

## **ST. THOMAS COMMUNITY IMPROVEMENT PLAN APPLICATION FORM**

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### **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:

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2. Legal Description:

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3. Brief Description of Current Use:

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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:

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## **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 PROJECT**

## **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. Approximate timeline for completion of project:

15. Have you made an application for a Building Permit pertaining to the work being proposed?

☐ Yes ☐ No

### **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