



CITY OF PORT COLBORNE
THE PLANNING ACT - SECTION 28

File No. _____

**APPLICATION FOR OLDE HUMBERSTONE
COMMUNITY IMPROVEMENT PLAN FINANCIAL
INCENTIVES PROGRAMS**

This application form is to be used by persons wishing to apply for Community Improvement Plan funding for the incentive programs offered by the City of Port Colborne.

The Applicant is required to provide appropriate answers to **all** questions on the application form. If all prescribed information is not provided, the application will not be accepted.

SUBMISSION OF APPLICATION:

Please submit the completed application form together with fees and other information as set out herein to:

City of Port Colborne
Planning & Development Services Division
City Hall
66 Charlotte Street
Port Colborne, Ontario L3K 3C8
Telephone: 1-905-835-2900
FAX: 1-905-835-2939

PART A: GENERAL INFORMATION AND INSTRUCTIONS

The City of Port Colborne Grant Review Panel (PCGRP), made up of representation from City Staff, and the BIA shall be required to review each grant application to determine their eligibility. Grants shall be awarded on a “first come, first served” basis until the yearly budget amount for the CIP is exhausted. Where concurrently submitted applications exceed the yearly budget amount for the CIP, the PCGRP shall determine which applications best meet the requirements of the CIP.

1. Before filling out this application form, you should consult with Planning Services Staff to obtain information regarding the various grant programs.
2. If an agent is acting on behalf of a property owner, please ensure that the required authorization is completed and executed by the owner as provided for in Form 1.
3. If you require more space than is provided on this form, please provide additional information on a separate page and attach it to your completed application form.
4. If the proposed works require a building permit and/or Site Plan Control, the completed grant application may be submitted and can be processed concurrently with a building permit and/or Site Plan application, as applicable. It is important to note that if a building permit/site plan control application has not been processed, a recommendation for Council approval for an application may still proceed.
5. Upon approval of an application, you will be provided a Letter of Commitment which will outline the conditions of approval and the payment process of the Application.
6. If you are applying for one or more of the grant programs related to Residential Conversion and Intensification, Residential Construction or Façade Improvement (Programs a-c of Part C), please attach a minimum of two (2) bona fide quotes from a qualified firm/contractor for the proposed work for each program application that is eligible for a grant. Your contractor may need to separate these costs from other costs for improvements not considered eligible for these grants. Please ensure that the quotes indicate the name, address, phone and contact for the firm/contractor and that they are adequately qualified to perform the works they are quoting on.
6. If you are applying for one or more of the grant programs related to Residential Conversion and Intensification or Residential Construction and are subject to Site Plan Control or other forms of Development Agreements, please be advised that any funds required in lieu of Parkland Dedication must be paid prior to any grant payments under the Community Improvement Plan financial incentives programs.
7. If you are applying for the Tax Increment – Based Grant Program, please enclose the following documents/information at the time of application:
 - A copy of a Registered and Approved Environmental Site Assessment Report;
 - A copy of Detailed Work Plan (not required if Record of Site Condition is already approved by the Ministry of Environment);
 - A copy of Business Plan (if requested);
 - A minimum of two Cost Estimates from a qualified contractor or professional (meaning qualified for the specific works they are quoting on) for each of the following:
 - ♦ Building Renovation or Construction;
 - ♦ Demolition costs;
 - ♦ Disposal fees;
 - ♦ Construction costs (site servicing); and
 - ♦ Relocation of Services (sanitary, storm and watermain)
 - Professional drawings; and
 - Confirmation that there are no outstanding property taxes.
8. **Six (6)** Copies of the grant application along with all supporting materials and drawings, including 11” x 17” copy(ies) of architectural, design or professional prepared rendering/plans, should be submitted in person or by mail to the Director of Planning and Development Services.
9. Please type or print legibly the requested information on the application form.
10. Please review the program descriptions attached as Appendix “A” prior to completing the application form.

PART B: APPLICATION

PLEASE TYPE OR USE BLACK INK

1.0 APPLICANT INFORMATION

1.1 Registered Owner(s): _____
Mailing Address: _____
City: _____ Province: _____
Postal Code: _____ Telephone: _____
Fax: _____ Email: _____

1.2 Owner's Authorized AGENT (if any): _____
Mailing Address: _____
City: _____ Province: _____
Postal Code: _____ Telephone: _____
Fax: _____ Email: _____

1.3 All communications should be sent to the:

Owner Agent

2.0 PROPERTY INFORMATION:

2.1 Address of Subject Property: _____
Legal Description (Lot and Plan No.): _____
Assessment Roll No.: _____
Current Uses: _____

Please note: Should this application involve more than one (1) parcel of land, the Owner shall provide the Legal Description and Assessment Roll No. for each parcel.

3.0 EXISTING/PROPOSED USES OF THE SUBJECT LANDS:

3.1 Current Number of Dwelling Units (self-contained food preparation, cooking, eating, sleeping and sanitary areas):

Future Number of Dwelling Units (self-contained food preparation, cooking, eating, sleeping and sanitary areas):

3.2 Official Plan and Zoning:
Regional Policy Plan: _____
Port Colborne Official Plan: _____
Port Colborne Zoning By-law 1150/97/81: _____

4.0 APPLICATION DATA

Please indicate with an [X] which of the following programs you are applying for. You may be eligible for more than one program.

Please Note: Applicants can apply for the Residential Conversion and Intensification Grant Program, or the Residential Construction Grant Program in conjunction with the Tax Increment-Based Grant Program but not both.

- | | | |
|----|--------------------------|-----------------------------------|
| a. | <input type="checkbox"/> | Planning Fee Grant |
| b. | <input type="checkbox"/> | Façade Improvement Grant |
| c. | <input type="checkbox"/> | Sidewalk Café Grant |
| d. | <input type="checkbox"/> | Permit Fees Rebate |
| e. | <input type="checkbox"/> | Tax Increment-Based Grant |
| f. | <input type="checkbox"/> | Residential Intensification Grant |
| g. | <input type="checkbox"/> | Sign Replacement Grant |
| h. | <input type="checkbox"/> | Affordable Housing Grant |
| i. | <input type="checkbox"/> | Shared Parking Grant |
| j. | <input type="checkbox"/> | Parking Lot Improvement Grant |

5.0 DESCRIPTION OF PROPOSED IMPROVEMENTS

Provide a detailed description of proposed improvements under the appropriate grant program (attach 11" x 17" copy(ies) of architectural, design or professionally prepared renderings/plans at the time of application).

5.1 Planning Grant Fee

5.2 Façade Improvement Grant

5.3 Sidewalk Café Grant

5.4 Permit Fees Rebate

5.5 Tax Increment-Based Grant

5.6 Residential Intensification Grant

5.7 Sign Replacement Grant

5.8 Affordable Housing Grant

5.9 Shared Parking Grant

5.10 Parking Lot Improvement Grant

6.0 TAX INCREMENT-BASED GRANT PROGRAM

Current Assessed Value \$ _____

Following the re-assessment of the property, the City of Port Colborne will provide a grant equal to the increase in Property Taxes in for three (3) years. The owner shall provide the City with a detailed Work Plan with respect to the re-development of the land.

7.0 PERMIT FEES REBATE

Amount of Building Permit Fee paid \$ _____

Attach a photocopy of required receipts for grant applications under the Municipal Permit Fees Refund Grant Program.

8.0 CONSTRUCTION COST ESTIMATES

Eligible costs shall be the cost of materials, equipment, contracted labour and feasibility studies to complete eligible improvements. Labour provided by the applicant or tenant of the building is not an eligible cost. Please see CONSENT OF THE OWNER TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION.

Incentive Program	Cost
a. Planning Fee Grant	\$
b. Façade Improvement Grant	\$
c. Sidewalk Café Grant	\$
d. Permit Fee Rebate	\$
e. Tax Increment-Based Grant	\$
f. Residential Intensification Grant	\$
g. Sign Replacement Grant	\$
h. Affordable Housing Grant	\$
i. Shared Parking Grant	\$
j. Parking Lot Improvement Grant	\$

9.0 CONSTRUCTION SCHEDULE

9.1 Approximate date of Construction commencement: _____

9.2 Approximate date of Construction completion: _____

10.0 EXISTING MORTGAGES AND/OR OTHER ENCUMBRANCES

10.1 First Mortgage (Holder, Amount, Maturity Date, Annual Payment)

10.2 Second Mortgage (if applicable)

10.3 Other encumbrances on the lands (e.g. third mortgage, liens, easements)

11.0 STATUS OF TAXES ON THE LANDS SUBJECT OF THIS GRANT APPLICATION

The applicant understands and agrees that there are no outstanding property taxes and/or appeals of property taxes at the time this application is submitted.

11.1 Have all applicable taxes been paid on the lands that are the subject of this grant application?

**CONSENT OF THE OWNER TO THE USE AND
DISCLOSURE OF PERSONAL INFORMATION**

Complete the consent of the owner concerning personal information set out below.

I/we, _____ am/are the owner(s) of the land that is subject of this application for the purposes of the Freedom of Information and Protection of Privacy Act, I/we authorize and consent to the use by or disclosure to any person or public body any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

I/we, _____ as the owner(s) of the land that is subject of this application, further acknowledge that I/WE DO NOT have pecuniary interest whatsoever in the "Construction Cost Estimates" as is required and provided with this application.

Signature of Owner(s) _____

Date: _____
Date: _____

AFFIDAVIT

I/We _____
of the City/Town/Township of _____
in the County/District/Regional Municipality of _____

solemnly declare that all the statements contained in this application are true, and I/we make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

DECLARED before me at the _____)
_____ of _____)
in the _____ of _____)
This _____ day of _____)
A.D. 20 ____ .)

) TO BE SIGNED IN THE PRESENCE OF A
) COMMISSIONER FOR TAKING AFFIDAVITS

(Signature of Owner or Authorized
Agent)

A Commissioner, etc.

AUTHORIZATION

LOCATION OF SUBJECT LANDS:

I/We, the undersigned, being the registered owner(s) of the above lands hereby authorize

of _____ the _____ of _____

to make an application on my/our behalf to the Council or the Grant Review Committee for the City of Port Colborne for transaction concerning an application for Planning Fee Grant, Façade Improvement Grant, Sidewalk Café Grant, Applicant and Permit Fees Grant, Residential Intensification Grant, Sign Replacement Grant, Affordable Housing Grant, Shared Parking Grant, Parking Lot Improvement Grant (please circle the appropriate application) in accordance with the *Planning Act*.

Dated at the _____ of _____

in the _____ of _____

this _____ day of _____ 200__

Signature of Witness

Signature of Owner

Signature of Witness

Signature of Owner

Signature of Witness

Signature of Owner

This form is only to be used for applications which are to be signed by someone other than the owner or where more than one owner giving authorization to another owner.

If the registered owner is a corporation, in addition to the signatures of the authorized signing officers, the corporate seal must be affixed.

Where the Owner is without a spouse, common-law or legally married, the Owner is required to sign only once. Where the spouse of the Owner is not an owner, the spouse is required to sign. Spouse shall include a common-law spouse as defined within the *Family Law Reform Act*.

***NOTE: The maximum value available for the incentive programs below is based on a matching contribution from the Regional Municipality of Niagara (i.e a maximum grant of \$500 equates to \$250 from the City and \$250 from the Region). The City will make application on behalf of the applicant for Regional monies that are available.**

Planning (architect/landscape architect) Fee Grant

A one-time grant of 50 per cent to a maximum of \$500 will be available toward the cost of the preparation of architectural plans for building façade improvements. The grant would be conditional on the architect being approved by the City to ensure that the guidelines outlines in this report are implemented at the design stage of the development.

Also, a one-time grant of up to 50 per cent to a maximum of \$500 will be available toward the cost of the preparation of a site plan suitable for approval by the City in accordance with the Property Standards By-law, Sign By-law and regular site plan requirements.

Façade Improvement Grant

A one-time grant of 50 per cent, to a maximum of \$10,000, of the costs to assist commercial building owners in the CIP area improve a building façade on the Main Street frontage in accordance with the Olde Humberstone Community Improvement Plan, Urban Design and Streetscape Guidelines. Grants for buildings in excess of two stories will be structured to provide additional funding at a rate of \$2,000 per additional storey, once the grant exceeds the maximum \$10,000. The grant includes building materials, labour and professional fees.

Secondary Grant

A one-time grant of 50 per cent, up to a maximum of \$5,000, of the costs will be available for improvements per exterior side and rear building face where the building fronts onto a side street and/or backs onto a shared parking area. Where buildings exceed two stories, the grant may be increased by an additional \$1,000 per storey. The grant includes building materials, labour and professional fees and will be paid upon satisfactory completion of the work.

Sidewalk Café Grant

A one-time grant of 50 per cent, to a maximum of \$2,000, of the costs will be available to assist restaurant owners in the CIP area to create or improve a sidewalk café. The grant includes building materials, labour and professional fees.

Application and Permit Fees Rebate

*Note: These are not CIP incentive programs but are intended to augment the grants and loan program under Section 28 of the *Planning Act*.*

Where a property owner or business is undertaking improvements to lands and buildings in accordance with the Olde Humberstone Community Improvement Plan, Urban Design and Streetscape Guidelines, the City shall waive 50% of the normal application fees for the approved projects in accordance with the provisions of Section 69 of the Planning Act and the City of Port Colborne Tariff of Fees By-law:

Site Plan Approval:	\$1,000
Zoning By-law Amendment:	\$1,250
Minor Variance:	\$265

In the case of building permits, the property owner will be reimbursed up to 50 per cent, to a maximum of \$500 of the fee. The applicant will be responsible for all mapping and registration costs for agreements where applicable.

Property Tax-Increment Grant

Where property improvements are undertaken in a manner that is outlined in the Olde Humberstone Community Improvement Plan, Urban Design and Streetscape Guidelines and result in increased assessment, the City of Port Colborne will provide a grant equal to the property tax increase resulting from the development for up to a maximum of three (3) years following the increase in the assessment. The grant will be equal to the municipal portion of the increased taxes between the three years that have resulted only from the property improvements that have been undertaken in accordance with the Olde Humberstone Community Improvement Plan, Urban Design and Streetscape Guidelines.

Where the property is identified as a Brownfield by the City, Staff will assist the property owner in obtaining a matching Provincial Grant under the Brownfields Financial Tax Incentive Program.

Mixed Use Intensification Grant

A grant of up to 50 per cent of the costs, up to a maximum of \$3,000, will be provided for creating a new residential unit within a new building within the Community Improvement Area. The unit must be created in accordance with the requirements of the building code and the requirements of the Zoning By-law, as may be amended, and must have at least 90% of the ground floor as a commercial use. Grants will be paid in equal installments over three (3) years. The second and third installments will only be available should the residential unit remain in as a residential use throughout the duration of the grant period.

A grant of up to 50 per cent of the costs, up to a maximum of \$1,000 will be provided for the rehabilitation of an existing residential unit located above or behind an existing commercial use in the CIP area in order to increase the marketability of the unit through improvements to plumbing, electrical, accessibility, security or other improvements required to meet the current standards of the building code.

Sign Replacement Grant

A grant of 50 per cent, up to \$2,000, will be available toward the cost of replacing an existing sign that does not comply with the sign design guidelines outlined in the Olde Humberstone Community Improvement Plan, Urban Design and Streetscape Guidelines. Grants will be paid in equal installments over three years. The second and third installments will only be available should the business/sign remain in the CIP Area.

Affordable Housing Grant/Loan

A grant of 50 per cent, up to \$2,000 will be available toward the cost of creating each new, affordable housing unit in the CIP Area. Grants will be paid after two (2) years of operation of the affordable housing unit. To be considered "Affordable Housing", the City will define the requirements prior to grant approval based on provincial criteria on an annual basis.

Shared Parking Grant

A grant of up to 50 per cent of the costs will be available for creating rear lot, paved, shared parking in the CIP Area, at a rate of up to \$500 per parking space, plus up to \$1,000 per each 10 metre (length) of access laneways. Property owners must enter into a shared parking agreement for rear lot access in order to be considered for the grant. The grant will be payable upon completion of the works.

Parking Lot Improvement Grant

A grant of 50 per cent, up to \$3,000 will be provided to improve existing parking areas adjacent to public streets. Improvements will include surfacing, marking and landscaping in accordance with the Olde Humberstone Community Improvement Plan, Urban Design and Streetscape Guidelines.