



**SURPLUS LAND & BUILDING
COMMUNITY IMPROVEMENT PLAN (CIP)**

Effective Date: June 17, 2026

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Area: FIN - Finance

Policy Number: FIN-2026-03

By-Law Number: 90 of 2026

Effective Date: June 17, 2026 **Revision Date:**

Subject: Surplus Land & Buildings Community Improvement Plan (CIP)

1. Policy Statement:

This policy statement is designed to establish a transparent, efficient, and strategic framework for the identification and disposal of surplus land and buildings, aimed at reducing liabilities, unlocking economic value, and promoting community development.

2. Purpose:

A Surplus Land & Buildings Community Improvement Plan (CIP) aligns with broader municipal goals to boost the local economy, improve infrastructure and offer opportunities for private sector investment in the Town of Goderich's future. A Surplus Land & Buildings CIP is a municipal strategic growth planning tool, enabled by Section 28 of the [Ontario Planning Act](#), that repurposes unused public lands and buildings to stimulate development, generate employment and increases the Town's tax assessment base. Economic development incentives exist to induce private economic activity where it would not have otherwise occurred.

The municipality will identify lands and buildings to be deemed surplus and determine the best use of the property(ies). Once Council formally declares land or a building surplus, by resolution, at least one (1) appraisal of the fair market value of the land and a public notice must be provided (see Surplus Land By-Law), available properties will be posted on the Town's website with relevant details including location, size, zoning, servicing information, and method of sale.

The Town of Goderich welcomes responsible surplus land and building proposals through an Application Process or a Request for Proposal (RFP) process. Both methods are included in the policy in order to balance the need for administrative efficiency with the necessity for strategic, high-value development. This two-prong approach allows Council to tailor the disposal method to the nature of the property – using simple processes for standards sales and rigid, evaluation-driven processes for complex economically significant projects.

The Town encourages interested parties to review applicable planning policies and zoning regulations prior to submitting an inquiry.

The Town of Goderich's tailored incentives enable a collaborative approach to community building, allowing developers and the Town to work together to improve built environments.

3. Designation of Community Improvement Project Area and Public Consultation Process:

Section 28(4) of the Planning Act states that once a 'community improvement project area' has been designated by By-law, "the Council may provide for the preparation of a plan suitable for adoption as a Community Improvement Plan for the Community Improvement Project Area".

The Goderich Official Plan also provides enabling policies that allows the Town to designate a community improvement area and prepare a community improvement plan for such area. Guiding policy and criteria is also provided within the Official Plan for how community improvement should be implemented in the Town and may include:

- Ongoing maintenance, rehabilitation, redevelopment of areas containing deficient or deteriorated buildings, land use conflicts, environmental contamination, deficient municipal services, or economic instability,
- The establishment of financial programs to stimulate private sector redevelopment and rehabilitation that addresses identified economic, social, housing, or environmental needs through:
 - Provision of public municipal funds, such as grants and loans, and
 - Application for financial assistance and participation in programs from senior levels of government,
- The acquisition of land and/or buildings by the Municipality for environmental remediation, rehabilitation, or improvement. This may include the possible sale or lease to other persons or government authorities

The process for adopting a CIP follows the same public meeting and notification requirements as an Official Plan.

4. Community Improvement Project Area

In accordance with the Planning Act, the Goderich Surplus Land and Building CIP designates certain areas of the *Municipality* as Community Improvement Project Areas (CIPAs), for:

- Providing Available Incentive Packages (as described in Section 5.3) to *eligible applicants*.

To achieve the goals and objectives of this CIP, the entire Town of Goderich is identified as the Community Improvement Project Area. The Community Improvement Project Area will be adopted by by-law.

5. Policy Requirements:

5.1. Goals of the Plan

CIP applications will be reviewed against the goals and eligibility criteria of this CIP. Preference will be given to those projects which meet the goals of the Plan.

This CIP has the following goals:

- To stimulate private investment through the use of the municipal incentive outlined in this Plan.
- To improve the economic health of the Town’s industrial areas.
- To promote the development of vacant surplus properties.
- To support new business development and expansions to existing businesses.
- To create employment opportunities

5.2. Eligible Criteria

The project must comply with all municipal by-laws, policies, standards, guidelines and Official Plan and Zoning, as well as any applicable Provincial, Federal or government agency requirements (e.g., conservation authority).

Incentives will not be applied retroactively to works started prior to approval of an application or a Request for Proposal.

Applicants will be required to disclose all funding sources, including governmental, private, or not-for-profit funding to support the project.

5.3. Available Incentive Packages

The Town’s Surplus Land & Building Available Incentive Packages are as follows:

Available Incentive Packages	11-19 Points A	20-34 Points B	35-49 Points C	50-64 Points D	65-79 Points E
Cost of Servicing Waived	✓	✓	✓	✓	✓
Development Charges (% waived)	25%	50%	75%	100%	100%
Property Tax Reductions (% waived per year)	25% 1 yr	50% 2 yrs	75% 2 yrs	100% 3 yrs	100% yrs 1-5 75% yrs 6-10
Municipal Fees (% waived)	25%	50%	75%	100%	100%
Land Acquisition Price Break	0%	25%	50%	75%	100%

Take a quick assessment of your _____ Park Project below to view your incentive package opportunities:

1. Select the Permitted Business Use	Points
<ul style="list-style-type: none"> Hotel/Conference Centre Data Process Centre 	2
<ul style="list-style-type: none"> Non-effluent producing industry (i.e., manufacturing) Office not related to green technology, renewable energy or nuclear services 	5
<ul style="list-style-type: none"> Business Incubator Business/activity associated with green technology or renewable energy 	10
<ul style="list-style-type: none"> Agriculture Processing & Agri-Food Facility for education, training and skills development and trades Marine 	15
<ul style="list-style-type: none"> Manufacturing supporting nuclear, aerospace, pharmaceuticals Supporting vertical integration of existing Town industries Research and Development 	20
<ul style="list-style-type: none"> <i>If there is a retail store or food and beverage use that is an accessory to one of the above</i> 	+2

2. Project's Construction Value	Points
\$1 million or less	0
\$1 - 3 million	5
\$3 - 6 million	10
\$6 - 10 million	15
More than \$10 million	20

3. Number of Full-Time Jobs	Points
1 - 9	0
10 - 50	10
51 - 75	15
76 - 99	20
100+	25

4. Business Presence	Points
Provincial (Ontario)	1
National (Canada)	3
International (Canada + one or more other countries)	5
Tally Your Points:	

5. Level of LEED Certification*	Points
No Certification	0
Certified	1
Silver	3
Gold	5
Platinum	7
<i>*or comparable green development standard</i>	

Question	Points
1	
2	
3	
4	
5	
Total	

Note: Scores of 10 points or less are not eligible for incentive package.

NOTE: The Town is receptive to innovative ownership proposals that support our community economic development goals (i.e. land lease options, Public-Private Partnership (P3)).

5.4. Application-Based Process

The application-based process is best for small, routine, or unsolicited offers for surplus land where the buyer is specific (e.g., an adjacent landowner expanding their property).

Applicants are required to complete the Quick Assessment Form (Schedule A), and then contact the Chief Administrative Officer to arrange and participate in a pre-application consultation meeting with Town staff, in order to discuss and confirm application requirements, plan eligibility, the proposed scope of work, project timing, supporting documentation requirements, etc.

- After the consultation, the applicant will be required to submit a completed application form, in addition to any supporting documentation, as required by the Town.
- Once all the required forms and supporting materials are received, the Chief Administrative Officer will undertake a preliminary screening of the proposal and application.
- If the application clearly does not meet the plan requirements, the application will not be accepted.
- If the application meets the plan requirements, the application will be accepted. Acceptance does not guarantee incentive approval, only that it will be reviewed by Council or a delegated approval authority for final approval.

5.5. Request For Proposal (RFP) Process

The Request for Proposal (RFP) process will be used for unique or strategic parcels where the Town has specific development goals.

- A Surplus Land & Building Request for Proposal is a competitive process used by the Town to sell or lease land that is no longer needed for public use.
- Proposals submitted will be evaluated based on the criteria identified in the Request for Proposal. Evaluation will focus on the highest and best use, economic benefits, financial capability, and compatibility with adjacent land uses.
- The proposal that best meets or exceeds the criteria identified in the RFP does not guarantee incentive approval, only that it will be reviewed by Council or a delegated approval authority for final approval.

5.6. Award of Incentive

The incentive will be awarded, by Council or the designated approval authority, based on the submission received as part of the Application or RFP process.

5.7. Monitoring & Evaluation

This Surplus Land & Building Community Improvement Plan is primarily intended to be a strategic planning and economic development tool to offer incentives and facilitate the development of underutilized or vacant public properties by the private sector. As circumstances evolve, and as market forces, economic conditions and financial resources change, the CIP may also need to evolve. Council or its designated authority will have the discretion to determine funding for the incentives. In order to inform decision making and to ensure that the Plan is working as it was intended, the Plan shall be monitored, evaluated and, if necessary, revised, on a regular basis.

5.7.1. Establishing a Monitoring Database

The Chief Administrative Officer shall request the Director of Legislative Services/Clerk (Planning Coordinator) to develop a database upon which to monitor the number, types and success of the incentive applications. As applications for incentives are received, they shall be recorded in the database.

Additionally, the Director of Legislative Services/Clerk shall record all pre-application consultations related to potential application submissions, even if the consultations do not result in an application being submitted.

Throughout the course of a one-year review period, the Director of Legislative Services/Clerk shall enter information from applications, request for proposals, and pre-application consultation meetings into the database:

- The approved/denied value of the various available incentives, and the total value of construction (total public investment versus private investment);
- The effect of the incentives, such as the number of new jobs (full-time, part-time, apprenticeships, co-operative education, etc.) created;
- The projected increase in property assessments and property taxes; and Indirect and qualitative indicators including economic indicators, and other indicators which may or may not be directly attributed to the influence and success of the Community Improvement Plan.

5.7.2. Prepare Annual CIP Evaluation Report to Council

Based on the information obtained, the Director of Legislative Services/Clerk will provide an annual report to the Chief Administrative Officer. The Chief Administrative Officer will report to Council their evaluation of the Community Improvement Plan and its available incentives, based on the uptake of the incentives and any challenges that have emerged. The report may recommend adjustments to the Community Improvement Plan, including its terms, incentives and eligibility criteria, in order to make adjustments/improvements to the Plan. The report will provide recommendations based on the results of monitoring. Recommendations may include:

- Potential revisions to the Community Improvement Plan area;

- Adjustments to the incentives including addition or discontinuation of incentives, where necessary;
- Any necessary changes to plan administration or processes.

The report shall be made available on the Town’s website each year for public review. The reporting of incentive success shall be accompanied by before and after photos of the projects completed to communicate the successes of the Plan.

Additionally, the annual report shall include a review, summary and analysis of potential funding opportunities as they become available.

5.7.3. Plan Adjustment

Based on an annual review and report to Council, changes to this Plan may be required based on the monitoring and evaluation process, changes to the terms of this Plan, the eligibility requirements, or the incentives may be required.

5.8. Implementation

The implementation of this Plan will be coordinated by the Chief Administrative Officer. This section outlines how the Plan is to be implemented and administered

5.8.1. Definitions

To assist in the interpretation of this Plan, the following defines some of the terms used in this Plan:

Chief Administrative Officer means the municipal staff member assigned by Council, who is primarily responsible for ensuring that the responsibilities of the Plan, set out herein, are fulfilled.

Applicant, unless otherwise indicated, means a registered or assessed owner who has a right to apply for one or more incentive(s) in accordance with the policies of this Plan.

Approval Authority means the body or person responsible for approving or denying incentive applications or request for approvals. By default, the approval authority is Council. However, Council may designate an approval authority in accordance with the policies of this Plan.

Community Improvement Plan unless otherwise specified, is defined in accordance with its meaning under Section 28 of the Planning Act.

Cost of Servicing Waived means infrastructure; water, wastewater, hydro and natural gas to each lot line.

Council means the Council of the Town of Goderich.

Development Charges means a charge imposed for increased capital costs required because of increased need for service arising from development of the area to which this By-Law applies.

Eligible Applicant means an applicant (as defined above) who meets all the general and plan specific requirements of the Community Improvement Plans incentives and prepares and applies for an incentive that is in accordance with the Plans goals.

The Chief Administrative Officer (CAO) shall provide a staff report to Council demonstrating whether or not an applicant is eligible for an incentive(s) set out in the Community Improvement Plan.

Incentive means available incentives listed in Section 4 of this Plan.

Town means the Corporation of the Town of Goderich.

Municipal Fees means Building Permit, Plumbing and Sewage, Sewage System Inspection, Fire Inspection and Planning.

Property Tax Reduction means a decrease in the amount of the municipal property tax portion only, through this CIP Policy Available Incentive Packages framework, to support industrial development and job creation.

Vacant Land is land that does not contain any permanent structures and is not environmentally damaged.

5.8.2. Sole Discretion of Council

Ultimately the Community Improvement Plan will be interpreted at the sole discretion of Council. In some cases, as provided herein, interpretation and discretion may rest with the Chief Administrative Officer.

5.8.3. Dissolution of Community Improvement Plan

Council may choose to dissolve the Community Improvement Plan by by-law which renders the Plan inoperative.

5.8.4. Administration of the Plan

5.8.4.1. Designation of Plan Administrator

Upon implementation of this Plan, Council will designate the Chief Administrative Officer as the Plan Administrator. An alternate Administrator of the Plan shall be the Director of Legislative Services, should the Chief Administrative Officer be unavailable.

5.8.4.2. Application Approval Authority

By default, Council will be the approval authority, making decisions on incentive applications. Council may choose to delegate this authority to the Chief Administrative Officer by by-law.

5.8.4.3. Administration of Incentives

The incentives outlined in this document will be administered primarily by the Chief Administrative Officer, and decisions about whether to approve incentive applications will be made by Council or its designated approval authority.

5.8.4.4. Submission of Applications for Incentive(s)

Applications for incentives will be submitted and processed in accordance with the steps outlined in this document. The Chief Administrative Officer will be responsible for ensuring that this process is carried out in a timely manner.

5.8.4.5. Approval of Applications for Incentive(s)

Decisions on incentive applications and Incentive Plan Agreements will be made by Council. Should an application be refused, applicants will be given an opportunity to request that Council reconsider the decision, as applicable under the Town's Procedure By-Law.

5.9. Project In Accordance With Planning Approvals And Building Permits

Projects associated with a Community Improvement Plan application must be undertaken pursuant to application for planning approval and/or building permit, and any additional required permits, and in accordance with the Ontario Building Code and all applicable planning policies and standards.

5.10. Municipality Not Responsible For Applicant's Cost

The Town is not responsible for any costs incurred by the Applicant during the application process, including costs associated with preparing the materials which are required by the municipality as part of a complete application.

5.11. Applicant To Declare Funding

All sources of funding or incentives must be declared at the time of submission. The Chief Administrative Officer is entitled to make recommendations for incentive reductions based upon any declared funding or incentive.

5.12. Application Review

The Chief Administrative Officer will evaluate all applications and supporting materials and offer a recommendation to Council who will then decide on the application.

5.13. Incentive Plan Agreement

Should the application be approved by Council, an Incentive Plan Agreement will be required, which will outline the terms, duration, default, and any other provisions of the incentive(s). This agreement will be subject to approval by Council.

Incentives recipients must be sufficiently accountable to the local taxpayer and for the broader public interest. Therefore, the Incentive Plan Agreement shall include the following clauses:

- If construction is not substantially started within eighteen (18) months, the building permit lapses.
- Any approved project must be substantially completed within three (3) years from the date of closing, transfer of lands, or execution of the Incentive Plan Agreement, whichever occurs first; and that failure to meet this requirement may result in cancellation, reduction, withholding, or recovery of incentives and any land return, repurchase, or default remedies available to the Town.

5.14. Additional Information May Be Required

Should the Chief Administrative Officer, or Council require additional information, plans, studies, or any additional works related to the proposed project and incentive plan application, the requested information and/or works must be adequately provided and/or undertaken prior to approval of the application.

5.15. Marketing Plan

It is important that the Town's residents and other stakeholders are kept aware of the incentives offered by the Surplus Land & Building Community Improvement Plan and of opportunities to participate in the process.

To this end, marketing and promoting the incentives will be necessary to increase their uptake and therefore help to implement the Plan.

At its discretion, the municipality will complete the following activities on an on- going basis, to market and promote the Plan:

5.15.1. Collateral Material: The municipality may prepare brochures/information fact sheets or other printed collateral material that provide an overview of this Plan and the incentives that are available. Collateral material shall be provided to parties showing an interest in Town-owned Surplus Lands and Buildings. Brochures may also be displayed and provided by the Town at its municipal office and on the Town’s website.

5.15.2. Web Page: The Town shall create a link on its corporate website to provide general information about the Plan, as well as details for each of the incentives, along with eligibility criteria and how to apply. It may also be informative to provide profiles of successful completed projects.

5.15.3. Promotional Display: The Town may prepare promotional displays that provide an overview of this Plan that can be used at events in which the Town participates in.

5.15.4. Responsiveness to Public Inquiries: The Chief Administrative Officer will be available on an on-going basis to answer questions from potential applicants with respect to the Plan and its incentives. The Chief Administrative Officer and other Town staff will also participate in pre-application consultation meetings as well as site visits to discuss the merits of a potential application with the applicant.

5.15.5. Communicating the Monitoring & Evaluation of the Plan: Information obtained as a result of the monitoring and evaluation of the Plan may also be made available through newsletters and information sheets to promote the achievements of this Plan.

5.15.6. Other Activities: The municipality may undertake other marketing initiatives as deemed appropriate without requiring an amendment to this Plan.

5.16. Conclusion

In conclusion, the implementation of this Surplus Land and Building Community Improvement Plan empowers the Town to transform underutilized assets into valuable community resources.

By utilizing targeted incentives to encourage development, this plan streamlines the prioritized sites, strengthening the local tax base, and promoting economic growth.

By fostering private sector investment, this plan directly supports the revitalization of our urban landscape, creates new economic development opportunities, and provides necessary infrastructure improvements. Through the strategic redevelopment of these sites, we ensure a

sustainable, resilient, and inclusive future for our community, turning vacant land and buildings into long-term community assets.

SCHEDULE A

QUICK ASSESSMENT FORM

PARK

Explore and Discover New Opportunities in Goderich

The Town of Goderich supports a diverse local economy and offers key regional advantages, including the Port of Goderich, the Goderich Regional Airport, and GEXR Rail, helping businesses connect to suppliers, customers, and markets across Ontario and beyond.

Why invest or expand your company in Goderich?



Attractive incentive packages available. The Town is receptive of innovative ownership proposals that support our community development goals (i.e. land lease options, P3 partnerships).



Concierge Program - Hands on support from a dedicated team to streamline development projects.



Fully serviced lots with water, wastewater, hydro, and high-speed internet. Huron Road (Highway 8) transformer substation - 11 MW and 7 MW capacity.



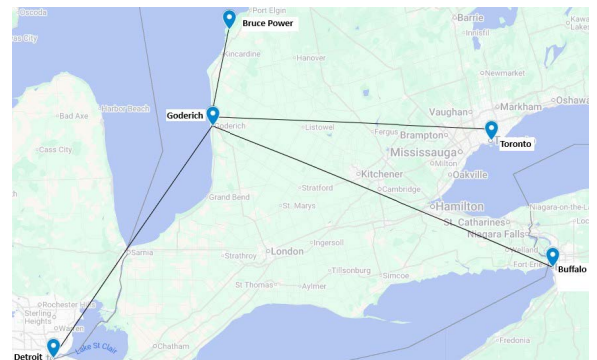
Major Commercial Gateway - 4 modes of transportation, pivotal location with the only deepwater port on the east shore of Lake Huron, major road network of Highway 21 and to/from inland Highway 8, available rail and freight network, and Goderich Regional Airport.



Octagonal downtown core, waterfront with three beaches, 32 parks, 12 scenic trails, quality healthcare and childcare, 70000 square foot recreation facility and sport parks, culturally rich with festivals, music, and arts.



Located 45 minutes South from Bruce Power; Canada's only private sector nuclear generator. 2 1/2 hours to the GTA, 2 3/4 hours to the Detroit/Windsor boarder, and 3 hours to Niagara boarder crossing.



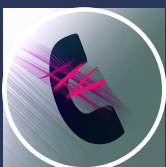
Find Available Lands on:

- ✓ Parson's Court,
- ✓ Huckins Street
- ✓ East End of Mitchell Street

Customize your project's incentive package.

Take the quick assessment on the opposite side of this sheet to determine incentives available for projects in the _____ Park.

Investing in Goderich is easy, with dedicated staff to help you through the process.



To learn more, contact Janice Hallahan:
jhallahan@goderich.ca • 519-524-8344 x211
goderich.ca/Available Lands



Available Incentive Packages	11-19 Points	20-34 Points	35-49 Points	50-64 Points	65-79 Points
	A	B	C	D	E
Cost of Servicing Waived	✓	✓	✓	✓	✓
Development Charges (% waived)	25%	50%	75%	100%	100%
Property Tax Reduction (% waived per year)	25% 1 yr.	50% 2 yrs.	75% 2 yrs.	100% 3 yrs.	100% yrs 1-5 75% yrs 6-10
Municipal Fees (% waived)	25%	50%	75%	100%	100%
Land Acquisition Price Break	0%	25%	50%	75%	100%

Take a quick assessment of your ____ Park project below to view your incentive package opportunity.

1. Select the Permitted Business Use	Points
<ul style="list-style-type: none"> Hotel/Conference Centre Data Processing Centre 	2
<ul style="list-style-type: none"> Non-effluent producing industry (i.e. manufacturing) Office not related to green technology, renewable energy or nuclear services 	5
<ul style="list-style-type: none"> Business incubator Business/activity associated with green technology or renewable energy 	10
<ul style="list-style-type: none"> Agriculture processing & Agri-Food Facility for education, training and skills development and trades Marine 	15
<ul style="list-style-type: none"> Manufacturing supporting nuclear, aerospace, pharmaceuticals Supporting vertical integration of existing Town industries Research and Development 	20
<ul style="list-style-type: none"> If there is a retail store or food and beverage use that is an accessory to one of the above 	+2

2. Project's Construction Value	Points
\$1 million or less	0
\$1-3 million	5
\$3-6 million	10
\$6-10 million	15
More than \$10 million	20

3. Number of Full-Time Jobs	Points
1-9	0
10-50	10
51-75	15
76-99	20
100+	25

4. Business Presence	Points
Provincial (Ontario)	1
National (Canada)	3
International (Canada +one or more other countries)	5

5. Level of LEED Certification*	Points
No certification	0
Certified	1
Silver	3
Gold	5
Platinum	7

Tally Your Points:	
Question	Points
1	
2	
3	
4	
5	
Total	

*or comparable green development standard

Note: Scores of 10 points or less are not eligible for an incentive package.



SURPLUS LAND & BUILDING COMMUNITY IMPROVEMENT PLAN (CIP) APPLICATION FORM

APPLICATION PROCESS

1. Applicants are required to arrange and participate in a pre-application consultation meeting, complete the Quick Assessment Form (Schedule A) and then contact the Town's Chief Administrative Officer to discuss and confirm application requirements, program eligibility, the proposed scope of work, project timing, supporting documentation requirements, etc.
2. After the consultation, the applicant will be required to submit a completed application, which will include all of the application forms, in addition to any supporting documentation, as required by the Town.
3. Once all the required forms and supporting materials are received, Town Staff will undertake a preliminary screening of the proposal and application.
4. If the application clearly does not meet the program requirements, the application will not be accepted.
5. If the application meets the program requirements, the application and a Staff Report will be provided to Council for review and consideration of approval.

SUBMISSION CHECKLIST

Pre-Submission Consultation with Town Staff

Prior to submission of this application form, please arrange for pre-submission consultation with Town Staff to discuss and confirm program eligibility and application requirements, including supporting documentation, proposed scope of work, cost and project timing.

Completed Application Form

Please ensure that this application is complete, all required signatures have been provided and all required supporting documentation has been submitted. Failure to do so may result in refusal of the Town to accept the application as complete and/or application processing delays.

Written Authorization

If an agent acting on behalf of the property owner is submitting this application, please ensure that written authorization is obtained by the applicant from the property owner to make this application, and that the owner completes and signs the required authorization in Part 1 of the form. Please also indicate to whom payment of incentives should be made.

Drawings/Photos of the Property

Please attach photos of the current conditions of the building for which you are submitting an application, as well as drawings showing proposed changes (elevations, artist renderings, plans, etc.)

Cost Estimates/Quotations

Please attach a minimum of two cost estimates/quotations from licensed contractors, including a detailed breakdown of costs. The value of the incentive awarded is based on the lesser of the two (2) estimates / quotations.

Project Team/Professional Experience

Please submit as an appendix to this application, a portfolio of relevant, large-scale projects, along with professional references and letters of recommendation that verify your team's previous work of similar scope. If you are a consultant applying on behalf of a property owner, the consulting firm's references should specifically speak to their experience with municipal projects.

Application Submission

Please submit your application and supporting documents to the following address or email address.

In-Person Submission:

Attention: Janice Hallahan,
Chief Administrative Officer
TOWN OF GODERICH
57 West Street
Goderich, ON N7A 2K5

Electronic Submission:

jhallahan@goderich.ca

COMMUNITY IMPROVEMENT PLAN (CIP) APPLICATION FORM

FOR OFFICE USE ONLY

APPLICATION RECEIVED (Date):

FILE NO:

INSTRUCTIONS:

- If the space provided is insufficient to respond to the question, please provide additional information on a separate page, clearly marked as to the subject question and attached to the application form
- Please attach financial quotes, drawings or other required information as appropriate
- To ensure that the application is readable, please fill it out online or print it in ink
- Please ensure that the application has been signed by the property owner or authorized agent and is properly commissioned
- Please keep a copy of the application for your records

REGISTERED OWNER

Property Owner Name: _____

Address incl. Postal Code: _____

Phone: _____

Email: _____

AGENT/APPLICANT

Agent/Application Name: _____

Address incl. Postal Code: _____

Phone: _____

Email: _____

Who is the primary contact for this application?

- Registered Owner
- Agent/Applicant

SUBJECT PROPERTY

Municipal Address: _____

Legal Description: _____

Brief description of current use of subject property: _____

Approximate Construction Start Date: _____

Approximate Construction End Date: _____

Please describe the proposed construction project and how it represents an improvement for the community. Please attach additional pages if needed. _____

Please fill out the following sections with regard to the program(s) you are applying for. Please attach the information on a separate sheet if additional space is required.

DESCRIPTION OF APPLICATION (provide details below): While original drawings/plans may vary in size, one copy of the drawings shall be provided on 11x17 inch paper, with all notations and legends clearly visible. Additionally, the Town appreciates the information in digital format, if available. All documents shall form part of the application.

Have you discussed your application with a Town representative? (i.e.: Have you arranged for a pre-consultation meeting?)

- YES
- NO

What is the current state of the property?

- VACANT or
- OCCUPIED or
- OTHER, please explain: _____

Estimated total construction cost for the project: \$ _____

Estimated total design and other professional costs: \$ _____

Total amount of grant funding sought from the Town: \$ _____

Have grants been received from the Provincial or Federal Governments for the development project? Please describe, including the total amount of grant received: _____

AUTHORIZATION OF OWNER

If the Applicant is not the owner of the subject lands, please complete the owner authorization concerning personal information as set out below.

I, _____, am the owner of the subject lands, and I authorize, _____
to act on my/our behalf as the agent for the submissions required for all matters relating to the subject lands and to provide any of my personal information that will be included in this application or collected during the planning process.

Date: _____ Signature of Owner: _____

AFFIDAVIT OR SWORN DECLARATION

I (name of Applicant) _____ of (town/city) _____ in the Province of Ontario make an oath and say (or solemnly declare) that the information provided by the applicant in this application is accurate and that the information contained in the documents that accompany this application is accurate, and that I have read and understood the provisions of the Surplus Land & Building Community Improvement Program (CIP) for which this application is being submitted.

Sworn (or declared) before me at (Town/City) _____ on this _____ day of (month), _____ 20__ (year).

Date: _____ Signature of Owner/Agent: _____

Date: _____ Signature of Commissioner of Oaths: _____