



Central Area Community Improvement Plan

Residential Conversion and Intensification Grant Program

Application Package

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City of
Peterborough

Residential Conversion And Intensification Grant Program Guide

1) PROGRAM DESCRIPTION

This program would offer a grant to property owners who rehabilitate/redevelop/convert their properties for residential purposes. This program is intended to promote the conversion of existing vacant commercial space into new residential units, particularly in the upper storeys of buildings within 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?

The maximum grant amount is to be calculated on the basis of \$10 per square foot of habitable floor space to be created.

6) WHEN WILL THE GRANT FUNDS BE ADVANCED?

All costs associated with the conversion/renovation must first be paid by the property owner with the City retaining the right to assess the reasonableness and eligibility of the costs under the terms of this program. Payment of the grant will be made to the property owner once construction is completed in accordance with the grant agreement.

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. Please see the application process chart for more specifics on the application process.

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 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 Residential Conversion and Intensification Grant Program agreement. Additional Council approval may be required to maintain eligibility if there are any changes.

Residential Conversion And Intensification Grant Program Application Process

STEP 1: APPLICATION SUBMISSION

- Pre-application meeting between City staff and applicant to review eligibility requirements.
- 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.
- Staff determines eligible works and costs.
- Staff prepares report to Council or Council's designate, 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 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

The applicant provides the City with:

- a) proof of completion of the project including "after" photos;
 - b) invoices with description and cost of eligible works;
 - c) proof of payment in full to contractors.
- Staff conducts building/site inspection of completed works (as necessary).
 - Staff checks to ensure that all program and grant agreement requirements have been met.
 - Payment of approved grant amount is made to applicant or assignee.
 - Project is monitored to ensure that all program and grant agreement requirements continue to be met.



Residential Conversion And Intensification 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 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 form is completed and signed by the owner. The grant will be paid by the City to the approved applicant with the acknowledgement of the property owner.
3. It is the responsibility of the applicant to contact and formally retain the services of a design consultant. Any costs incurred above the grant amount are the sole responsibility of the applicant.
4. Please ensure that you:
 - a. attach a letter of engagement or contract with the specified design consultant;
 - b. that the letter of engagement / contract includes the information specified in the Program Guide;
 - c. attach all required information to this form (current photos of existing building, plans, design drawings, contractor quotes, invoices); and
 - d. an application will not be considered complete until all required information and documents have been submitted.
5. If you find insufficient space on this form to respond to questions, please provide additional information on a separate page and attach to your application form.
6. Please ensure that the application form is complete and all required signatures and supporting documents have been supplied.
7. Please print (black or blue ink) the information requested on the application form.
8. There is no application fee.
9. 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
10. For further information on this program, please contact the Manager, Planning Division at 705-742-7777 ext.1781 or by email (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).

4. CONSTRUCTION COST ESTIMATES

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

Construction Estimate (\$):	<hr/>
Name of Contractor:	<hr/>
Construction Estimate (\$):	<hr/>
Name of Contractor:	<hr/>
Total Grant Requested:	
(\$10/sq. ft. of habitable space)	<hr/>

5. CONSTRUCTION SCHEDULE

Approximate Start Date of Construction:	<hr/>
Approximate End Date of Construction:	<hr/>

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 facade
- ☐ historical photographs and/or drawings
- ☐ a heritage impact statement for designated or eligible properties
- ☐ 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
- ☐ two (2) detailed cost estimates for eligible work provided by a licensed contractor

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 Residential Conversion and Intensification Grant Program.

Signature of Owner: _____ Date: _____

8. LEGAL

I / WE HEREBY APPLY for a grant under the City of Peterborough Central Area Residential Conversion and Intensification 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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