

# Municipality of West Grey

Application | Community Improvement Plan 2021

Department of Building and Planning

## Instructions

This application form relates to the financial incentive programs under the Municipality of West Grey's Community Improvement Plan. Eligible property owners and tenants are encouraged to explore the municipality's website to determine if their property and project are eligible for financial incentives under the Community Improvement Plan. <https://www.westgrey.com/municipal-government/plans-reports-and-studies/#CommunityImprovementPlan>

Applications are considered on 'first come, first served' basis.

Note: Eligible projects are generally only considered to include improvements over existing features. The incentive programs are not intended to cover life cycle replacements or maintenance activities.

**Step 1:** Read through this application form. Arrange a pre-consultation meeting with the municipality to discuss your project, your eligibility and to obtain assistance in filling out this application.

**Step 2:** Complete this application form and required supporting documentation based on instructions and guidance from the municipality.

**Step 3:** Submit the application form and supporting materials to the municipality. Supporting materials will be identified by the municipality at the pre-application consultation meeting. The application can be submitted in person, by mail/courier, or via email to the contact noted below.

**Step 4:** The application will be reviewed, evaluated, and a recommendation will be made by the Review Panel or designated implementation body for final approval by council.

**Step 5:** If the application is approved, the agreement executed and works completed, payment will be made under the CIP. If the application is not approved, the municipality will contact applicants to discuss options for revising and resubmitting the application to address any deficiencies in the application.

## Eligible Applicants and Projects

Only eligible applicants will be able to apply for financial incentives, and only eligible community improvement projects will be approved for funding. The financial incentives' eligibility requirements are detailed in the CIP.

Eligibility will be confirmed at the pre-application consultation meeting with the municipality.

Prior to arranging a pre-application consultation meeting with the municipality, the applicant should confirm, at a minimum:

- Whether the subject property is location within the Municipality of West Grey (the entire municipality has been designated a Community Improvement Area);
- Whether the proposed works will be subject to obtaining a building permit and/or a planning approval (Zoning Bylaw Amendment, Official Plan Amendment, Minor Variance). The application for financial incentive(s) should be completed prior to the application for any of these permits and approvals;
- That the proposed project has not commenced. Projects that have been initiated prior to making an application to the Community Improvement Plan will not be eligible for financial incentives; and
- That the property owner has no outstanding property tax arrears and be in good standing with regard to taxation at the time of the application.

All applications for financial incentives must be accompanied by relevant supporting documentation. Applicants are encouraged to bring photographs, drawings, and other information as may be available to the pre-application consultation meeting with the municipality. During the pre-application consulting meeting, Municipal staff will identify any materials that should be submitted with the application. Typically, this will include:

- Photos of the existing property/building/features;
- Drawings/sections/elevations/plans of the proposed work;
- A work plan and specific details for the proposed work; and
- At least one cost estimate/quote for the proposed work.

Note: Eligible projects are generally only considered to include improvements over existing features. The incentive programs are not intended to cover life cycle replacements or maintenance activities.

### **Authorization by Owner is Required**

If the applicant is not the owner of the subject property (i.e., the applicant is a tenant or agent), a written statement by the owner, which illustrates that the owner is aware of the applicant's intended project and intention to obtain financial incentive(s) to cover the cost of the project, must be completed.

### **Subject to Change**

Please note that the availability of funding and the types of financial incentive programs which are available are subject to change. The boundaries of the Community Improvement Project Area are also subject to change. Applicants should contact the

municipality to confirm funding availability.

**For Further Information and Submission**

If you have any questions or would like to arrange a pre-application consultation meeting, please contact:

Department of Building and Planning  
402813 Grey Road 4  
RR2 Durham, ON  
N0G 1R0  
519-369-2200 x 236  
[planning@westgrey.com](mailto:planning@westgrey.com)

This application should only be submitted once the applicant has completed a pre-application consultation meeting. It is recommended that applications be submitted in person to ensure that municipal staff can immediately review the application for completeness and reduce unnecessary delays. Applications may also be submitted by mail/courier to the Municipality of West Grey corporate office: 402813 Grey Road 4, Durham, ON N0G 1R0.

## Part A Applicant Information

1. Registered owner's name(s) \_\_\_\_\_  
 Mailing address \_\_\_\_\_ City \_\_\_\_\_  
 Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Email \_\_\_\_\_  
 Phone \_\_\_\_\_ Work \_\_\_\_\_ Ext. \_\_\_\_\_
  
2. Authorized applicant's/agent's name (if different than above) \_\_\_\_\_  
 Mailing address \_\_\_\_\_ City \_\_\_\_\_  
 Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Email \_\_\_\_\_  
 Phone \_\_\_\_\_ Work \_\_\_\_\_ Ext. \_\_\_\_\_
  
3. Send all correspondence to:  
☐ Applicant      ☐ Agent      ☐ Both
  
4. Name, address, phone of all persons having any mortgage charges or encumbrance on the property:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Part B Property Information

1. Subject land:  
 Municipal address \_\_\_\_\_ Former municipality \_\_\_\_\_  
 Legal description \_\_\_\_\_  
 Date lands were acquired by current owner(s) \_\_\_\_\_
  
  2. Description:  
 Dimensions of the entire property (in metric units)
- | Lot frontage | Lot depth | Lot area |
|--------------|-----------|----------|
|              |           |          |
- 
3. Current use of the subject property: \_\_\_\_\_

4. Provide a list of all the building/structures on the subject property:

	Description
Building/Structure #1	
Building/Structure #2	
Building/Structure #3	
Building/Structure #4	

5. Is the subject property designated under Part IV or Part V of the Ontario Heritage Act?

- ☐ Yes  
☐ No

6. If no, is the property listed or otherwise identified as being of architectural or historical interest?

- ☐ Yes  
☐ No

7. If you answered yes to either of the questions above have consulted with the municipality regarding the Heritage Designation or architectural or historical interest of the property?

- ☐ Yes  
☐ No

If yes, briefly explain the outcome of the discussion: \_\_\_\_\_

\_\_\_\_\_

8. Current planning status of subject lands:

- a. Zoning: \_\_\_\_\_  
b. Official Plan Designation: \_\_\_\_\_

**Part C      Property Information**

1. Describe the current condition of the subject building, unit or property.

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2. Describe the proposal project in detail.

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3. Have you recently completed or started any improvements works to the subject property? Please describe.

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## Part D Eligibility

1. Have you discussed your application with the municipality (i.e. have you arranged for a pre-application consultation meeting)? NOTE: A meeting with the municipality is required for your application to be considered.

☐ Yes

☐ No

If yes, please indicate the date and who you met with: \_\_\_\_\_

2. Does your property have any outstanding property tax arrears? NOTE: the subject property must not have any outstanding property tax arrears in order to be eligible (even if you are a tenant).

☐ Yes

☐ No

Does the subject property have an application for a building permit or planning approvals been submitted or approved in relation to the project? (i.e. Minor variance or Consent).

☐ Yes

☐ No

If yes, please indicate the approvals you have received or applications you have submitted: \_\_\_\_\_

\_\_\_\_\_

If no, please confirm whether any municipal approvals are required for the project:

\_\_\_\_\_

\_\_\_\_\_

3. Please indicate the following dates as applicable:

	Date
Anticipated submission for any required planning approvals	
Anticipated submission for any required building permits	
Anticipated commencement of construction/works	
Anticipated completion of construction/works	



## **Part E      Incentive programs**

Please indicate which programs you are applying for (refer to the Community Improvement Plan or discuss the programs with the municipality); each program component is associated with specific eligibility criteria. Applicants are encouraged to apply for more than one program if they are eligible to do so.

### **Façade, Building and Signage Improvement Grant**

- ☐ This grant is intended to encourage the rehabilitation, repair and/or improvement of buildings and facades on the part of property owners and tenants, along with the improvement of signage, and the installation of pedestrian-scaled, attractive signage.

Signage improvements: Maximum \$2,500.00 or 50% of the eligible costs (whichever is less).

Professional Architectural Improvements: Shall not exceed 15% of the grant that is calculated for eligible construction costs.

This grant may be combined with other grant programs. However, this grant shall not be combined with more than two grants in any given twelve (12) month time period.

### **Property, Landscaping and Parking Area Improvement Grant**

- ☐ This grant is intended to encourage property owners and tenants to improve their property, including landscaping, parking areas, pedestrian connections, sidewalk cafes/patios and other improvements.

Maximum \$5,000.00 or 50% of the eligible costs (whichever is less).

The maximum grant for professional architectural services shall not exceed 15% of the grant that is calculated for eligible construction costs.

The grant may be combined with other grant programs. However, this grant shall not be combined with more than two (2) grants given in any twelve (12) month time period.

### **Accessibility Improvement Grant**

- ☐ The accessibility improvement grant is intended to promote improvements to properties including access ramps, entryway widening, as well as leveling or

repairs to pathways and stairs.

Maximum \$5,000.00 or 50% of the eligible costs (whichever is less).

The grant may be combined with other grant programs. However, this grant shall be combined with more than two (2) grants given in any twelve (12) month time period.

### **Planning and Building Permit Fee Grant**



Application and permit fees imposed by the municipality may present barriers to investment and redevelopment in the municipality. This grant is intended to encourage sensitive, attractive and desirable infill development and redevelopment by reducing costs involved with making improvements to private property.

Planning Fee grant: Maximum of \$2,500.00 is available to cover the cost of minor variance applications, zoning by-law amendment applications or site plan applications. The grant may equal 100% of the municipality's fees provided those fees do not exceed \$2,500.00. The planning fee grant may not exceed 50% of the eligible costs noted above.

Building Permit Fee grant: Maximum of \$2,500.00 is available to cover the cost of building permit fees or demolition permit fees. The grant may equal 100% of the municipality's fees provided those fees do not exceed \$2,500.00. Further, the fees cannot exceed 50% of the eligible costs noted above.

### **Secondary Suite Development Charge Grant**



To assist property owners with financing the cost of the development process by providing a grant in the amount of applicable local and County development charges to encourage secondary units across the municipality, in support of more affordable housing.

A grant to a maximum of \$5,000.00 is available to cover the development charges or building costs associated with the development of secondary suits. The grant shall not exceed 50% of the total costs of developing the secondary suite.

### **Surplus Land and Building Grant**



Lands and buildings that are deemed to be surplus to the needs of the local municipality will be offered through a Request for Proposal (RFP) process. The

municipality will identify lands and buildings that are surplus and determine the best use for these, with priority given to affordable housing development.

The land or building will be awarded based on the submissions received as part of the RFP process.

### Environmental Study Grant

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The Environmental Study Grant program will promote the completion of studies with respect to environmental conditions of properties by owners that otherwise may not occur due to cost premiums associated with these assessments.

50% of the cost to complete the study to a maximum of \$5,000.00 per property.

Using the table below, please indicate the cost of your project. List the tasks or items (goods/services) required to complete your project and provide three quotes for the cost of each task or item. The estimated costs should be based on quotes from contractors or vendors. Applicants are required to obtain three quotes. If you need additional information space, please use a separate sheet. Copies of all quotes are required to be attached to your application.

Description of work or project expense	Quote #1	Quote #2 (if available)	Quote # 3 (if available)

Note: Eligible projects are generally only considered to include improvements over existing features. The incentive programs are not intended to cover life cycle replacements or maintenance activities.

## Part F Supporting materials

1. Please complete the following table (as applicable) in consultation with the municipality.

<b>Supporting materials</b>	<b>Completed and attached</b> (to be verified by applicant)	<b>Additional required</b> (to be verified by municipality)
Cost estimate(s) for all supplies and construction work		
Photographs of existing building/property		
Photographs of adjacent buildings/properties or the streetscape		
Historic photographs or reference materials		
Drawings/sketches of proposed work		
Information about tenants (vacancies, etc.)		
A professional site plan, construction drawings or other detailed drawings		
Phase 1 Environmental Site Assessment (if required)		

2. Other required material (municipality may have specified at the pre-application consultation meeting):

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**Part G                      Consent to owner**

The owner **must** also complete the following or a similar authorization attached to the application.

**Consent of owner(s) to the use and disclosure of personal  
 information and allow site visits to be conducted**

In accordance with the provisions of the Planning Act, it is the policy of the Municipality of West Grey Building and Planning Department to provide the public access to all development applications and supporting documentation.

In submitting this development application and supporting documentation,

I/we \_\_\_\_\_ the owner(s)/the authorized applicant, hereby acknowledge the above-noted policy and provide my/our consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, and that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

I/we hereby authorize the Approval Authority and the Municipality of West Grey staff

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature

**Part G Authorization/declaration and affidavit**

1. Authorization for agent/solicitor to act for owner:

(if the solemn declaration is to be completed by other than the registered owner(s) of the subject lands, the owner's written authorization below (or letter of authorization) **must** be completed.)

I/We \_\_\_\_\_ am/are the owner(s) of the land that is the subject of this application.

I/We authorize \_\_\_\_\_ to make this application on my/our behalf as my/our agent.

\_\_\_\_\_  
Signature of owner(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of witness

\_\_\_\_\_  
Date

2. Declaration of owner/applicant:

**Note: This affidavit must be signed in the presence of a commissioner of oaths.**

I/we \_\_\_\_\_ of the \_\_\_\_\_ in the \_\_\_\_\_ solemnly declare that all of the statements contained in this application and supporting documentation are true and complete. I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effects as if made under oath and by virtue of the "Canada Evidence Act."

Declared before me at \_\_\_\_\_ in the Municipality of \_\_\_\_\_.

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
(day) (month) (year)

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature of owner/agent

\_\_\_\_\_  
Signature of commissioner