



# Central Area Community Improvement Plan

## **Municipal Incentive Grant Program**

## **Application Package**

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City of  
**Peterborough**

# Municipal Incentive Grant Program Guide

## 1) PROGRAM DESCRIPTION

The Municipal Incentive Grant Program would waive planning application fees (eg zoning by law amendments, minor variances, severances, site plan control, etc.) and refund building permit fees as an additional incentive to spur construction activity in the Central Area.

## 2) WHO CAN APPLY?

Any property owner within the Central Area Community Improvement Project Area (as shown on the attached map) may apply in writing to the City and must receive written approval prior to commencing any work related to the grant.

## 3) IS THERE A FEE TO APPLY?

No.

## 4) IS A PROJECT ELIGIBLE FOR FUNDING FROM MORE THAN ONE CIP INCENTIVE PROGRAM?

Yes.

## 5) WHAT IS THE MAXIMUM GRANT AMOUNT?

Planning application fees will be waived in the amount of 100% for new residential projects and 50% for non-residential projects while building permit and demolition fees will be refunded to a maximum amount of \$50,000 per project. **The refund of building permit fees is subject to approval in the annual Capital Budget and will not be available in 2012.**

## 6) WHEN WILL THE GRANT FUNDS BE ADVANCED?

The City will waive fees for a planning approval at the time of application. Any cash-in-lieu requirements will be waived at the time approvals are granted. The City will require payment of building permit fees at the building permit application stage. Upon final inspection of the completed and occupied project, permit fees collected will be refunded to the property owner.

## 7) HOW DO I APPLY FOR A GRANT?

First arrange a pre-application meeting with Municipal Staff in order to determine program eligibility. If authorized to apply for a grant, complete and submit an application form and ensure that your application includes the required supporting documentation.

## 8) YOU'VE SUBMITTED YOUR APPLICATION. WHAT HAPPENS NEXT?

- Applications and supporting documentation are reviewed by staff to ensure that they meet all of the eligibility requirements. If your application does not meet the eligibility requirements, you will be notified in writing.
- Staff may request clarification or additional supporting documentation.
- Staff will perform an initial site visit(s) and inspection(s) of the property (if necessary).
- A recommendation on the grant application is made by staff and forwarded to City Council, along with a Grant Agreement signed by the applicant.
- If your application is approved by Council, the Grant Agreement is then executed by the City. A copy of the executed agreement(s) is then returned to you for your records.
- Construction of the approved works may now commence, subject to issuance of a building permit(s).
- Contact City staff toward work completion.
- Upon completion of the works, staff will conduct a final site visit(s) and inspection(s) (as necessary) to ensure compliance with the Grant Agreement and any permits issued pursuant to the Ontario Heritage Act.
- Submit to the City, copies of paid invoices and "after" picture(s) of the completed works.
- Upon review and approval of all submitted documentation, the City will issue a grant cheque to the applicant for the full amount of the approved funding.
- The owner is to contact the Planning Division in advance of any deviations from the approved design and Municipal Incentive Grant Program agreement. Additional Council approval may be required to maintain program eligibility if there are any changes.

# Municipal Incentive Grant Program Application Process

## STEP 1: APPLICATION SUBMISSION

- Pre-application meeting between City staff and applicant.
- Staff inspects building/site (if necessary).
- Applicant submits application including all required supporting documentation.

## STEP 2: APPLICATION REVIEW AND EVALUATION

- Staff checks application to ensure conformity with all program eligibility requirements.
- Staff review and evaluate application and supporting documentation.
- Planning application fees are waived at time of application and building permit fees are applied at the time of building permit issuance.
- Staff prepares report to Council including recommendation and grant agreement.
- Grant agreement is signed by applicant and returned to City staff.

## STEP 3: APPLICATION APPROVAL

- A recommendation report and the grant agreement for the refund of building permit fees are forwarded to Council or Council's designate for consideration.
- If Council or Council's designate approves the grant application and agreement, the agreement is executed by City officials and a copy is provided to the applicant.

## STEP 4: PAYMENT (refund of building permit fees)

The applicant provides the City with proof of completion of project, including:

- a) photographic evidence of completed project satisfactory to City;
  - b) other documentation proving completion of the project, i.e. engineer's report (if required);
  - c) all final reports and documentation as required.
- Staff conducts building/site inspection of completed works (as necessary).
  - Staff review all final reports and documentation submitted for conformity with program and grant agreement requirements.
  - Staff calculate grant based on building permit fees paid at time of building permit issuance.
  - Payment of the grant is the amount collected as the Municipal Incentive Grant and is made to the applicant (to a maximum of \$50,000).



# Municipal Incentive Grant Program Application Form

## A. GENERAL INFORMATION AND INSTRUCTIONS

1. Before filling out this application form, **please read the attached Program Guide** (pg.1) and arrange for a pre-application meeting with staff. The Program Guide describes the purpose and basic terms and conditions of the Municipal Incentive Grant Program.
2. If an agent/tenant is acting as the applicant for the property owner, please ensure that the required authorization as provided in the application is completed and signed by the owner. Applicable grants will be paid by the City to the applicant with the acknowledgement of the property owner.
3. If you find insufficient space on this form to respond to questions, please provide additional information on a separate page and attach to your completed application form.
4. Please ensure that the application form is complete and all required signatures and supporting documents have been supplied.
5. Please print (black or blue ink) the information requested on the application form.
6. There is no application fee.
7. You may deliver your application in person or send it by mail to:  
City of Peterborough  
Planning and Development Services  
500 George St N  
Peterborough, ON K9H 3R9  
Attention: Manager, Planning Division
8. For further information on this program, please contact the Manager, Planning Division at 705-742-7777 ext.1781 or by email ([khetherington@peterborough.ca](mailto:khetherington@peterborough.ca)).

## 1. APPLICANT INFORMATION (PLEASE PRINT)

### Name of Applicant

Mailing Address

Telephone Number

Fax Number

E-mail

### Name of Property Owner

(If different from Applicant)

Mailing Address

Telephone Number

Fax Number

E-mail

### Name of Agent

Mailing Address

Telephone Number

Fax Number

E-mail

## 2. PROPERTY INFORMATION

Address of Property

Assessment Roll Number

Existing Property Use

Is property designated under the Ontario Heritage Act?

Yes \_\_\_\_ No \_\_\_\_

Are property taxes paid in full on this property?

Yes \_\_\_\_ No \_\_\_\_

Are there any outstanding work orders on this property?

Yes \_\_\_\_ No \_\_\_\_

### 3. PROJECT DESCRIPTION

Please describe the proposed construction project (please attach further information/sketches as required).

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### 4. CONSTRUCTION SCHEDULE

Please attach two detailed cost estimates (including taxes) from licensed contractors for work to be performed (in addition to information provided below).

Approximate Start Date of Construction: \_\_\_\_\_

Approximate End Date of Construction: \_\_\_\_\_

### 5. MUNICIPAL FEES PAID

Please list all eligible municipal fees that have been paid to permit construction of this project (please attach copies of receipts for all municipal fees paid):

ELIGIBLE FEE TYPE	FEE(S) PAID (\$)
	TOTAL:

## 6. REQUIRED SUPPORTING DOCUMENTATION

Please place a check in the box to ensure that you have included the required supporting documentation.

- ☐ photographs of the existing building
- ☐ a site plan and/or professional design/study/architectural drawings
- ☐ specification of the the proposed works, including a work plan for the improvements to be completed and construction drawings
- ☐ a heritage impact statement for designated or eligible properties
- ☐ environmental reports and/or Record of Site Condition, as necessary

## 7. OWNER'S AUTHORIZATION

(to be completed if an Applicant/Agent is representing the property owner)

I, \_\_\_\_\_, being the registered owner of the subject lands hereby authorize \_\_\_\_\_ to prepare and submit this application for the Municipal Incentive Grant Program.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

## 8. LEGAL

I / WE HEREBY APPLY for a grant under the City of Peterborough Central Area Municipal Incentive Grant Program.

I / WE HEREBY AGREE to abide by the terms and conditions of the Grant Program.

I / WE HEREBY AGREE to enter into a grant agreement with the City of Peterborough that specifies the terms of the grant.

I / WE HEREBY AGREE to abide by the terms and conditions of the grant agreement and understand that a grant agreement for the grant amount shall be registered against the title of the property prior to the City releasing the funds.

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

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

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

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

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 City 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 has entered into a grant agreement with the City of Peterborough will continue to receive their grant, subject to their grant agreement.

I / WE HEREBY AGREE all grants will be calculated and awarded in the sole discretion of the City of Peterborough. Notwithstanding any representation by or on behalf of the City of Peterborough, or any statement contained in the program, no right to any grant arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the Program and the grant agreement. The City of Peterborough 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 grant.

Owner or Authorized Agent/

Applicant Name: \_\_\_\_\_

Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_



# General Administration Provisions Applicable to all CIP Financial Incentive Programs

The provision of any CIP grant is subject to the following general administration provisions:

- Owners, tenants and assignees of properties within the Central Area Community Improvement Project Area are eligible to apply for funding under the grant program. Application may be made on a “first come, first served basis” to the limit of the available funding, provided all eligible criteria and conditions are met for each program. Where applicable, tenants of properties may apply for funding with the written consent of the property owner.
- All applicants shall be required to have a pre-consultation meeting with City staff prior to filing their applications, to determine factors such as program eligibility, scope of work and project timing.
- Where other sources of government funding and/or non-profit organization funding to be applied against the eligible costs is anticipated or has been secured, these must be declared as part of the application and the grant may be reduced on a pro-rated basis.
- All arrangements for financial incentives under the program shall be to the satisfaction of the Treasurer for the City. All applicants who are approved will be required to enter into an agreement with the City approved by Council or its designate. Actual costs may be subject to independent audit, at the expense of the property owner.
- Property taxes shall be in good standing at the time of application and throughout the length of any loan or grant commitment.
- All proposed development shall conform to the Official Plan and Zoning By-law and other planning requirements. There shall be no outstanding work orders issued by the City against the property. In addition, all improvements shall be made pursuant to a building permit, and constructed in accordance with the Ontario Building Code where required.
- Any property that has a heritage designation or is in the Heritage Property Tax Relief Program must be in compliance with those programs to be eligible for any CIP Programs.
- The City may, at its discretion, and without further amendment to the Community Improvement Plan, extend or discontinue any program when and as it deems appropriate. Notwithstanding this, participants in various programs prior to their closing may continue to receive approved grants after the closing of the program as determined through individual agreement with the City and subject to available funding approved by the City.
- Final decisions with respect to applications and the allocation of funds shall be made by City Council, unless Council delegates its authority to staff. If Council delegates its authority, then an applicant shall be afforded the opportunity to appeal a staff decision to Council. The general administration of the program shall be the responsibility of the Planning and Development Services Department, in consultation with other departments as appropriate.
- Continuation of those programs requiring funding through the annual Capital Budget is subject to City Council approval. These programs include the Facade Improvement Grant Program, the Residential Conversion and Intensification Grant Program, and the refund of building permit fees under the Municipal Incentive Grant Program.

# Central Area Community Improvement Project Area



## Map Accuracy and Interpretation:

The information depicted on this hardcopy or digital map file is schematic in nature. Accurate interpretation of information shown should be obtained from appropriate city planning staff



City of  
**Peterborough**

Scale 1: 60,000

Kilometres  
0.0 0.4 0.8 1.2 1.6 2.0

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CITY OF PETERBOROUGH 2008

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