



Community Improvement Plan  
Application Form

## Applicant Information

Applicant Name: \_\_\_\_\_

Name of Property Owner: (If  
different from applicant) \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_

Applicant Cell Number: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

## Property Information

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

Common Name:  
(e.g. business or building name) \_\_\_\_\_

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

Property Tax Roll Number \_\_\_\_\_

Current Zoning (please check all that apply)

- Commercial
- Industrial
- Mixed-Use
- Residential
- Community Facility
- Open Space or Environmental

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Proposed Zoning (If undertaking a Zone Change Application)

- Residential (R1, R2, R3, R4, R5)
- Community Facility (CF1, CF2, CF3)
- Mixed-Use (C4, C5)

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## Existing and Previous Use of the Subject Lands

Existing Use: \_\_\_\_\_

Previous Uses: \_\_\_\_\_

## Describe Existing Buildings on the Subject Land

Type/Description: \_\_\_\_\_

Year Built: \_\_\_\_\_ Floor Area (sq.ft.): \_\_\_\_\_

Height: \_\_\_\_\_ Current Condition: \_\_\_\_\_

## Additional Information

Is the property a listed heritage property or designated under the Ontario Heritage Act?

Yes

No

Are there any outstanding work orders on this property?

Yes  (Please Specify) \_\_\_\_\_

No

## Related Applications

Please indicate if additional applications have been submitted for this property or project (including site plan, zoning bylaw amendment, building permit, etc.)

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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:

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## Financial Programs

Please identify which 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 Municipal Council. Applicants are required to confirm whether a program is available prior to completing and submitting an application at the pre-consultation meeting.

	Financial Program	Maximum Grant Value
<input type="checkbox"/>	Design and Study Grant	\$ 10,000
<input type="checkbox"/>	Planning and Building Permit Fee Grant	\$ 5,000
<input type="checkbox"/>	Tax Increment Equivalency Grant (TIEG)	Application Specific
<input type="checkbox"/>	Development Charge Grant	Application Specific
<input type="checkbox"/>	Brownfield Financial Tax Incentive Grant	Application Specific

Please note the total combined value of grants provided by the Town in any 24-month period shall not exceed \$20,000 per project and/or property, excluding programs that defer or waive monies.

### Project Description

Please describe, in detail, how the property will be improved (e.g. how will the existing building be improved to allow it to accommodate new affordable residential uses).

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Please describe when the proposed improvements are expected to start and when the proposed improvements are expected to be complete.

Please note that works commenced prior to submitting an application are ineligible. Works commenced after submitting an application but prior to application approval do so at the applicant's risk.

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Please describe the benefits that the proposed improvements will have on the property, the business and Community Improvement Project Area (e.g. improve the visual appearance of the building, additional residential units, improve business image, create new jobs).

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Please attach any additional documents and drawings that support the proposal to this application and complete Table A below.

Table A – New Residential Units					
No. of Units	Dwelling Type (i.e. Apartment, Duplex, Townhomes)	Unit Type (i.e. Bachelor, 1-Bedroom, 2-Bedroom, etc.)	Unit Size (m <sup>2</sup> )	Tenure (Rental/Ownership)	Unit Rent/Price (\$)

### Tax Increment Equivalency Grant (TIEG) Program

Please indicate the pre project assessed value of the property and municipal portion of the property tax.

(Disregard this page if you are not applying for the TIEG Program)

Pre-project assessed value: \_\_\_\_\_

Pre-project annual taxes –  
municipal portion \_\_\_\_\_

Estimated Project Cost (\$): \_\_\_\_\_

Note: Tax Increment Equivalency Grant Program applications must be accompanied by:

- Photos in the required format depicting the current condition of the eligible property;
- Plans and other information in the required format necessary to understand the proposed development concept for the eligible property; and,
- Plans, reports, estimates and contracts and other details as may be required to satisfy the Town with respect to the eligible costs and conformity of the proposed improvement with the applicable Community Improvement Plan.

Please note that the final calculation of the Tax Increment Equivalency Grant will be based on the post-development reassessment value prepared by the Municipal Property Assessment Corporation (MPAC).

**\*\*Municipal Use Only\*\***



GODERICH AFFORDABLE HOUSING CIP APPLICATION FORM

Estimated post-project assessed value: \_\_\_\_\_

Estimated post-project annual taxes – municipal portion: \_\_\_\_\_

Estimated Tax Increment Equivalency Grant (\$): \_\_\_\_\_

Proportion of affordable/attainable rental units: \_\_\_\_\_

## Planning and Building Permit Fee Grant Program

Please indicate the type of Planning Act and Ontario Building Code applications that will be applied for in connection with the proposal.

(Disregard this page if you are not applying for the Planning and Building Permit Fee Grant Program)

Application Type: Amount (\$) \_\_\_\_\_

Official Plan Amendment: \_\_\_\_\_

Zoning By-Law Amendment: \_\_\_\_\_

Site Plan Control: \_\_\_\_\_

Plan of Subdivision: \_\_\_\_\_

Plan of Condominium \_\_\_\_\_

Consent: \_\_\_\_\_

Building Permit: \_\_\_\_\_

Demolition Permit: \_\_\_\_\_

Occupancy Permit: \_\_\_\_\_

Please indicate the estimated amount of incentive being applied for:

Estimated Amount (\$):

## Design and Study Grant Area

Please indicate the type of design or study work proposed and the applicable cost of this work

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Brownfield Financial Tax Incentive Grant

Please attach documentation that the site qualifies as a Brownfield.

Eligible costs include the following:

- i. Environmental Site Assessments (Phase I and IIESAs and Risk Assessment);
- ii. Environmental remediation activities;
- iii. Costs of preparing an RSC, including subsequent subsurface characterization work required to support RSC filing;
- iv. Placing clean fill and grading;
- v. Installing environmental and/or engineering controls/works as specified in a Risk Assessment completed for the property;
- vi. Monitoring, maintaining, and operating environmental and engineering pre-project assess value

Please indicate the following:

Pre-project assessed value: \_\_\_\_\_

Pre-project annual taxes – municipal portion: \_\_\_\_\_

Estimated Project Cost (\$): \_\_\_\_\_

### Overall Grant Request

Total Project Cost: \_\_\_\_\_  
(combined lowest cost estimates including taxes)

Total Grant Request: \_\_\_\_\_

### Other Funding Sources

Total funds from other sources (including taxes): \_\_\_\_\_

Source: \_\_\_\_\_

### 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.

### General Evaluation Criteria

Please provide a general description of how your proposed project will satisfy one or more of the evaluation criteria:

1. Reduce the number of vacant or under-utilized or non-performing buildings and properties through the promotion, renovation, repair, or rehabilitation of said buildings for affordable housing purposes
2. Increase Town inventory of affordable housing
3. Encourage a mix of housing types
4. Encourage a range of affordable units along the housing continuum
5. Provide support for projects considered more deeply affordable and/or sustainable
6. Reinforce the provision of affordable housing as a community priority.

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## Checklist

Please ensure that the following information is included with your application:

- One copy of a complete and signed application form
- Proponent contact information and project team (if applicable)
- Property details
- Proposed improvements, in detail
- Good quality pictures of the existing condition of the building and/or property
- 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 improvement
- Development strategy, including phasing and construction (if applicable)
- Development schedule
- Proposed start and completion times
- Work estimates and project financing
- Two detailed independent contractor estimates for each component of the proposed eligible work, or two estimates covering all the components of the eligible work
- Financial incentives applied for, amounts broken down by program
- Other relevant supporting documentation, as determined by the CIP Administrator at the pre-consultation meeting

Upon applying for financial incentives, landowners shall provide their consent to the Town of Goderich 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 Goderich CIP participation certificate on the subject property, once a project is complete.

## Evaluation of Applications

Applications will be evaluated according to adopted policies and by-laws of the Town of Goderich. The Town reserves the right to evaluate applications based on additional criteria developed from time to time. Applicants may be contacted by the Town of Goderich during the evaluation process to clarify their application or to provide further information.

The Town of Goderich is not bound to accept any application. The Town of Goderich reserves the right to consider any, none or all of the applications, to accept applications in whole or in part, and to elect not to proceed with this process at any given time.

Successful applicants may be required to provide the Town of Goderich with additional information to demonstrate their creditworthiness and business track record.

## Program Conditions

### GOOD STANDING

I/we confirm and agree that municipal taxes are and will remain current throughout the term of this agreement. I/we also confirm that I/we are not currently involved in any action or proceeding involving a claim for same with the Town of Goderich.

I/we confirm that any outstanding work orders and/or orders or requests to comply, and/or other charges from the Town (including tax arrears) have been satisfactorily addressed prior to making this application.

### PERMITS

Work to be completed under this application cannot be started until written approval for the requested funding assistance is received from the Town of Goderich. All required permits (i.e. building, demolition, etc.) must be obtained prior to the initiation of the proposed works.

### CONFIDENTIALITY

Subject to the "Municipal Freedom of Information Act", all information provided in this application will become part of public record.

**PROGRAM FUNDING ANNOUNCEMENTS**

I/we consent to the Town of Goderich using our name and address in connection with any funding program announcement.

**SIGNATURES AND DECLARATIONS**

I/we agree that this application and all attached materials will become the property of the Town of Goderich upon submission.

I/we agree to abide by the terms and conditions of this program. I/we understand that the amount provided can be reduced or cancelled if the proposed work is not completed, or if contractors or suppliers are not paid in full. I/we hereby certify that the information given herein is true, correct and complete in every respect and may be verified by the Town of Goderich. If any information provided is, or subsequently becomes untrue, incorrect and/or incomplete, the Town of Goderich reserves the right to end its further commitment under this agreement and full repayment of any money already advanced, with interest, shall become due and payable. Any failure on behalf of the Town of Goderich to verify the information provided is not a waiver of the Town of Goderich's rights. I/we are aware that under the grant program, lien may be registered on title of the subject property at the discretion of the Town of Goderich.

Applicant's Name (Print)	Applicant's Signature	Date
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## Owner's Authorization

(Complete only if Applicant is not Property Owner)

I/We \_\_\_\_\_ the Owner of the Subject property hereby authorize  
(Print)

\_\_\_\_\_ to act on my/our behalf with respect to this application.  
(Print)

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

## Other Information

Please place a check next to any of the following with outstanding work orders (you may be asked to provide a copy of any outstanding work orders):

- Fire Prevention
- Property Standards
- Building Code
- By-Law Enforcement

Please place a check next to any of the following with amounts more than 30 days in arrears (you may be asked to provide proof of payment):

- Property Taxes
- Mortgage Payment(s)
- Utilities