

ST. THOMAS COMMUNITY IMPROVEMENT PLAN APPLICATION FORM

FINANCIAL INCENTIVE PROGRAMS

HERITAGE DESIGN GRANT PROGRAM

HERITAGE FAÇADE AND BUILDING IMPROVEMENT PROGRAM

RESIDENTIAL PROGRAM

DEVELOPMENT CHARGE GRANT PROGRAM

TAX INCREMENT GRANT PROGRAM

PARKLAND DEDICATION GRANT PROGRAM

PLANNING AND BUILDING FEES GRANT PROGRAM

HERITAGE TAX RELIEF GRANT PROGRAM

ENVIRONMENTAL SITE ASSESSMENT GRANT PROGRAM

**FINANCIAL INCENTIVES PROGRAM
ST. THOMAS COMMUNITY IMPROVEMENT PLAN
APPLICATION FORM**

OFFICE USE: Date Application Received: _____ File Number: _____

INSTRUCTIONS

- If the space provided is insufficient to respond to the question, please provide additional information on a separate page, clearly marked as to the subject question, and attached to the application form.
- Please attach financial quotes, drawings or other required information as appropriate.
- We recommend that the applicant keep a copy of the application form for your own records.
- To ensure that the application is readable, please fill out online or print in ink.
- Please ensure that the application has been signed by the property owner or authorized agent and commissioned.

OWNER/APPLICANT

1. Property Owner

Name: _____

Address: _____

Postal Code: _____ Phone: _____ Fax: _____

Email: _____

2. Agent/Applicant

Name: _____

Company: _____

Address: _____

Postal Code: _____ Phone: _____ Fax: _____

Email: _____

Who is the primary contact?

- Registered Owner Applicant/Agent

*Note: Unless otherwise requested all communications will be sent to the Applicant.

*Please indicate the method of communication you would like to be contacted by.

- Phone Email Fax Mail

SUBJECT PROPERTY

1. Municipal Address:

2. Legal Description:

3. Brief Description of Current Use:

4. Are property taxes for the subject property in arrears? Yes No

5. Are there any outstanding orders registered against the subject property? Yes No

6. Are there any outstanding violations under the Fire Code? Yes No

7. Have grants previously been received from the City for the subject property? Yes No

If yes, please describe, including total amounts of grants:

PROGRAM CHECKLIST

Please place a check next to the program(s) that you are applying for:

- Heritage Design Grant Program
- Heritage Façade and Building Improvement Program
- Residential Program
- Development Charge Grant Program
- Tax Increment Grant Program
- Parkland Dedication Grant Program
- Planning and Building Fees Grant Program
- Heritage Tax Relief Grant Program
- Environmental Site Assessment Grant Program

Please fill out the following sections with regards to the program(s) you are applying for. If additional space is required, please attach the information on a separate sheet.

DESCRIPTION OF PROPOSED RESIDENTIAL IMPROVEMENT PROJECT (IF APPLYING FOR RESIDENTIAL)

A large, empty rectangular box with a thin black border, intended for the applicant to describe their proposed residential improvement project. The box occupies most of the page below the section header.

GENERAL APPLICATION QUESTIONS

- 1. Is your property a designated heritage building? Yes No
- 2. Is your property listed by the local Municipal Heritage Committee as a building of historic or architectural value? Yes No
- 3. Is your property located within the Downtown St. Thomas Heritage Conservation District? Yes No
- 4. What is the current status of the building? Vacant
 Occupied
 Underutilized

If other, please explain: _____

- 5. Are you converting and/or rehabilitating this space? Yes No
- If yes:
 - a) are you creating new residential units? Yes No
 - b) are you rehabilitating vacant residential units? Yes No
 - c) are you bringing occupied residential units up to code? Yes No

- 6. Are you intensifying and/or redeveloping this space? Yes No
- If yes:
 - a) are you creating new residential units through the addition of new building space? Yes No
 - b) are you demolishing existing building(s) to create a new building with new residential units? Yes No

How many residential units are being added?

- 7. Are you adding commercial space? Yes No

If yes, please provide the square footage

- 8. Please specify the financial incentives you are interested in if applying for the following programs:

a) Residential Program

- Grant Loan Both

b) Façade Improvement Program

- Grant Loan Both

9. If you are applying for the Façade Improvement Program, please specify what part of the building you are making improvements on? (Note: side and rear façade improvements are eligible only if the public view of the building is significant)

Front Façade

Side Façade

Rear Facade

10. Please specify what CIP area your property is located within.

11. Estimated total construction cost for the residential project:

12. Estimated total construction cost for the façade improvement:

13. Estimated total design and other profession costs:

(Note: You will be given estimates for funding on grants and loans based on the above estimates. The final calculations of grants and loans will be based on the building permit value for construction costs and actual receipts for design and professional costs.)

14. Have you made an application for a Building Permit Yes No
pertaining to the work being proposed?

AUTHORIZATION OF OWNER

If the applicant is not the owner of the subject lands, please complete the owner authorization concerning personal information as set out below.

I, _____, am the owner of the subject lands, and I authorize _____, to act on our behalf as the agent for the submissions required for all matters relating to the subject lands, and to provide any of my personal information that will be included in this application or collected during the planning process.

Date

Signature of Owner

AFFIDAVIT OR SWORN DECLARATION

I, _____ of _____ in the province of _____,
name of applicant City

make oath and say (or solemnly declare) that the information provided by the applicant in this application is accurate, and that the information contained in the documents that accompany this application is accurate.

Sworn (or declared) before me at the _____ on this _____ day of _____, 20_____.
City Day Month Year

Signature of Owner or Authorized Agent

Date

Signature of Commissioner of Oaths, etc.

Date