

Application for Bolton Community Improvement Plan Financial Incentive Programs

For use by the Town of Caledon	
Application number:	Roll Number
Date received:	

1. Before completing the Financial Incentive Programs application form, applicants should read the Bolton Community Improvement Plan (CIP). The CIP provides Program Specific Eligibility Requirements in Section 4.0, and General Eligibility Requirements in Section 6.7. Applicants should be familiar with both the Program Specific and General Eligibility Requirements of the Financial Incentive Programs prior to filling out this form.
2. Prior to submission of a complete Financial Incentive Program application, **applicants are required to arrange and participate in a pre-application consultation meeting with one or more members of the Bolton Community Improvement Plan Review Panel and/or Administrator**, in order to discuss and confirm application requirements, program eligibility, proposed scope of work, project timing, supporting documentation requirements, etc.
3. A complete Financial Incentive Program application must be submitted to and approved by the Town **prior to commencing any community improvement works**. Complete applications must also be submitted and approved prior to application for planning approval and/or building permit. Failure to do so will result in the refusal of an application.
4. Please ensure that this application form is complete and that all required signatures are provided. Failure to do so will result in the refusal of an application, or will result in processing delays.
5. In order for a Financial Incentive Program application to be considered complete by the Bolton Community Improvement Plan Review Panel and/or Administrator, the applicant must submit a completed application form, in addition to any supporting documentation, required by the Review Panel and/ or Administrator (as determined in the pre-application consultation meeting, or through the Review Panel and/or Administrator's Preliminary Screening of the application).
6. The Town is not responsible for the costs associated with a CIP application, costs related to the anticipation of an incentive program, or any other costs incurred in relation to any of the programs, including pro-forma financial information, a third party financial review (contracted by the Town), required studies, audits, etc.
7. If the applicant is not the property owner (i.e. tenant or agent acting for the property owner), please ensure that the required authorization is completed and signed by the property owner as provided in Part J of this application form.
8. If there is insufficient space on this form to provide the required information, please provide the additional information on a separate sheet and attach the information to this application form.
9. Please print (in black or blue ink) or type the information requested on the application form.
10. Applicants may deliver this application in person or send it by mail to:

Town of Caledon
Economic Development Department
6311 Old Church Road
Caledon, Ontario L7C 1J6

If you have any questions about this program, please contact Sandra Dolson by:

Phone: 905-584-2272 ext. 4152

Fax: 905-584-4325

E-mail: sandra.dolson@caledon.ca

11. All Financial Incentive Program applications will be considered by the CIP Review Panel and/or Administrator on a "first-come-first-served" basis.
12. Successful applicants will be required to sign the appropriate Financial Incentive Program Acknowledgement and Agreement Form at the time that the application is approved by the CIP Review Panel and Town Treasurer.

A. Description of Subject Property			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
Project value est. \$		Use(s) of Existing Building(s)	
Is the subject property located within the Community Improvement Project Area (CIPA) designated by the Bolton Community Improvement Plan?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Are there any easements or restrictive concerns affecting the subject property?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, describe the easement of covenant and its effect:			
<hr/> <hr/>			
B. Applicant			
Applicant is:		<input type="checkbox"/> Owner or	<input type="checkbox"/> Authorized agent of owner
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
Has a Pre-consultation meeting occurred with the Bolton CIP Review Panel and/or Administrator? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please provide the date of the Pre-consultation meeting: _____			
Do you own other properties within the Town of Caledon? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please provide the address of each property: _____			
<hr/>			
C. Owner (if different from applicant)			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
D. Additional Property Information			
Please describe the present use(s) of the subject land:			
<hr/> <hr/>			
Is the subject property designated under Part IV of the <i>Ontario Heritage Act</i> , or listed or otherwise identified by the Heritage Committee or the Town's Development Approval & Planning Policy Department ?			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			
If yes, please provide any available documentation to support the designation, or listing, including Historical photographs and/or drawings.			

If the subject property is designated under Part IV of the *Ontario Heritage Act*, or listed or otherwise identified by the Heritage Committee or the Town's **Development Approval & Planning Policy Department**, please indicate whether or not a consultation meeting with the Town has been undertaken in order to identify and obtain guidance on community improvement works that will protect, restore, or enhance the heritage features of a property.

Yes No

Describe the existing condition of the subject property. This description must be supported by an appropriate number of photographs of the existing building and site condition attached to this application.

E. Application Type

Please indicate the Financial Incentive Program(s) for which you are applying. Check all that apply.

Tax Increment-Equivalent Grant Program

Check this box if application is for a "brownfield" project.

For "brownfield" projects only, the application must be accompanied by a Phase II ESA, Phase III ESA, or Risk Assessment Plan prepared by a "qualified person" (as defined in Section 6.1 and by Ontario Regulation 153/04 as amended by Ontario Regulation 66/08) that contains:

- i) an estimate of the cost of actions that will be required to reduce the concentration of contaminants on, in, or on the property to permit a RSC to be filed in the Environmental Site Registry under Section 168.4 of the Environmental Protection Act; and
- ii) a work plan and budget for said environmental remediation, and/or risk management actions;

OR

- iii) the application must be accompanied by proof that an RSC for the proposed use of the property has been acknowledged by the Ministry of the Environment.

PLEASE NOTE:

An application for the Tax Increment-Equivalent Grant Program will not be considered in combination with an application for any other additional incentive programs offered through the Bolton CIP.

Projects that involve less than 25% of the existing gross floor area will not be considered eligible under this program.

In order to determine the suitability of the Tax Increment-Equivalent Grant, prior to submitting an application for the program, eligible applicants should attempt to estimate the total potential value of the grant, based on current assessment values and anticipated investment. Upon completing the approved community improvement works, to the satisfaction of the Town, and upon reassessment of the property, should the total value of the grant be significantly less than the applicant's estimated value, the applicant may then have the opportunity to withdraw the application for the Tax Increment-Equivalent Grant Program, and submit an application for one or more of the additional incentive programs offered through the Bolton CIP.

Development Charge Grant Program

Application and Permit Fees Grant Program

Specify:

- Planning application fee grants for Minor Variances and/or Site Plan Applications to a maximum of \$10,000.
- Building permit fee grants for Building and/or Demolition Permits fees to a maximum of \$10,000.

Building and Façade Improvement Grant Program

Specify:

- Application for front, rear, or sidewall façade improvements, and other improvements to a commercial, mixed-use, or industrial building for a total of 50% of the construction costs to a maximum of \$12,500.
- Application for improvements to/restoration of building signage for 50% of the construction costs to a maximum of \$5,000.

PLEASE NOTE:

A project will only be considered eligible for the Building and Façade Grant Program when the building and/or façade/signage being improved fronts onto a street or is visible for a street within the CIPA.

Prior to approval by the Town, properties which are designated under the *Ontario Heritage Act* are subject to review by Heritage Caledon. Properties which are listed on the heritage register or identified on the Built Heritage Resources Inventory are subject to review by the Town's Heritage Resource Officer.

Mixed-Use Construction/Conversion Grant Program

Specify:

- Application for the development, redevelopment, construction or reconstruction of a low to mid-rise mixed-use building equal to 15% of the construction cost to a maximum of \$5,000 per residential unit.
- Application for the conversion of upper storey non-residential space above a commercial main floor to residential units equal to 15% of the construction cost to a maximum of \$5,000 per residential unit.

PLEASE NOTE:

Existing or proposed ground floor/at grade residential space with frontage on a public road within the designated CIPA will not be eligible for the Mixed-Use Construction/Conversion Grant Program.

Priority eligibility may be given to applicants who propose rehabilitation of/conversion to rental apartment units.

Energy Efficiency Retrofit Grant Program

Specify:

- Application for energy efficiency retrofits to commercial or mixed-use buildings for a total of 25% of the retrofit costs to a maximum of \$7,500.
- Application for energy efficiency retrofits to industrial buildings for a total of 25% of the construction costs to a maximum of \$15,000.

PLEASE NOTE:

Prior to approval by the Town, industrial applications for the Energy Efficiency Retrofit Grant Program will require documentation to verify that the result of the retrofits will result in a measurable and verifiable reduction in energy use. Applications will be subject to review by a commissioning consultant (at the expense of the applicant) and/or review by the Town's Energy and Environmental Coordinator. For all commercial, mixed-use, and industrial applications, the Town of Caledon reserves the right to reject any proposed retrofit activity that cannot be supported by a credible scientific explanation or whose effectiveness in reducing energy use cannot be verified.

Landscape Improvement Grant Program

Specify

- Application for landscape improvements to a commercial property.
- Application for landscape improvements to an industrial property.

PLEASE NOTE:

A project will only be considered eligible for the Landscape Improvement Grant Program when the commercial or industrial building is visible from the public realm and contributes to the streetscape.

Prior to approval by the Town, applications for the Landscape Improvement Grant Program will be subject to review and input from the Town's Development Division.

Environmental Study Grant Program

PLEASE NOTE:

To be eligible for the Environmental Study Grant Program, a Phase I ESA must be completed and submitted to the Town in order to demonstrate that site contamination is likely. The following studies may be considered under the Environmental Study Grant Program:

1. studies to conform and describe contamination on the site; or
2. studies to develop a plan to remove, treat, or otherwise manage contamination found on the site (Phase III ESA/Remedial Work Plan/Risk Assessment Plan).

F. Proposed Community Improvement Works

Scale of Community Improvement Works:

Do the proposed community improvement works involve 25% or more than of the existing gross floor area? Yes No

Type of Community Improvement Works:

1. Do the proposed community improvement works involve the development or redevelopment, reconstruction and rehabilitation and/or the improvement of energy efficiency of building's properties? Yes No

If yes, please specify and describe the general nature of the community improvement works.

2. Does the project involve the remediation, rehabilitation, and/or adaptive reuse of a brownfield site? Yes No
3. Do the proposed community improvement works involve front, rear, or sidewalk façade improvements, or for the improvement or restoration of building signage, to commercial or mixed-use buildings? Yes No

If yes, please specify:

- Repair/replacement or storefront/rear/side, including repair or replacement of storefront/rear/side doors and windows;
- Repair/replacement of façade masonry and brickwork;
- Repair/replacement or architectural details;
- Repair/replacement of awnings or canopies;
- Façade painting and cleaning/treatments, including murals;
- Addition of new lighting/upgrading of existing fixtures on exterior façade and in entrance and storefront display areas;
- Addition of sidewalk cafes;
- Architectural/design fees required for eligible works (to a maximum of 15% of the grant amount); and

Other similar repairs/improvements. Please describe below:

4. Do the proposed community improvement works involve the installation/improvement of signage as permitted by the Town's current sign by-law? Yes No
5. Will the proposed community improvement works take place on a designated heritage property? Yes No
6. Do the proposed community improvement works involve the development, redevelopment, construction or reconstruction of a low to mid-rise mixed-use building (with commercial uses on the ground floor/at grade and residential units occupying the upper storeys)? Yes No
7. Do the proposed community improvement works involve the conversion of non-residential space to residential space?
 Yes No
8. Do the proposed community improvement works involve the rehabilitation of existing residential space? Yes No
If yes, please indicate the number of anticipated rehabilitated residential units:

If yes, please indicate the number of anticipated residential units as a result of the conversion(s): _____

9. Is the existing or proposed residential space located on the ground floor or at grade with frontage on a public road?
 Yes No
10. Do the proposed community improvement works involve an increase in the gross floor area of the commercial building?
 Yes No
- If yes, please indicate the anticipated increase in the gross floor area as a result of the work: _____
11. Has an application for planning approval and/or building permit, and any additional required permits, related to the community improvement works, as described above, been submitted to date? Yes No
12. Do the proposed community improvement works involve energy efficiency retrofit projects for **commercial or mixed-use buildings**? Yes No

If yes, please specify:

- Replacement of existing heating systems with ENERGY STAR® systems;
- Replacement of central air-conditioning systems with ENERGY STAR® units or systems;
- Replacement of existing hot water systems with recognized energy efficient systems;
- Insulation upgrades to attics, exterior walls, exposed floors, basements, and crawl spaces;
- Replacement of doors, windows and skylights with ENERGY STAR® models;
- Replacement of existing toilets with low-flush or dual-flush toilets rated at 6 litres per flush or less; and
- Other similar repairs/improvements as may be approved. Please describe below:

13. Do the proposed community improvement works involve energy efficiency retrofit projects for **industrial buildings**?
 Yes No

If yes, please specify:

- Improvements to a building envelope (such as insulation upgrades, weatherization, and window and door replacement);
- Replacement of inefficient equipment;
- Installation of energy efficient lighting systems;
- Improvements to HVAC systems;
- Improvements to compressed air systems;
- Improvements to fans, blowers and pumps;
- Improvements to motor and drive systems;
- Improvements to water heating systems;
- Improvements to chillers, cooling, and refrigeration systems;
- Improvements to boiler plant Systems;
- Improvements to combustion systems;
- Improvements to process dryers, furnaces, and kilns; and
- Other improvements as may be approved. Please describe below:

14. Do the proposed community improvement works involve a building that fronts a street or is visible from a street within the CIPA? Yes No
15. Do the proposed community improvement works involve landscape improvements to commercial, mixed-use or industrial buildings? Yes No

If yes, please specify:

- Replacement of sod with new sod or alternative ground cover treatments such as water efficient/native plant species;
- Planting of trees, shrubs, plants/beds;
- Repair or construction of fencing or retaining walls;
- Implementation of benches and planters;
- Repair or construction of driveways, walkways, and rockwork;
- Water efficiency improvements to irrigation systems; and
- Other similar repairs/improvements as may be approved. Please describe below:

16. Do the proposed community improvement works involve the completion of a Phase I ESA? Yes No
- If yes, has the Phase I ESA been completed? Yes No

17. Please describe the proposed exterior design of the building(s), upon completion of the community improvement works, including signage, and explain how this design is consistent with the appearance/character of Bolton and principles of the companion Urban Design Guidelines to the Bolton Community Improvement Plan.

Anticipated Requirements/Impact of Community Improvement Works?

1. Is it anticipated that development charges or Town planning application/building permit/development charge fees related to the proposed community improvement works will be required? Yes No

If yes, please describe the nature of development charges or planning applications/building permit/development charge fees that are anticipated to be required.

2. Is it anticipated that the property tax associated with the subject property/building will increase as a result of the proposed community improvement works? Yes No

If yes, please describe the anticipated property tax increase, and source.

3. Describe the total anticipated costs associated with the proposed community improvement works. These costs must be supported at least by two cost estimates for eligible work provided by licensed contractors, and attached to this application.

G. Supporting Material

In order for an application to be complete, the application must be accompanied by all of the supporting material required by the Bolton Community Improvement Plan Review Panel and/or Administrator, which may include but is not limited to:

- Photographs of the existing building condition;
- Historical photographs and/or drawings;
- A site plan and/or professional design study/architectural drawings;
- Specification of the proposed works, including a work plan for the improvements and construction drawings; and
- Two cost estimates for eligible work provided by licensed contractors.

Submission requirements will be confirmed with the applicant by the CIP Review Panel and/or Administrator at the time of the pre-submission consultation meeting.

If additional supporting material or documentation is required, or becomes necessary during the processing of this application, the applicant will be contacted and informed prior to this application proceeding.

No work associated with the project listed in this application may begin prior to approval by the CIP Review Panel and Town Treasurer and the Financial Incentive Program Agreement being executed.

H. Freedom of Information

For the purposes of the *Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure to any person or public body any information that is collected under the authority of the *Planning Act* for the purposes of processing this application.

_____ Date _____ Signature of applicant

I. Declaration of Applicant

I _____ certify that:
(print name)

- 1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.

_____ Date _____ Signature of applicant

J. Authorization

If the applicant is not the owner of the land that is the subject of this application, the authorization set out below must be completed by the owner.

Authorization of Owner

I/we _____ am/are the owner(s) of the land that is the subject of
please print name & company name (if applicable)

this application for participation within a Financial Incentive Program under the Town of Caledon Bolton Community Improvement Plan.

I/we authorize _____ to make this application on my/our behalf and to provide any of my/our personal
please print

information necessary for the processing of this application.

_____ Date _____ Signature of owner

_____ Date _____ Signature of applicant

K. Preliminary Application Screening Checklist – FOR OFFICE USE ONLY

Check all that apply:

Application is Complete (included completed form and all required supporting materials).

Application is Incomplete

Specify:

Additional Supporting Materials/Consultation Required.

Specify:

Proposed Community Improvement Works Meet Program Requirements.

Proposed Community Improvement Works Does Not Meet Program Requirements.

Specify:

Application accepted.

Application Refused.

Initial Site Visit and Inspection of the Building/Property Required.

Reviewed by: _____

Date: _____

L. Application Review and Evaluation Checklist – FOR OFFICE USE ONLY

Check all that apply:

- Application Meets All General Eligibility Requirements.
- Application Does Not Meet All General Eligibility Requirements.

Specify:

- Application Meets All Program Specific Eligibility Requirements.
- Application Does Not Meet All Program Specific Eligibility Requirements.

Specify:

- Application Recommended for Approval. Financial Incentive Agreement to be Prepared and Sent to Applicant for Signature.
- Application Not recommended for Approval.

Reviewed by: _____

Date: _____

Financial Incentive Agreement Prepared by: _____

Date Financial Incentive Agreement Sent: _____