



Thames Centre Community Improvement Plan (CIP)

There are **eight Financial Incentive Programs** through the Municipality of Thames Centre. The purpose of the Financial Incentive Programs is to provide support for physical improvements to privately owned land and buildings, where such improvements may result in or contribute to the goal statement and objectives in Section 3.

Application Process

1. Applicants must discuss their application with the *CIP Administrator* prior to submitting their application. This is to discuss eligibility, identify application requirements, and to ensure that applicants make use of all available funding opportunities.
2. The *CIP Implementation Staff* may evaluate all applications and supporting materials in a timely manner. Applicants may be notified if their submission is incomplete.
3. Based on the evaluation of complete applications, the *CIP Implementation Staff* may make a recommendation to Council.
4. For applications that are approved, a Financial Assistance Agreement may be prepared and executed by the *CIP Implementation Staff* or *CIP Administrator* and signed by the property owner or tenant (with consent of the owner)
5. If an application is not approved by the *CIP Implementation Staff*, the applicant may be provided an opportunity to appeal the decision to the Council. In such cases, Council may reconsider the application. If Council approves the application, the *CIP Implementation Staff* may execute the financial incentive program agreement. An applicant shall not have the option to appeal their application to Council if the reason for refusal is related to lack of funding availability. In the event that an application is refused due to lack of funding availability, the applicant may resubmit their application once funding becomes available. However, in no case shall funding be provided retroactively for a completed project;
6. Any program commitments may be cancelled at the discretion of the *CIP Implementation Staff* if work does not commence within six months of approval of an application, or if a project is not undertaken or completed in accordance with the Financial Assistance Agreement;

7. When projects are completed, a statement with supporting invoices shall be submitted to the *CIP Implementation Staff* or *CIP Administrator*. Following this, the work may be inspected by the *CIP Implementation Staff* or *CIP Administrator* and, if approved, notice of completion may be issued and financial assistance may be initiated.
8. Upon completion of a community improvement project, the *CIP Implementation Staff* or *CIP Administration* reserves the right to inspect any properties/buildings, or to audit final costs at the owner's expense.
9. Funding approval may lapse if a notice of completion is not issued within twelve months of the date of execution of the Financial Assistance Agreement;
10. The *CIP Implementation Staff* or *CIP Administrator* may grant an extension for community improvement works following receipt of a written request by the owner setting out the reasons for the extension and providing a new date of completion; and
11. Should the applicant fall into default of any of the requirements of the incentive program or other requirements established by the *Implementation Staff*, incentives may be delayed, reduced, or cancelled and applicants may be required to repay benefits.

Submission Checklist

- Pre-Submission Consultation with CIP Administrator**
Prior to submission of this application form, please arrange for pre-submission consultation with the CIP Administrator discuss and confirm program eligibility and application requirements, including supporting documentation, proposed scope of work, cost and project timing.
- Completed Application Form**
Please ensure that this application is complete, all required signatures have been provided and all required supporting documentation has been submitted. Failure to do so may result in refusal of the Municipality to accept the application as complete and/or application processing delays.
- Written Authorization**
If an agent acting on behalf of the property owner is submitting this application, please ensure that written authorization is obtained by the applicant from the property owner to make this application, and that the owner completes and signs the required authorization in Part 1 of the form. Please also indicate to whom payment of grants should be made.
- Drawings/Photos of the Property**
Please attach photos of the current conditions of the building for which you are submitting an application, as well as drawings showing proposed changes (elevations, artist renderings, plans, etc.)
- Cost Estimates/Quotations**
Please attach a minimum of two cost estimates/quotations from licensed contractors, including a detailed breakdown of costs. The value of the grant awarded is based on the lesser of the two estimates/quotations.
- Application Submission**
Please submit your application to the Municipality. Electronic copies of any supporting documents will also be required once a staff member has been assigned to your application.

In-Person Submission:

Planning Services Division
4305 Hamilton Road, Dorchester, Ontario, N0L 1G3

Electronic Submission:

astorrey@thamescentre.on.ca





Community Improvement Plan (CIP) Application Form

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
- To ensure that the application is readable, please fill it out online or print it in ink
- Please ensure that the application has been signed by the property owner or authorized agent and is properly commissioned
- Please keep a copy of the application for your records

Please select **which grant** you are applying for:

- | | |
|--|---|
| <input type="radio"/> Tax Increment Grant | <input type="radio"/> Commercial Conversion/ Rental Housing Grant |
| <input type="radio"/> Facade Improvement Grant | <input type="radio"/> On-farm Business/Tourism Diversification Grant |
| <input type="radio"/> Landscaping Grant | <input type="radio"/> Building, Property, & Accessibility Improvement Grant |
| <input type="radio"/> Planning & Building Permit Fee Grant | <input type="radio"/> Sign Improvement Grant |

Subject Property

Address of subject property _____

Legal description of subject property _____

Assessment Roll Number _____

Business Name _____

Applicant(s)

Name _____

Mailing Address _____

Phone _____ Email _____

Registered owner(s) of the subject property (if different from the above)

Name _____

Mailing Address _____

Phone _____ Email _____

Please provide a detailed description of your project (if different from above)

Have you or will you be applying for any other public funding for this project, including monies from federal, provincial or municipal sources? Please provide the sources and amounts. Y N

Are property taxes for the subject property in arrears? Y N

Are there any outstanding orders registered against the subject property? Y N

Are there any outstanding violations under the Fire Code? Y N

Are any easements, restrictive covenants, right-of-way, or other registered agreements affecting the subject property? Y N

Has an application for planning approval and/or building permit, or any additional required permits, related to the community improvement works described above been submitted to date? Y N

If yes, have any of these approvals or authorizations been received? Y N

Approximate Construction Start Date: _____

Approximate Construction End Date: _____

Please provide **detailed cost estimates** for your project. Supporting materials such as drawings and construction quotes may be attached to this application.

Item	Details	Cost

Total Project Cost _____ \$ _____

I solemnly declare that the information contained in this application form is complete and true. I acknowledge that this application is subject to review and does not guarantee that funding will be granted for the proposed project.

Applicants Signature

Date

Appendix A - Program Basics

(for further details, please review the specific CIP program)

Grant	Description
Tax Increment Grant (page 20)	This grant is to help offset increases in property taxes due to improvements. It may provide applicants with an annual rebate on the municipal property taxes. It is intended to reimburse the owner for part or all of the tax increases resulting from the completion of eligible improvements and is calculated as a percentage (up to 100%) of the increase in municipal property taxes from “pre-development” to “post development”.
Facade Improvement Grant (page 22)	This grant encourages improvements to existing building facades to promote an attractive, active, and pedestrian-friendly streetscape, which may assist to improve the overall character and aesthetic of their building, while contributing to the establishment of an overall sense of place and identity within the CIP area.
Landscaping Grant (page 23)	When it comes to site development/redevelopment, landscaping can not only help add beauty and interest to a site and the surrounding area, but it can also contribute on a functional level by reducing water runoff and providing shade, for example. The overall intent of this grant is to encourage the incorporation of good landscaping in overall site design, which in turn may increase and improve the public/quasi-public green spaces within the Municipality.
Commercial Conversion/Rental Housing Grant (page 24)	This grant is to assist in the small-scale conversion of existing vacant or underutilized buildings into new commercial, rental housing units, mixed-use and/or other eligible uses. It may help support the establishment of new businesses, and the growth of existing businesses within the Municipality, thereby increasing consumer options, employment opportunities, and commercial tax assessment. It is also intended to support improvement to existing rental housing units, introduce more housing options, and increase the available supply of rental housing for current and future residents.

Grant	Description
<p data-bbox="201 464 558 573">On-farm Business/Tourism Diversification Grant (page 25)</p>	<p data-bbox="667 338 1446 688">This grant aims to support local agriculturally related uses by providing retail opportunities for local foods or produce. It is anticipated that the program may assist in the rehabilitation of existing agricultural buildings or their adaptation specifically for commercial (including tourism) and industrial uses or other Value-Added/ Agriculture-related activities such as on-farm retail. The grant may also support the development of semi-permanent or seasonal kiosks/stands along Arterial roads (as designated in the municipal Official Plan), and with direct access to such Arterial roads</p>
<p data-bbox="164 1056 597 1165">Building, Property & Accessibility Improvement Grant (page 26)</p>	<p data-bbox="667 768 1463 1444">This grant is intended to extent the useful life and viability of the existing building stock in Thames Centre. To provide for safe, usable, and more energy efficient, sustainable, and accessible spaces. It focuses on functional building improvements and applies to interior spaces as well as exterior spaces, such as patios. It may apply to structural repairs, interior restoration and design, improvements to building infrastructure such as roofing, windows, and doors, and weather and floodproofing. It also encourages the installation of energy efficient building systems (Energy Star™ rated windows and doors, renewable energy, or energy savings technology such as motion sensor lighting, smart heating/cooling systems, etc.). This may also apply to climate change adaptation/mitigation projects, including floodproofing. Property owners are encouraged to pursue low impact, sustainable developments, and global standards in green buildings such as “LEED” (Leadership in Energy and Environmental Design) certifications for their projects. It also applies to the construction of ramps, automatic door systems or entrance modifications to improve overall property accessibility.</p>
<p data-bbox="185 1545 574 1654">Planning And Building Permit Fee Grant (page 27)</p>	<p data-bbox="667 1562 1446 1629">This grant is to help offset the planning and building fees required by the Municipality.</p>
<p data-bbox="217 1791 542 1858">Sign Improvement Grant (page 28)</p>	<p data-bbox="667 1774 1446 1875">This grant encourages the improvement of commercial signage to promote an attractive, active, and pedestrian-friendly streetscape, and one that reflects a cohesive vision for the Municipality.</p>