



No. CIP- ___ / ___

**APPLICATION FOR GRANT/LOAN –
DOWNTOWN IMPROVEMENTS
under the
COMMUNITY IMPROVEMENT PLAN**

A Complete Application consists of:

- One complete application form signed by appropriate parties
- One copy of the deed of property
- Design/Drawings of proposed improvements
- Colour samples
- Material samples
- Photographs of property
- Three (3) itemized quotes

Name of Applicant:	Name of Property Owner (if different than applicant):
Address:	Address:
Telephone:	Telephone:
Email:	Email:

Design Consultant:	Other Consultant:
Address:	Address:
Telephone:	Telephone:
Email:	Email:

Incentive Request	Criteria (refer to By-law for clarification)	✓	Requested Amount
Downtown Facade Improvement Grant	One time grant up to 50% Maximum \$3,000		
Downtown Interior Improvement Residential - Grant	One time grant up to 50% Maximum \$1,000		
Downtown Interior Improvement Commercial - Grant	One time grant up to 50% Maximum \$2,000		
Downtown Accessibility Improvement Grant	One time grant up to 50% Maximum \$3,000		
Downtown Business Improvement Loan	Interest free loan to a maximum of \$10,000 payable over 5 years		
Permit/Application Fees Grant	One time grant up to \$500		

Property Information:			
Street or Property Address (if applicable):			
Legal Description including any reference plans:			
Frontage:	Depth:	Area:	
_____	_____	_____	_____

Existing Use:	
Proposed Use:	
Are property taxes paid in full on this property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are water/sewer accounts paid in full on this property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any outstanding work orders on this property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you hiring a local contractor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you purchasing materials/supplies locally?	<input type="checkbox"/> Yes <input type="checkbox"/> No
NOTE: If you are undertaking the work yourself, you may not request a grant/loan for labour, however, you may request a grant/loan for materials and supplies provided an itemized list is submitted	

DOWNTOWN IMPROVEMENTS

Facade:	Has the entire facade been addressed?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Cornice <input type="checkbox"/> Yes <input type="checkbox"/> No	Brick/Masonry Work <input type="checkbox"/> Yes <input type="checkbox"/> No	Painting <input type="checkbox"/> Yes <input type="checkbox"/> No
	Architectural Features <input type="checkbox"/> Yes <input type="checkbox"/> No	Artistic Features <input type="checkbox"/> Yes <input type="checkbox"/> No	Exterior Walls <input type="checkbox"/> Yes <input type="checkbox"/> No
	Lighting <input type="checkbox"/> Yes <input type="checkbox"/> No	Awning <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Windows/Window Frames <input type="checkbox"/> Yes <input type="checkbox"/> No	Doors/Door Frames <input type="checkbox"/> Yes <input type="checkbox"/> No	Signage <input type="checkbox"/> Yes <input type="checkbox"/> No
	Other: _____	Other: _____	Other: _____
Interior Features (Residential)	Will this improve the overall interior appearance?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Interior Walls <input type="checkbox"/> Yes <input type="checkbox"/> No	Ceilings <input type="checkbox"/> Yes <input type="checkbox"/> No	Floors <input type="checkbox"/> Yes <input type="checkbox"/> No
	Paint/Wallpaper <input type="checkbox"/> Yes <input type="checkbox"/> No	Window Covers <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Phone/Data Cabling <input type="checkbox"/> Yes <input type="checkbox"/> No	Fixed Interior Lighting <input type="checkbox"/> Yes <input type="checkbox"/> No	
	HVAC <input type="checkbox"/> Yes <input type="checkbox"/> No	Plumbing <input type="checkbox"/> Yes <input type="checkbox"/> No	Electrical <input type="checkbox"/> Yes <input type="checkbox"/> No
	Other: _____	Other: _____	Other: _____
Interior Features (Commercial)	Will this improve the overall interior appearance?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Interior Walls <input type="checkbox"/> Yes <input type="checkbox"/> No	Ceilings <input type="checkbox"/> Yes <input type="checkbox"/> No	Floors <input type="checkbox"/> Yes <input type="checkbox"/> No
	Paint/Wallpaper <input type="checkbox"/> Yes <input type="checkbox"/> No	Window Covers <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Phone/Data Cabling <input type="checkbox"/> Yes <input type="checkbox"/> No	Fixed Interior Lighting <input type="checkbox"/> Yes <input type="checkbox"/> No	
	HVAC <input type="checkbox"/> Yes <input type="checkbox"/> No	Plumbing <input type="checkbox"/> Yes <input type="checkbox"/> No	Electrical <input type="checkbox"/> Yes <input type="checkbox"/> No
	Other: _____	Other: _____	Other: _____
Accessibility	Will the property be accessible?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Will a portion of the property be accessible?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Ramp <input type="checkbox"/> Yes <input type="checkbox"/> No	Entrance Door <input type="checkbox"/> Yes <input type="checkbox"/> No	Railings <input type="checkbox"/> Yes <input type="checkbox"/> No
	Other: _____	Other: _____	Other: _____

Itemized Quotes shall be submitted	Contractor Name/Address	Quote Amount (Including HST)
Quote 1		

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Community Improvement Plan
CIP ____/____

Quote 2		
Quote 3		

AUTHORIZATION BY OWNER	
<p>I, the undersigned being the owner of the subject land of this application for a grant/loan, hereby authorize</p> <p style="text-align: center;">_____ (please print name)</p> <p style="text-align: center;">to be the applicant in the submission of this application.</p> <p>Furthermore, I/we, being the registered owner(s) of the subject lands, understand that should the application be approved an agreement will be entered into with the Town by ourselves, the registered owner(s) of the property.</p>	
<p>_____</p> <p>Signature of Owner</p>	<p>_____</p> <p>Signature of Owner</p>
<p>_____</p> <p>Date</p>	<p>_____</p> <p>Date</p>

DECLARATION OF APPLICANT	
<p>I, _____ of the _____ of _____ in the _____ of _____ solemnly declare that:</p> <p>All the statements contained in this application and provided by me are true and I 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.</p> <p>Furthermore, I, being the applicant of the subject lands, hereby authorize Town Council, staff and/or agents, to enter upon the property for the purpose of conducting a site inspection with respect to the attached application.</p>	
<p>_____</p> <p>Witness</p>	<p>_____</p> <p>Signature of Applicant</p>
<p>_____</p> <p>Witness</p>	<p>_____</p> <p>Signature of Applicant</p>

Office Use Only:		Roll No: _____
Property Taxes in Good Standing: <input type="checkbox"/> Yes <input type="checkbox"/> No _____ (initial)	Water/Sewer in Good Standing: <input type="checkbox"/> Yes <input type="checkbox"/> No _____ (initial)	Other: _____
Outstanding Work Orders (Bldg Dept): <input type="checkbox"/> Yes <input type="checkbox"/> No _____ (initial)	Outstanding Work Orders (Fire Dept): <input type="checkbox"/> Yes <input type="checkbox"/> No _____ (initial)	Other: _____
_____ Date of Submission	_____ Signature	_____ Date

Questions??

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