

Rideau-Sanders-Prescott Community Improvement Plan (CIP) Façade, Landscape & Signage Improvement Grant Program Application Form

A) General Information and Instructions

1. Before filling out this application form, ***please read the CIP Program Information Guide*** which provides detailed guidelines and eligibility criteria for the Façade, Landscape & Signage Improvement Grant Program.
2. Property owners and/or businesses operating within the property may apply under the program. Businesses who wish to apply must include a letter of authorization from the property owner for the project with their application.
3. Please ensure that the property you are applying for is within the Community Improvement Plan District as per Appendix "A". If you are not sure, please confirm with the program administrator before applying.
4. If you find insufficient space on this form to respond to questions, please provide additional information on a separate page and attach to your completed form. Include any and all supporting documentation that supports the project, including plans, color samples, drawings/designs and photographs of the existing building and any other information that supports your project.
5. A minimum of three written quotes are required for the requested works. If the applicant cannot secure three quotes, they must provide legitimate reason why, i.e. very specific project with limited number of service providers, put the call out to 5 (must provide proof of requests) and only received two responses etc.
6. It is recommended that applicants consult with and have the Municipality's Building Department sign off on any required permits and fees for the project prior to applying under the CIP as applicants may be able to include permitting and other costs in their application, see more details further under eligible expenses.
7. Based on the application and proposal, and the results of the preliminary screening, the Grants Committee and/or its assigned administrator may request additional information and/or perform an initial site visit and inspection of the building/property, as necessary.
8. By accepting an application for the Façade, Landscape & Signage Improvement Grant Program, the Grants Committee and/or its assigned administrator does not guarantee program approval. **Only work performed after an application has been approved is eligible under the grant program.**
9. Property owners who are in arrears of property taxes, water and sewer or any other municipal accounts receivable on the subject property **are not eligible to apply** under the CIP Program. Arrears on the property also exclude individual businesses who operate on the property from applying under the program.
10. **This application form must be signed in the presence of the "Commissioner". The Clerk of the Municipality is an authorized Commissioner.**

Municipality of North Grenville 285 Country Road 44, Box 130 Kemptonville, ON K0G 1J0 Attention: Matt Gilmer	<i>For further information about the program or your application, please contact:</i> Matt Gilmer 613-258-9569 x 153 mgilmer@northgrenville.on.ca
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FOR OFFICE USE ONLY
Date the Application is Received by Municipality:
Date the Application is Deemed to be Complete by Municipality:

A) APPLICATION FORM

Applicant Name: _____

Address: _____

Postal Code: _____

E-mail: _____

Telephone: Home (____)_____ Work (____)_____

Cell (____)_____

Registered Owner (if different from applicant):

Name: _____

Address: _____

Postal Code: _____

E-mail: _____

Telephone: Home (____)_____ Work (____)_____

Cell (____)_____

Send Correspondence To? Applicant [] Owner [] Both []

If applicant is a business operating within the property, please ensure that you are including a signed letter of authorization by the property owner for the application and proposed project.

Name and address of any mortgages, holders of charges or other encumbrances of the subject lands:

Legal Description of Property:

Full Address _____

Tax Roll # (from the property tax bill) _____

Are there any easements or restrictive covenants affecting the subject property? Yes () No ()

If yes, please describe the easement or covenant:

Existing use of subject property (residential or commercial and if commercial, names and uses of businesses at the location)

Is property designated under the Ontario Heritage Act? Yes ____ No ____

Are there any outstanding work orders on this property? Yes ____ No ____

Please ensure that the property you are applying for is within the Community Improvement Plan District as per (Appendix "A") and that the expenses you are applying for are eligible (see list of eligible expenses below).

B) FINANCIAL INCENTIVE GRANT

Under the **Façade, Landscape & Signage Improvement Program**, matching grants may be offered to eligible property owners for façade improvements, signage development, street front (publicly accessible parts of private properties) landscape improvements, or any combination of these three categories of property enhancement.

Matching grants will be made available for ***up to 50% of eligible costs up to a maximum grant of \$5,000 per property***. Where multiple businesses are located within a commercial building, multiple applications may be considered for a single property.

C) LIST OF ELIGIBLE EXPENSES

Eligible façade improvements will include ***repair/restoration/replacement/installation*** of features including but not limited to the following as determined by the Municipality (permits may be required):

- i. Masonry, brickwork, siding or exterior woodwork
- ii. Cornices, eaves, parapets and other architectural features
- iii. Repainting, cleaning or re-facing of façades, (including removal, surface preparation, cleaning and/or painting);
- iv. Canopies and awnings;
- v. Exterior lighting;
- vi. Historic features;
- vii. Windows and doors ***(cannot be applied for individually if property requires other façade work);***
- viii. Entranceway modifications that improve the appearance and/or access to commercial units and/or accessibility improvements in accordance with the *Accessibility for Ontarians with Disabilities Act*;
- ix. Installation of new signage or improvements to existing signage in accordance with the *Heritage Design Guidelines* and the *Sign By-law* (permit required);

F) PROJECT COST ESTIMATES

Please attach 3 written quotes from licensed contractors for work to be performed and identify which contractor has been chosen. ***If a quote other than the lowest bid is being chosen, please provide rationale for doing so.***

Construction Estimate quote #1 (\$): _____

Name of Contractor: _____

Construction Estimate quote #2 (\$ _____

Name of Contractor: _____

Construction Estimate quote #3 (\$ _____

Name of Contractor: _____

Other eligible Costs i.e. Permit/planning fees (building dept. sign off included), design/professional fees (quotes/invoice must be provided)

\$ _____

Total Project Cost (***based on selected quote***) (\$): _____

Façade, Landscape & Signage Improvement Grant Program requested

(50% of eligible costs up to a maximum grant of \$5,000) (\$): _____

G) WORK SCHEDULE

Approximate Start Date of project: _____

Approximate End Date of Project: _____

Note: Projects must be completed within six months of the approved Agreement Date unless otherwise approved by the Municipality.

Please double check to ensure you have completed the application in full and provided any supporting documentation.

THIS DOCUMENT MUST BE COMPLETED IN THE PRESENCE OF THE "COMMISSIONER". THE CLERK OF THE MUNICIPALITY IS AN AUTHORIZED COMMISSIONER.

I, _____ of the Municipality of North Grenville, in the County of Grenville, hereby solemnly declare that the information contained in this application and any associated information submitted with this application are, to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application.

Date: _____

Signature of Owner/Business:

DECLARED BEFORE ME AT THE
MUNICIPALITY OF NORTH GRENVILLE,
IN THE COUNTY OF GRENVILLE, THIS

_____ DAY OF _____, 2018.

A COMMISSIONER, ETC.

**FREEDOM OF INFORMATION/ACCESS TO PROPERTY
CONSENT OF OWNER**

I, _____, being the registered owner of the lands subject of this application and, for the purposes of the Freedom of Information and Protection of Privacy Act, I hereby authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application. I also authorize and consent to representatives of the Municipality of North Grenville and the persons and public bodies conferred with under Section 34 (15) of the Planning Act entering upon the lands subject of this application for the purpose of conducting any site inspections as may be necessary to assist in the evaluation of this application.

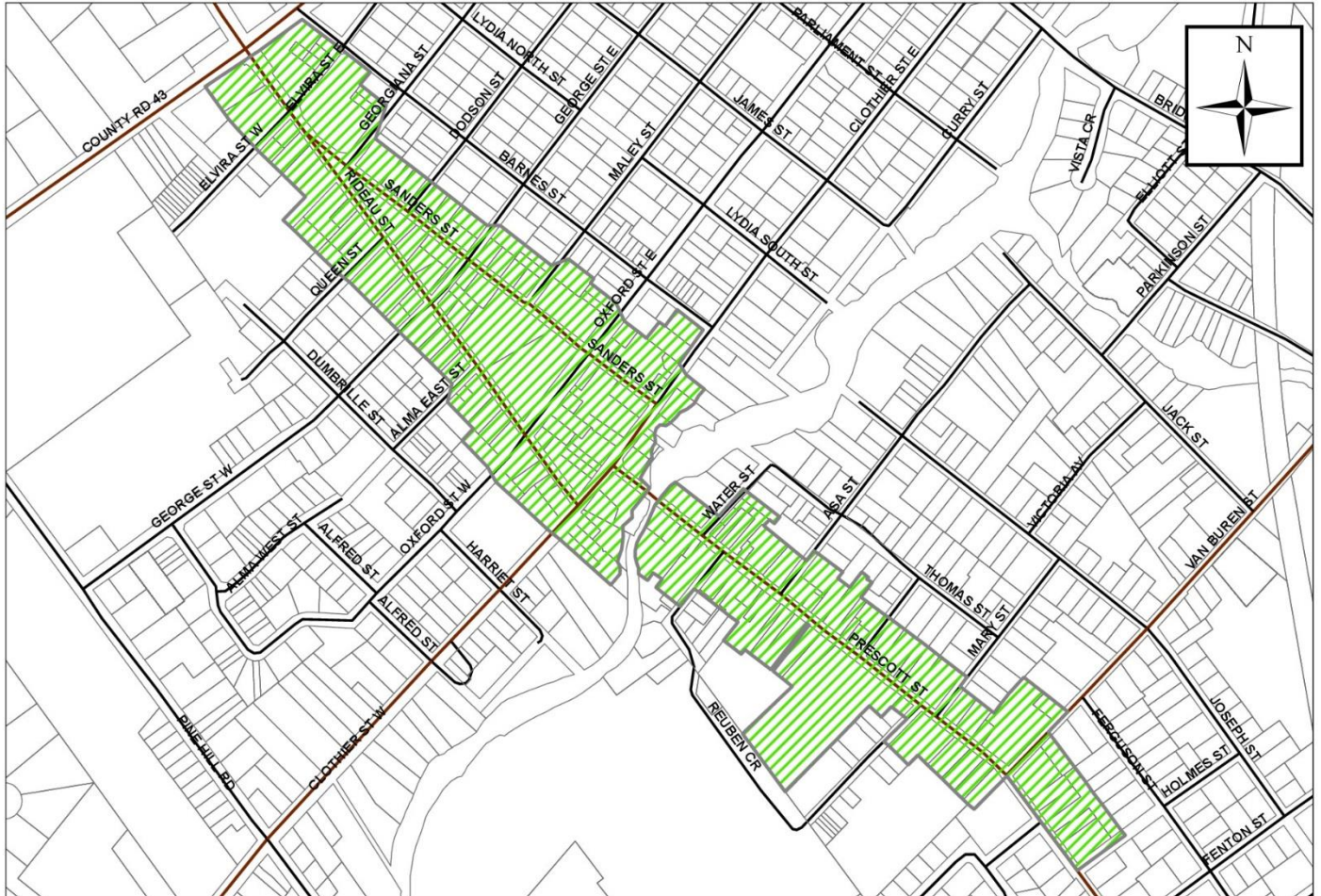
Date

Owner's Signature

March 21, 2018

Appendix "A"

Rideau-Sanders-Prescott Community Improvement Plan (CIP) District



This map is not a legal survey and contains errors. This map is for the purposes of depicting the CIP area exclusively. In the event of uncertainty, please contact Economic Development or Planning Staff for clarification.