

The Planning Act – Section 28

**PROGRAM GUIDE FOR CITY OF PORT COLBORNE
BROWNFIELD COMMUNITY IMPROVEMENT PLAN
BUILDING PERMIT FEE GRANT**

This guide may be used by persons wishing to apply for Community Improvement Plan funding for the incentive programs offered under the Brownfield Community Improvement Plan by the City of Port Colborne.

Further Information:

For more information regarding the Building Permit Fee Grant Program please contact:

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Program Description

The purpose of the Building Permit Fee Grant Program is to provide a financial incentive in the form of a grant equivalent to the building permit fee paid in order to help offset the upfront costs of development on brownfield sites in Port Colborne.

Frequently Asked Questions (FAQs)

1. *Who can apply?*

Owners of properties within the Urban Area of the City of Port Colborne that have an approved Brownfield Property Tax Assistance Program application and/or Brownfield Rehabilitation Grant application and meet the program eligibility requirements may apply.

The City retains the right and absolute discretion to reject an application received from a person or corporation which in the opinion of the City or its professional advisers, does not possess the experience, financial, technical, personnel or other resources that may be required to carry out the obligations that the applicant proposes to assume under the terms of its application.

2. *How does the program work?*

The City will require payment of the entire building permit fee at the application stage. Upon completion and substantial occupancy of the project, an application can be made for a grant. The City will provide a grant equivalent to 100% of the building permit fee paid by an owner. In order to receive this grant, the applicant must provide copies of receipts for building permit fees paid.

3. *What types of fees are eligible for funding?*

This program only applies to building permit fees.

This program does not apply to professional studies, performance securities, cash-in-lieu payments or costs incurred by the applicant in relation to an appeal to the Ontario Municipal Board.

4. *What conditions must be met to be eligible for a grant?*

In addition to the General Program Requirements, the following program specific requirements must also be met:

- a) Applications must be made in writing only after final inspection of the completed and substantially occupied project;
- b) Only current or previous owners who have actually paid the building permit fee may apply; and
- c) Applications must be accompanied by receipts for all building permit fees paid.

5. *Is there a fee to apply?*

No.



7. *How do I apply for a grant?*

In order to apply for the Building Permit Fee Grant Program you must first arrange a pre-application meeting with Staff in order to determine program eligibility, proposed scope of work, project time etc. Once you have done this, and Staff is satisfied that you can proceed you will be required to complete and submit an application. Please ensure that all required signatures have been provided and that the application is accompanied by all required documentation as shown in the Required Documents List.

8. *What happens next?*

- a) Applications and supporting documentation are reviewed by staff to determine eligibility and the applicable fees equivalent grant amount.
- b) Staff may perform a site visit and inspection of the property (if necessary) to determine if the project is substantially complete and occupied.
- c) A decision on the application is made by staff and you will be notified of the decision in writing.
- d) If your application is approved, you will receive an approval letter specifying the amount of the grant and a cheque in the amount of the grant. If your application is not approved, you will receive a letter advising you of this.

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