detailed description of the proposed project and scope of work and describe how the project will result in an improvement or rehabilitation over the existing conditions of the building or property. If more space is required, please attached a separate sheet.



### **B.** Goals and Objectives

Please provide a detailed explanation of how the propose project will contribute to achieving one or more of the following community improvement goals:

1. The project will contribute to revitalizing the Town of Erin by
2. The project will contribute to reshaping the Town of Erin by
3. The project contributes to an investment in the Town's growth and shows that we are "Open for Business" by

If more space is needed, please attached a separate sheet.



#### Part 4. Application Type

#### Please indicate the Financial Incentive Program(s) for which you are applying.

Please note that all financial incentives listed below may not currently be available. Program availability will be determined on an annual basis at the sole discretion of the CIP Review Panel and Town Council. Applicants are required to confirm whether a program is available prior to completing and submitting an application at the pre-consultation meeting.

<b>√</b>	Incentive Grants	Eligible Costs	Maximum Grant Value
	Planning Application and Building Permit Fee Grant	100% of eligible fees	\$2,500
	Planning Application and Building Permit Fee Grant (Priority Site)	100% of eligible fees	\$5,000
	Façade and Signage Improvement Grant	50% of eligible costs	\$5,000
	Façade and Signage Improvement Grant (priority criteria met)	50% of eligible costs	\$7,500
	Building Improvement Grant	50% of eligible costs	\$2,500
	Building Improvement Grant (Priority Sites)	50% of eligible costs	\$5,000
	Design and Study Grant	50% of eligible costs	\$2,500
	Design and Study Grant (Priority Site)	50% of eligible costs	\$5,000
	Tax Increment Equivalent Grant	See CIP Document	
	Tax Increment Equivalent Grant (Priority Site)	See CIP Document	

Please note: Your project may be eligible for additional funding through the Wellington County InvestWell Program. Eligibility for County funding programs will be determined through pre-consultation with the Town of Erin Economic Development Officer.



### Part 5 Expense/Grant Information

A. Please attach two detailed independent contractor estimates for each component of the proposed eligible work, or two detailed estimates covering all of the components of the eligible work.

Name of First Contractor:	First Estimate (including taxes)
Name of Second Contractor:	Second Estimate (including taxes)
Cost of external professional design services (if applicable)	
B. Grant Request	
Total Project Cost (combined lowest cost estimates including taxes)	
Total Grant Request:	
C. Other Funding Sources	
Total funds from other sources (including taxes):	
Source:	
D. Timing/Schedule Information	
Anticipated Start Date (YYYY/MM/DD)	Anticipated Completion Date (YYYY/MM/DD)

Please note: Construction must be started within six months and completed within one year from the date of project approval under this program. Opportunities for a one-time extension may be available.

Part 6 Declarations			
I, of of		solemnly decla	re that all of the
(Name of Applicant)	(Municipality)		
statements contained in this Town of Erin CIP	Application Package for	or	
(Property)			
and all supporting documents and plans are tr	ue and complete, and	I make this solemn	declaration
conscientiously believing it to be true, and kno	owing that it is of the s	same force and effe	ect as if made
under oath, and by virtue of the Canada Evide	nce Act.		
By completing this Declaration, I/we hereby ac	cknowledge and autho	orize the Town to e	nter upon the
lands subject to this application for the purpos	se of conducting a site	inspection.	
Declared before me at Wellington County in th	e Town of Erin this	day of (day)	, (Month)
(Year)			
(Signature of Applicant)			
(Please PRINT name of Applicant)			
		Sig	nature of Witness



## Municipal Freedom of Information Declaration

In supporting this development application and supporting documentation, I
(Please print name of Applicant)
the Owner/Applicant/Authorized Agent, hereby acknowledge and provide my consent in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.
(Signature of Applicant)