



# The Corporation of the Town of Tecumseh

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## GRANT APPLICATION FORM FOR THE TECUMSEH ROAD MAIN STREET COMMUNITY IMPROVEMENT PLAN FINANCIAL INCENTIVE PROGRAM

All Grant Applications will be completed in accordance with the requirements/details of the CIP, as outlined in Section 11.3, and are summarized as follows:

### APPLICATION GUIDELINE:

#### **STEP 1 : Pre-Consultation with Town of Tecumseh Prior to Application Submission**

Prior to formal application submission, applicants are required to have a pre-consultation meeting with the Planning Department to determine program eligibility.

#### **STEP 2 : Application Requirements**

In accordance with Section 11.3 (2) of the CIP, applications for any of the Financial Incentive Programs must include all applicable supporting documentation.

#### **STEP 3 : Application Review and Evaluation**

In accordance with Section 11.3 (3) of the CIP, the application will be circulated to Town Administration for review and evaluation.

#### **STEP 4 : Inspection**

In accordance with Section 11.3 (4) of the CIP, prior to recommending a grant/loan for approval, Town Administration may need to inspect the building/property to review the condition of the building/property and the proposed improvements. The applicant will be required to address any deficiencies that are identified.

#### **STEP 5 : Decision of Town/Expiry of Approval**

In accordance with Section 11.3 (5) of the CIP, Town Administration will determine how much of the proposed work, if any, is eligible for funding under the relevant program. If eligibility and criteria requirements are met, and funds are available, a recommendation will be made to Council for approval on the amount of the grant/loan. The applicant will have six months to start the project and one year to complete the project. Extensions will be considered on a case to case basis.

#### **STEP 6 : Inspection of Completed Work**

In accordance with Section 11.3 (6) of the CIP, Town Administration will conduct an inspection of the completed work to ensure that all requirements of the CIP have been satisfied.

#### **STEP 7 : Provision of Grant**

The provision of grants for all completed improvements/projects will be done in accordance with Section 11.3 (7) of the CIP.

#### **PLEASE NOTE:**

1. All costs incurred prior to written approval of the Town will be deemed ineligible and will not be reimbursed.
2. Applications **MUST BE** signed by the owner or authorized agent, in the presence of a Commissioner. A Commissioner is available at Town Hall.
3. Questions and completed forms can be submitted to the Town of Tecumseh to the attention of: Planning and Building Services, 917 Lesperance Rd., Tecumseh, ON, N8N 1W9.
4. Please refer to the Tecumseh Road Main Street Community Improvement Plan for details of incentive programs and grant eligibility requirements: [www.tecumseh.ca](http://www.tecumseh.ca)
5. Applications that do not adhere to the requirements of the CIP document will not be considered.

## SECTION 1: OWNER INFORMATION

**APPLICANT:** *(written authorization from the REGISTERED OWNER is required if applicant is tenant)*

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

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

**REGISTERED OWNER:** *(If different from APPLICANT above)*

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

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

**PROPERTY DESCRIPTION:** *(must be located in the Community Improvement Project Area – See Figure 1 attached to this application)*

Property Address: \_\_\_\_\_

Roll Number: \_\_\_\_\_ Legal Description: \_\_\_\_\_

**\* Please provide a copy of the deed for the property (if requested by Town)**

## SECTION 2: PROPERTY INFORMATION

*(Please contact Town if you are unsure of any of the following property details)*

Are there any outstanding work orders on the subject property?

Building Services Department Orders                      Yes \_\_\_ No \_\_\_

Fire & Emergency Services Department Orders      Yes \_\_\_ No \_\_\_

Town Confirmation ___
Town Confirmation ___

*(\*If yes, include copies of existing orders to this application)*

Official Plan Designation on the property: \_\_\_\_\_

Zoning of property: \_\_\_\_\_

Is this use permitted in the Town's Zoning By-law?                      Yes \_\_\_ No \_\_\_

Is the property located in the CIP Project Area?                      Yes \_\_\_ No \_\_\_

Is the current or planned use a legal use under this zone?                      Yes \_\_\_ No \_\_\_

Is the use considered a temporary use under the *Planning Act*?                      Yes \_\_\_ No \_\_\_

Are taxes in arrears on this property?                      Yes \_\_\_ No \_\_\_

Are there any outstanding municipal invoices on this property?                      Yes \_\_\_ No \_\_\_

Are there water arrears on this property?                      Yes \_\_\_ No \_\_\_

Is the property used for a single detached dwelling?                      Yes \_\_\_ No \_\_\_

Is the property used for residential purposes in conjunction with a commercial use?                      Yes \_\_\_ No \_\_\_

Where is the residential use located if used in conjunction with a commercial use? \_\_\_\_\_

What is the existing use? \_\_\_\_\_

What is the completion date for the improvements? \_\_\_\_\_

What will be the use of the building after the improvements? \_\_\_\_\_

Number of parking spaces: provided (existing) \_\_\_\_\_ + proposed \_\_\_\_\_ = total (required) \_\_\_\_\_

Is the property designated under the Ontario Heritage Act?                      Yes \_\_\_ No \_\_\_

Are there any additional sources of government and/or non-profit organizational funding (Federal, Provincial, Regional, CMHC, etc.) available that you are using for improvements?                      Yes \_\_\_ No \_\_\_

*(\*If yes, include relevant information of additional sources of funding to this application)*

## **SECTION 3: FINANCIAL INCENTIVE PROGRAM**

*(\*Refer to Section 11.4 of the CIP document for permitted amounts. Unqualified or excessive requests will be returned without consideration.)*

Please indicate the program(s) you are applying for in this application.

### **Program**

- Planning, Design, and Architectural Grants
- Planning Application and Permit Fee Grant Program
- Development Charges Grant Program
- Building Façade Improvement Grant Program (BFIP)
- Building and Property Improvement Grant Program (BPIG)
- Building Rehabilitation Load Program (BRLP)
- Residential Grant Program (RGP)
- Parking Area Improvement Program (PAIP)
- Sidewalk Café Grant Program
- Mural/Public Art Program





**4.3 PROJECT TIMELINES**

Please estimate when the proposed improvements are expected to start and when the proposed improvements are expected to be complete. Please note that incentives will only be provided to projects that have been given formal written approval by the Town of Tecumseh prior to their commencement.

Project Start Date: \_\_\_\_\_

Project Completion Date: \_\_\_\_\_

**4.4 PROJECT'S CONSISTENCY WITH COMMUNITY IMPROVEMENT PLAN**

Please describe how the proposed improvements are consistent with the policies of the Tecumseh Road Main Street Community Improvement Plan document. Please cite relevant sections of the CIP document.

*Detailed Description (attach separate sheet if necessary):*

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## SECTION 5: PREVIOUS RELATED APPLICATIONS

Have other CIP incentive programs been previously applied for related to this property? Yes \_\_\_ No \_\_\_

*If yes, indicate below*

Program	Amount Requested	/	Amount Approved	/	Approval Date	/	Grant Payment Date
<input type="checkbox"/> Planning, Design, and Architectural Grants	_____	/	_____	/	_____	/	_____
<input type="checkbox"/> Planning Application and Permit Fee Grant Program	_____	/	_____	/	_____	/	_____
<input type="checkbox"/> Development Charges Grant Program	_____	/	_____	/	_____	/	_____
<input type="checkbox"/> Building Façade Improvement Grant Program (BFIP)	_____	/	_____	/	_____	/	_____
<input type="checkbox"/> Building and Property Improvement Grant Program (BPIG)	_____	/	_____	/	_____	/	_____
<input type="checkbox"/> Building Rehabilitation Load Program (BRLP)	_____	/	_____	/	_____	/	_____
<input type="checkbox"/> Residential Grant Program (RGP)	_____	/	_____	/	_____	/	_____
<input type="checkbox"/> Parking Area Improvement Program (PAIP)	_____	/	_____	/	_____	/	_____
<input type="checkbox"/> Sidewalk Café Grant Program	_____	/	_____	/	_____	/	_____
<input type="checkbox"/> Mural/Public Art Program	_____	/	_____	/	_____	/	_____

Have other applications been previously applied for related to this property? Yes \_\_\_ No \_\_\_

*If yes, indicate below*

Official Plan Amendment	Yes ___ No ___	If yes, when?	Date _____
Zoning By-law Amendment	Yes ___ No ___	If yes, when?	Date _____
Site Plan Control Agreement	Yes ___ No ___	If yes, when?	Date _____
Minor Variance	Yes ___ No ___	If yes, when?	Date _____
Consent	Yes ___ No ___	If yes, when?	Date _____
Building Permit	Yes ___ No ___	If yes, when?	Date _____
Demolition Permit	Yes ___ No ___	If yes, when?	Date _____
Sign Permit	Yes ___ No ___	If yes, when?	Date _____

Were any of the above-noted applications not successful (i.e. not approved)? If not approved, when was the application not approved and why? (*attach separate sheet if necessary*):

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## **SECTION 6: WORK ESTIMATES AND PROJECT FINANCING**

Attach at least two reliable written estimates from qualified independent contractors / suppliers for each grant program (if applicable). Please indicate your preferred estimate (the lowest estimate does not necessarily have to be selected).

**Summary of estimates:**

Preferred Contractor / Consultant Name: \_\_\_\_\_

Price Quoted: \_\_\_\_\_

Second Contractor / Consultant Name: \_\_\_\_\_

Price Quoted: \_\_\_\_\_

**Permits**

Work to be completed through this application cannot be started until written approval for the requested funding assistance is received from the Town of Tecumseh. All required permits must be obtained prior to initiation of the proposed works.

**Eligible Cost**

<b>Program</b>	<b>Eligible Cost as per CIP</b>	<b>/</b>	<b>Amount Being Requested</b>
<input type="checkbox"/> Planning, Design, and Architectural Grants	_____	/	_____
<input type="checkbox"/> Planning Application and Permit Fee Grant Program	_____	/	_____
<input type="checkbox"/> Development Charges Grant Program	_____	/	_____
<input type="checkbox"/> Building Façade Improvement Grant Program (BFIP)	_____	/	_____
<input type="checkbox"/> Building and Property Improvement Grant Program (BPIG)	<i>Not Applicable</i>		
<input type="checkbox"/> Building Rehabilitation Load Program (BRLP)	_____	/	_____
<input type="checkbox"/> Residential Grant Program (RGP)	_____	/	_____
<input type="checkbox"/> Parking Area Improvement Program (PAIP)	_____	/	_____
<input type="checkbox"/> Sidewalk Café Grant Program	_____	/	_____
<input type="checkbox"/> Mural/Public Art Program	_____	/	_____
<b>TOTAL</b>	_____	/	_____

**Confidentiality and Consent**

All information included in this application will be kept strictly confidential under the Municipal Freedom of Information Act. The applicant consents to the use of his or her name and their business name and address in connection with any program funding announcements.

## **SECTION 7: PROPERTY OWNER AUTHORIZATION**

*(To be completed only if someone other than the property owner will be applying for CIP Financial Incentives Program(s))*

### **Property Owner Permission to Authorized Agent**

Has the property owner signed this form to authorize you to make this application?    Yes \_\_\_ No \_\_\_

### **Property Owner Authorization**

I, \_\_\_\_\_ being the registered owner of the subject property hereby authorize \_\_\_\_\_ to prepare and submit this application, on my behalf for the Community Improvement Financial Incentive Program(s).

**SECTION 8: APPLICANT'S SIGNATURE**

**Signature of Owner or Authorized Agent**

I, \_\_\_\_\_ of the \_\_\_\_\_ in the County/District/Regional Municipality of \_\_\_\_\_ solemnly declare that all the statements contained in this application 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 and by virtue of the Canada Evidence Act.

This application is being made in accordance with the Town of Tecumseh, Tecumseh Road Main Street Community Improvement Plan. The undersigned hereby applies for the Community Improvement Incentive Programs in accordance with the application herewith submitted and acknowledges that the proposed work must comply with the provisions of the *Planning Act*, *Building Code Act* and the Ontario Building Code and any other statutes or regulations of the Province of Ontario, and all by-laws of the Town of Tecumseh. The undersigned also acknowledges that it is understood that work carried out prior to the approval of this application will not be eligible for funding. I certify the truth of all statements or representations herein.

Dated at the \_\_\_\_\_ of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Owner / Authorized Agent signature)

Declared before me at the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
A Commissioner, ect.

**For Office Use Only**

Pre-Consultation Meeting _____	Application Submitted _____
Application Complete _____	Information Verified / Eligible Yes ___ No ___
Council Meeting _____	Grant Approved Yes ___ No ___
Date Approved _____	Grant Rejected Yes ___ No ___
Date Rejected _____	Why _____

## **SECTION 9: APPLICATION REQUIREMENT CHECKLIST**

Don't Forget to include the following with your application submission:

Applications for any of the Financial Incentive Programs must include the following:

- A completed application(s) form;

Supporting documentation as identified in the pre-application meeting and/or by the CIP document, such as:

- Project Description (i.e. proposal, conceptual elevation plan, materials / colours of the street oriented facade, exterior lighting, other drawings and reports / studies)
- Current Assessment Information (*if requested by Town*);
- Copy of Deed (*if requested by Town*);
- Photograph(s) of the existing building / property;
- Two reliable cost estimates for eligible work from qualified contractors (i.e. must be acceptable to the Community Improvement Committee) and any other requirements; and
- Any additional forms of funding must be identified at the time of the application.



