

## Municipality of Tweed Community Improvement Plan: Application

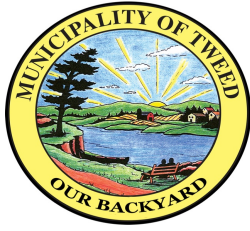


### General Information and Instructions

1. Before filling out this application form please read the Program Guide and arrange for a pre-application meeting with the Community Development Manager. The Program Guide describes the purpose and basic terms and conditions of the Municipality of Tweed Community Improvement Plan.
2. If you require additional space when responding to a question, then please attach a separate page to your completed form.
3. Please attach all required supporting documents to this application. An application will not be considered complete until all required documents have been submitted.
4. Please ensure that the application form is complete and that all required signatures have been supplied.
5. Please print (black or blue ink) or type the information requested on the application form.
6. You may deliver your application in person, mail or email to:

Rachelle Hardesty  
Community Development Manager  
Municipality of Tweed  
255 Metcalf St., Tweed ON, K0K 3J0  
Tel: 613-478-2535

Email: [rhardesty@tweed.ca](mailto:rhardesty@tweed.ca)



## Municipality of Tweed Community Improvement Plan Application

### For Office Use Only

Application No.

Date Received

Recommendation

Decision

### Section A: Applicant Information

Applicant Name

Applicant Business Name

Applicant Address

Applicant Phone No.

Applicant Email

Type of Business

### Section B: Building Owner Information

Building Owner

Please check if same as above

Owner Name

Owner Address

Owner Phone No.

Owner Email

PLEASE NOTE: If the applicant is not the registered property owner, please ensure that the required authorization is completed and signed by the registered property owner as provided in this application form and noted as ***Declaration of Applicant***. In absence of the owner's authorization, no further consideration of the application will be made.

### Section C: CIP Program Screening Criteria

Did you arrange for a pre-application consultation meeting? If yes, please note date:

Yes       No

Is the property located within the currently designated Community Improvement Project Area? *Note: Your property must be within the current Community Improvement Project Area in order to be eligible for financial incentives.*

Yes       No

Does your property have any outstanding municipal taxes, area rates or other charges that are in arrears? *Note: The subject property must not have any outstanding tax or other municipal charges in arrears in order to be eligible (even if you are a tenant).*

Yes       No

Are there any outstanding work orders from the Municipality's Fire Department or the Building Department that must be addressed prior to grant approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you previously applied for a financial incentive through the Community Improvement Plan Program? If yes, please note date: Date:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you secured, do you intend to apply for, or do you anticipate receiving funding from other government bodies and/or non-profit organizations for your project? If yes, please list the funding sources and indicate status of approvals (i.e., "application submitted", "not submitted", or "approval received"). <i>Note total value of incentives cannot exceed the total eligible cost of the project.</i>  1.  2.  3.  4.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The Municipality requires all applicants applying for a loan secure a letter from their bank attesting to the financial good standing of the applicant's business. Required letter is attached.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Section D: CIP Program Selection</b>	
<b>Programs</b>	Please select the CIP program(s) to which you are applying and complete the corresponding sections of this application.
<b>Façade Improvement</b>	<input type="checkbox"/> Grant \$ <i>Municipality may cover 50% of construction costs to a maximum of \$5000 grant on completion of work. Only applies to front or exterior façades that front onto a public street.</i>
	<input type="checkbox"/> Loan \$ <i>Municipality may cover 50% of construction costs to a maximum \$5000 loan awarded at time application approved. Only applies to front or exterior façades that front onto a public street.</i>
<b>Accessibility</b>	<input type="checkbox"/> Grant \$ <i>Municipality may cover 50% of construction costs to a maximum of \$2500 grant on completion of work. Only the commercial area of a property shall be eligible for this grant.</i>
	<input type="checkbox"/> Loan \$

	<i>Municipality may cover 50% of construction costs to a maximum \$2500 loan awarded at time application approved. Only the commercial area of a property shall be eligible for this loan.</i>
<b>Planning &amp; Building Permit Fee</b>	<input type="checkbox"/> Grant \$ <i>A grant to a maximum of \$2500 to cover the cost of minor variance applications, zoning by-law amendments, site plan applications or building permit fees.</i>
<b>Brownfield Property Tax Assistance and Remediation Program</b>	<input type="checkbox"/> Grant \$ <i>Municipality may cover 50% of construction costs to a maximum of \$2500 grant on completion of work.</i>
	<input type="checkbox"/> Loan \$ <i>Municipality may cover 50% of construction costs to a maximum \$2500 loan awarded at time application approved.</i>
	<input type="checkbox"/> Tax Relief <i>The Municipality may pass bylaws to provide a deferral or cancellation of all or part of the municipal taxes on a brownfield site during rehabilitation and development period. The Municipality may also apply for the provincial brownfield financial tax incentive program on behalf of the owner to cancel or freeze all or a portion of the education component of property taxes.</i>
<b>Section E: CIP Program Supporting Documentation</b>	
<b>Programs</b>	In order for your application to be considered complete, you must provide the information below for each applicable program. Please check all boxes to ensure compliance.
<b>Façade Improvement</b>	<input type="checkbox"/> Photographs of the existing building <input type="checkbox"/> Historical photographs of the building, if available <input type="checkbox"/> Confirmation of an approved Heritage Permit, if applicable <input type="checkbox"/> Elevation drawings to illustrate the full scope of the proposed façade improvements <input type="checkbox"/> Other relevant drawings, studies, or information to support the proposed scope of work, if applicable, or as required by the Municipality <input type="checkbox"/> Two (2) cost estimates for eligible work and/or materials <input type="checkbox"/> Itemized quote(s) indicating project/construction costs, and including the name and contact <input type="checkbox"/> Information of the qualified contractor(s)/other professional(s) who will be undertaking the work <input type="checkbox"/> A work plan <input type="checkbox"/> A site plan or landscape plan

	<input type="checkbox"/> A letter from bank attesting to the financial good standing of the applicant's business for all loan requests
<b>Accessibility</b>	<input type="checkbox"/> Photographs of the existing building <input type="checkbox"/> Historical photographs of the building, if available <input type="checkbox"/> Confirmation of an approved Heritage Permit, if applicable <input type="checkbox"/> Elevation drawings to illustrate the full scope of the proposed accessibility improvements <input type="checkbox"/> Other relevant drawings, studies, or information to support the proposed scope of work, if applicable, or as required by the Municipality <input type="checkbox"/> Two (2) cost estimates for eligible work and/or materials <input type="checkbox"/> Itemized quote(s) indicating project/construction costs, and including the name and contact <input type="checkbox"/> Information of the qualified contractor(s)/other professional(s) who will be undertaking the work <input type="checkbox"/> A work plan <input type="checkbox"/> A site plan or landscape plan <input type="checkbox"/> A letter from bank attesting to the financial good standing of the applicant's business for all loan requests
<b>Planning &amp; Building Permit Fee</b>	<input type="checkbox"/> Business plan or feasibility study
<b>Brownfield Property Tax Assistance and Remediation Program</b>	<input type="checkbox"/> A letter from bank attesting to the financial good standing of the applicant's business for all loan requests  Please describe in detail the eligible scope of work for which you are seeking financial support through the Brownfields Tax Assistance Program:
	Area of land to be remediated/developed (Ha.)
	Rehabilitation Period: Approximate start date: Approximate end date:
	Development Period: Approximate start date: Approximate end date:
<b>Section F: Detailed Project Costs</b>	
Please detail all project costs using the following table. The estimated costs should be based on quotes from contractors and vendors. Applicants are required to obtain at least two quotes.	

Community Improvement Task/Item	Cost – Low Quote	Cost – High Quote
Example: Replacement of storefront sign	\$ 1,800 from Signs Inc.	\$2,200 from Jim’s Custom Sig
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Total</b>	\$	\$

***Please note:** The personal information on this form was collected pursuant to the Freedom of Information Act and forms part of a public record open to inspection by any person upon request at the office of the clerk during normal office hours. See the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, s.14(1)(c).*

## Municipality of Tweed Community Improvement Applicant Declaration

I hereby declare that the statements made herein and all attached supporting materials and documentation, are a true and complete representation of the purpose and intent of this application.

I have reviewed the submission requirements and understand that incomplete applications will not be accepted.

I also understand that the proposal must comply with all other applicable legislation and by-laws and that other approvals, if required, must be described clearly in this application form (e.g. Minor Variance, Site Plan, Building Permit, Sign Permit, Heritage Permit, etc.).

I acknowledge that the Municipality or their designate may visit the property that is the subject of this application for the purpose of evaluating the merits of this application.

I acknowledge that personal information on this form is collected under the authority of the *Ontario Heritage Act*, *Municipal Act*, and/or the *Planning Act* and will be used to process the Community Improvement Plan application and information may also be released to the public.

I acknowledge that I have read in full the Municipality of Tweed Community Improvement Plan and understand and conform to the eligibility and program requirements.

If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

If the applicant is not the registered property owner, the property owner must also sign this application:

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

Faxed or emailed submissions will not be accepted since original signatures are required.

A pre-application consultation meeting is required before your application can be accepted by the Municipality. Please contact:

Rachelle Hardesty, Community Development Manager  
Municipality of Tweed, 255 Metcalf St., Tweed ON, K0K 3J0  
Tel: 613-478-2535  
Email: rhardesty@tweed.ca

## **Terms and Conditions**

1. In order to be eligible for the Municipality of Tweed Community Improvement Program, an application form must be submitted to the Municipality prior to commencing any work.
2. Applications will initially be reviewed by Municipality staff with regard to planning approvals and/or building permit requirements.
3. Applicants will be advised in writing of any required approvals or permits associated with their application.
4. Eligible loan applicants must be the owner of the property since any loans will be tied to that property.
5. In order to be eligible for the Municipality of Tweed Community Improvement Program, all proposed projects must be within the designated Municipality of Tweed Community Improvement Plan area, as indicated by **By-law No. .**
6. Submitted projects must help to achieve the Community Improvement Plan's (CIP) goals.
7. The property owner must have no outstanding tax arrears and must be in good standing with regard to taxation at the time of application and throughout the duration of the incentive benefit period as identified in the Community Improvement Plan.
8. In order to be eligible all applications must include completed application forms and supporting materials such as detailed work plans, two (2) cost estimates and contracts, applicable reports and any other applicable information as required by the Municipality.
10. Existing and proposed uses must be in conformity with the policies and standards provided by the County Official Plan, Zoning By-law, and all other planning documents.
11. Community improvement works must be undertaken pursuant to application for planning approval and/or building permit, and any additional required permits and in accordance to the Ontario Building Code and all applicable planning policies and standards.
12. The loan program made available under the Municipality of Tweed Community Improvement Plan may be used individually or may be combined with additional funding opportunities; however, the total of all incentive benefits (including loans and grants) must not exceed the project's costs.
13. All sources of additional funding, or incentives must be declared at the time of application submission. The Municipality, in consultation with the CIP Implementation Business Retention & Expansion (BR&E) Committee, is entitled to make recommendations for grant/loan reductions based upon any declared funding or incentives.



14. The BR&E Committee will evaluate all applications and supporting materials, upon review of the material the Committee will make a decision to approve or not approve.
15. Should the BR&E Committee approve the loan application, the applicant will be required to sign a ***Municipality of Tweed Community Improvement Plan Loan Agreement*** which will outline the terms, duration, and default provisions under the program.
16. Should the BR&E Committee, Municipal staff or Council require additional information, plans, studies or any additional works related to the proposed project, the requested information must adequately be provided and/or undertaken prior to approval of the application.
17. Undertaken and completed works that are associated with an improved CIP program application must be consistent with the project description contained in the application form and supporting materials, and with the program agreement. Should works not be consistent with the original project description, to the satisfaction of the Municipality, the Municipality may delay, reduce or cancel the grant/ loan.
18. Should the applicant fall into default of any of the eligibility requirements or fail to meet the detailed requirements of the loan program, or any requirements of the Municipality, the Municipality in its sole discretion may reduce, or cancel the agreement and add any outstanding amount to the building's municipal taxes;
19. All loans will be issued at 0% interest unless noted otherwise
20. The Municipality may at any time discontinue the Community Improvement Program; however, all approved projects will receive funding in accordance to the executed Loan Program Agreement and subject to available funding as approved by Council.
21. The Council shall have authority to resolve disputes between applicants and Municipality staff with regard to completion of approved projects and monies to be loaned under the Loan Program and for disputes for grant values of \$5,000 or less the decision of the Council shall be final.
22. Any program commitments may be cancelled if work does not commence within nine months of Council's approval of the application or in accordance with an agreement with the Municipality.
23. Recipients are expected to maintain, in good repair, any work funded in part by the CIP program for the duration of the projects expected lifecycle.

## **Additional Provisions**

The BR&E Committee will review the application and make its recommendation to Council within forty-five (45) business days of the intake date. The total amount of funds available each year are limited so funds will be awarded on a first- come, first-served basis. In the event that the applicant is a multiple property owner project funding will be limited to two (2) projects annually.

Applications will be reviewed and selected based on their compatibility with the visions and goals of the Municipality of Tweed and the CIP Review Committee, and their effect on the project area.

## **Limitations of Liability and Indemnification, Further Conditions**

Municipality staff, officers and agents shall be saved harmless arising out of any actions or approvals granted, or any building code infractions associated with the completed work. The Municipality shall be entitled, at any time, to impose such additional terms and conditions on the use of the loan, which, in its sole discretion, it deems appropriate.

## **Letters of Agreement**

All applicants will be required to complete a **Municipality of Tweed Community Improvement Applicant Declaration** and/or a **Municipality of Tweed Community Improvement Plan Loan Agreement**, before any monies are distributed.

## **Municipal Freedom of Information and Privacy Protection Act**

The Municipality may promote the program and reserves the right to use approved and funded projects as examples in promotional programming. The Municipality may promote an approved project by using photographs and descriptions of the project in promotional materials. The Municipality reserves the right to install in a conspicuous location, on-site, project funding boards for all approved projects.

## **Payment of Interest Free Loan**

Municipal Community Improvement Program loans will be disbursed by cheque upon approval of the application and signing of the **Municipality of Tweed Community Improvement Plan Loan Agreement**. This interest free loan is repayable over three years (36 months) in equal monthly payments. Release from the Loan Agreement will be contingent on the following conditions:

- Notice of completion submitted to staff;
- Completion of the proposed project to the satisfaction of the Municipality;
- Submission of proof of payment (paid invoices materials and contractors) for all

- eligible and completed work;
- Satisfactory compliance with all inspections and regulations under the Ontario Building Code;
- The loan amount is fully repaid to the Municipality of Tweed.



## Municipality of Tweed Community Improvement Plan Loan Agreement

I/WE HEREBY APPLY for a loan under this Municipality of Tweed Community Improvement Plan.

I/WE HEREBY AGREE to abide by the terms and conditions of the loan program.

I/WE HEREBY AGREE to enter into a loan agreement with the Municipality of Tweed (herein referred to as The Municipality) that specifies the terms and conditions of the loan.

I/WE HEREBY CERTIFY that the information contained within this application is true, correct and complete in every respect and may be verified by the Municipality by such inquiry it deems appropriate, including inspection of the property for which the application is being made.

I/WE HEREBY AGREE that I have read and fully understand the Municipality of Tweed Community Improvement Plan and my obligations noted therein.

I/WE HEREBY AGREE that if any statements or information in this application or supported in support of this application are untrue, misleading or there is a material omission, the application may be rejected or not approved, or the loan may be delayed, reduced or cancelled.

I/WE HEREBY GRANT permission to the Municipality, or its agents, to inspect my/our property that is the subject of this application.

I/WE HEREBY AGREE that the loan may be delayed, reduced or cancelled if the work is not completed, not completed as approved, or if the contractors are not paid in full.

I/WE HEREBY AGREE the program for which application has been made herein is subject to cancellation and/or change at any time by the Municipality in its sole discretion, subject to the terms and conditions specified in the Program. Participants in the program whose application has been approved, and who have entered into a loan agreement with the Municipality will continue to receive their loan, subject to their loan agreement.

I/WE HEREBY AGREE all loans will be calculated and awarded at the sole discretion of the Municipality. Notwithstanding any representation by or on behalf of the Municipality, or any statement contained in the program, no right to any loan arises until it has been duly authorized, subject to the application meeting the terms and conditions of the program and the loan agreement.

\_\_\_\_\_/\_\_\_\_

I/WE HEREBY AGREE that In the event the applicant should cease operations or go bankrupt, any outstanding loan amount will be added to the property's municipal taxes;

All loans are interest free (0%) and must be repaid over a three (3) year period representing twelve (12) equal monthly payments per year for a total of thirty-six (36) payments over the three (3) year period.

The Municipality is not responsible for any costs incurred by the Owner/Applicant in any way relating to the program, including, without limitation, costs incurred in anticipation of a loan.

I/WE HEREBY AGREE to enter into this agreement with the Municipality of Tweed for a loan of \$\_\_\_\_\_ at 0% interest repayable over 36 months at \$\_\_\_\_\_/month.

I/WE HEREBY AGREE that the loan will start on \_\_\_\_\_.

I/WE HEREBY AGREE that the first loan payment will be made on \_\_\_\_\_ and continue until \_\_\_\_\_, or earlier.

Dated the \_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_  
(Day Month Year)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

If the applicant is not the registered property owner, the property owner must also sign this application:

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Municipality of Tweed CAO

\_\_\_\_\_  
Date

### Lands subject to Community Improvement Policies – Municipality of Tweed

