

APPLICATION FORM

ST. THOMAS COMMUNITY IMPROVEMENT PLAN FINANCIAL INCENTIVE PROGRAMS



THE CORPORATION OF THE CITY OF
ST. THOMAS

HERITAGE TAX RELIEF PROGRAM

HERITAGE DESIGN PROGRAM

RESIDENTIAL CONVERSION, REHABILITATION AND INTENSIFICATION PROGRAM

PROPERTY TAX INCREMENT GRANT PROGRAM

FAÇADE IMPROVEMENT PROGRAM

PLANNING AND BUILDING FEES PROGRAM

DEVELOPMENT CHARGES REBATE PROGRAM

PARKLAND DEDICATION EXEMPTION PROGRAM



FINANCIAL INCENTIVES PROGRAM
ST. THOMAS COMMUNITY IMPROVEMENT PLAN
SECTION 1.0 - GENERAL APPLICATION FORM

1.0 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 attach 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

1.1 APPLICANT AND PROPERTY INFORMATION

1.1.1 REGISTERED PROPERTY OWNER

Name:					
If Corporation, Signing Officer to contact:					
Mailing Address:					
City:		Province:		Postal Code:	
Telephone:		Facsimile:		Email:	

1.1.2 AUTHORIZED AGENT (IF ANY: SEE SECTION 4.3)

Name:					
Mailing Address:					
City:		Province:		Postal Code:	
Telephone:		Facsimile:		Email:	

1.1.3 SUBJECT PROPERTY

Civic Address:					
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Legal Description (Lot and Plan No., Assessment Roll No.):					

Brief Description of Current Use:					

SUBJECT PROPERTY CONTINUED (1.1.3)

Are property taxes for the subject property in arrears? Yes _____ No _____

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

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

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

Please describe including total amounts of grants: _____

Estimated Current Market Value of Property: \$ _____

Please indicate source of estimate: _____

1.2 AUTHORIZATION

If this application is to be signed by an agent or solicitor on behalf of the property owner/s, complete this section. This section should be signed by the property owners/or if held by a corporation, by a signing officer (name and position) of the corporation.

I hereby authorize _____ as agent, to act on my behalf in regard to the above application. I acknowledge that the authorized agent is to receive all correspondence and information pertaining to this application on my behalf.

Dated at _____ this _____ day of _____,

Signature of Owner/s _____

Signature of Witness _____

(Print Name), _____ a duly authorized Commissioner of Oaths

1.3 APPLICANT AGREEMENT

I/We hereby certify that the information given herein is true, correct and complete in every respect and understand that the City reserves the right to verify any information contained herein. I/We agree to the terms and conditions of the programs for which the application is being made.

This section should be signed by the property owner/s, agent or if held by a corporation, by a signing officer (name and position) of the corporation.

Dated at _____ this _____ day of _____,

Signature of Owner/s _____

Signature of Witness _____

(Print Name), _____ a duly authorized Commissioner of Oaths

1.4 PROGRAM CHECK LIST

Please place a check next to the programs that you are applying for:

- Heritage Tax Relief Program
- Heritage Design Program
- Planning & Building Fees Program
- Development Charges Program
- Parkland Dedication Exemption Program
- Residential Conversion, Rehabilitation and Intensification Program
- Façade Improvement Program
- Property Tax Increment Equivalent Grant Program

Fill out the following sections with regard to the programs you are applying for.

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

[Empty box for description of proposed residential improvement project]

If additional space is required, please attach the additional information on a separate sheet.

1.6 PLEASE PROVIDE A DESCRIPTION OF FAÇADE IMPROVEMENTS (IF APPLYING FOR FAÇADE IMPROVEMENT PROGRAM) *Note: improvements must follow urban design guidelines as established by the Urban Design Study.*

If additional space is required, please attach the additional information on a separate sheet.

1.7 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. What is the current status of the building?
____ Vacant
____ Occupied
____ Underutilized

If other, please explain:

4. 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 ____

5. 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?

6. Are you adding commercial space? Yes ____ No ____

If yes, please provide the square footage:

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

a) Residential Conversion, Rehabilitation and Intensification Program
Grant ____ Loan ____ Both ____

b) Façade Improvement Program
Grant ____ Loan ____ Both ____

FINANCIAL INCENTIVE PROGRAMS

8. 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 Façade _____

9. Is your property located in one of the CIP Areas? Yes _____ No _____

If yes, please specify area.

10. Estimated Total Construction Cost for the Residential project: \$

11. Estimated Total Construction Cost for Façade Improvement: \$

12. Estimated Total Design and Other Professional 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).

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