



Arnprior Community Improvement Plan FINANCIAL INCENTIVE PROGRAM - APPLICATION FORM

INSTRUCTIONS

This application form relates to the financial incentive programs under the Arnprior Community Improvement Plan. Eligible property owners and tenants are encouraged to explore the Town's web site, to determine if their property and project are eligible for financial incentives under the Community Improvement Plan.

- **Step 1:** Read through this application form. Arrange a pre-consultation meeting with the Town to discuss your project, your eligibility and to obtain assistance for filling out this form.
- **Step 2:** Complete this application form and required supporting documentation, based on instructions from the Town.
- **Step 3:** Submit the application form and supporting materials to the Town. Supporting materials will be identified by the Town at the pre-application consultation meeting. The application can be submitted in person or by mail/courier, to the contact noted below.
- **Step 4:** The application will be reviewed, evaluated and an approval decision will be made by the Review Panel or designated implementation body (may be Council or a Committee).
- **Step 5:** If the application is approved, payment will be made in accordance with the Community Improvement Plan. If the application is not approved, applicants will be contacted by the Town to discuss options for revising and resubmitting the application in order to address the Town and Review Panel's concerns.

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 eligibility requirements for the financial incentives are detailed in the Arnprior Community Improvement Plan (Section 6.7 – General Eligibility Requirements and Section 5.0 – Program-Specific Eligibility Requirements). Eligibility will be confirmed at the pre-application consultation meeting with the Town. Prior to arranging a pre-application consultation meeting with the Town, the applicant should confirm, at a minimum:

- Whether the subject property is located in the currently designated Community Improvement Project Area (only properties located within the Community Improvement Project Area are eligible for financial incentives);
- The precinct in which the property is located (Downtown, Daniel Street Corridor, Highway 17 Gateway or the Madawaska Boulevard Corridor);
- Whether the proposed works will be subject to obtaining a building permit, heritage permit and/or a planning approval (a minor variance, Zoning By-law Amendment, Official Plan Amendment). The application for financial incentive should be completed prior to the application for any of these permits and approvals.
- That the proposed project has not been commenced. Projects that have been initiated prior to application approval will not be eligible for financial incentives; and
- That the property owner has no outstanding tax arrears and be in good standing with regard to taxation at the time of application.

INFORMATION REQUIRED

All applications for financial incentives must be accompanied by supporting documentation. Applicants are encouraged to bring photographs, drawings and other information as may be available to the pre-application consultation meeting with the Town. During the pre-application consultation meeting, Town 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 two (2) cost estimates for the proposed work.

AUTHORIZATION BY OWNER IS REQUIRED

If the applicant is not the owner of the subject land (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 (Part IX of the application form).

SUBJECT TO CHANGE

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 Town 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:

Lindsay Wilson – Marketing and Economic Development Officer
Town Hall 105 Elgin Street West
Arnprior, ON K7S 0A8
Phone: (613) 623-4231 ext. 226 Fax: (613) 623-9960 [E-mail: lwilson@arnprior.ca](mailto:lwilson@arnprior.ca)

This application should only be submitted once the applicant has completed a pre-consultation meeting. It is recommended that applications be submitted in person so that Town staff can immediately review the application for completeness and reduce unnecessary delays. Applications may also be submitted by mail/courier to the address above.

2. Describe the current use of your property, and list the buildings and structures located on the property.

3. Is your property designated under Part IV or Part V of the Ontario Heritage Act?

Yes No

If no, is the property listed or otherwise identified by the Municipal Heritage Committee as being of architectural or historical interest?

Yes No

4. If you answered yes to either of the questions in Question 3 above, have you consulted with the Town's Municipal Heritage Committee regarding your proposed project?

Yes No

If yes, please briefly explain the outcome of the discussion. _____

PART III OVERVIEW OF YOUR PROJECT

Note: If you need more room for your answers, please attach a separate sheet.

1. Describe the current condition of your property or building(s).

2. Describe your proposed project in detail.

3. Please explain how your project will improve the streetscape, and why the project will support the improvement of Arnprior.

PART IV ELIGIBILITY SCREENING

Please arrange a pre-application consultation meeting with the Town for assistance in filling out this section.

1. Is the subject site or building located within the current designated Community Improvement Project Area?

Yes No

If you answered no, you are not eligible to apply for financial incentives under the Community Improvement Plan.

2. Which Precinct of the Community Improvement Plan is your property or building located?

- Downtown Arnprior
- Daniel Street South Corridor
- Highway 17 Gateway Area
- Madawaska Boulevard Corridor

3. Does the property have any outstanding tax arrears?

Yes No

If yes, please explain: _____

4. Have you previously applied for a financial incentive under the Arnprior Community Improvement Plan?

Yes No

If yes, are you applying for a financial incentive for the same property or building?

Yes No

If yes, please explain if you are re-applying or whether this application pertains to a new project:

5. Has an application for a building permit, heritage permit, or any planning approval as required, been submitted in relation to your project?

Yes No

If yes, please specify. _____

PART V FINANCIAL INCENTIVE PROGRAM TYPE(S)

1. Please indicate which financial incentive(s) you are applying for.

Please refer to section 5.0 of the Community Improvement Plan for program-specific eligibility criteria.

Façade or Property Improvement Grant Program

Please specify:

Grant Program – a grant of up to 50% of the eligible costs of the project, to a maximum of \$5,000.

Interest Rebate Program - a grant of up to \$2,500 to cover the cost of interest paid on a loan which is used by the property owner to cover eligible costs.

Heritage Property Improvement Program

Please specify:

Grant Program – a grant of up to 50% of the eligible costs of the project, to a maximum of \$7,500.

Interest Rebate Program - a grant of up to \$2,500 to cover the cost of interest paid on a loan which is used by the property owner to cover eligible costs.

Downtown Housing Program

Please specify:

Grant Program – a grant of up to 50% of the eligible costs of the conversion of non-residential space or the rehabilitation of residential space, to a maximum of \$7,500 per housing unit.

Interest Rebate Program - a grant of up to \$2,500 to cover the cost of interest paid on a loan which is used by the property owner to cover the eligible costs of the conversion of non-residential space or the rehabilitation of residential space, to a maximum of \$7,500 per housing unit.

Tax Increment Equivalent Grant Program – a rebate of up to 100% of the tax increment resulting from the property improvements, and decreasing by 10% each year until it reaches 0% after ten years.

For the purposes of determining eligibility, please specify:

Is the project is large-scale, meaning that it involves improvement of 25% of the existing gross floor area, and/or that it is anticipated to increase the assessed value by more than 15%?

Yes No

Does the project involve new development, such as the construction of a new building, new units or the enlargement of a building?

Yes No

Application and Permit Fees Rebate Program – a rebate of up to 50% of planning application and building permit fees, to a maximum of \$5,000.

Brownfields Financial Tax Incentive Program – tax assistance up to the total eligible costs, as defined in the Community Improvement Plan.

PART VI PROJECT COSTS AND DETAILS

1. 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 two quotes for the cost of each task or item. Applicants are required to obtain two quotes. *Applicants are encouraged to obtain at least one quote from a local vendor or contractor.* If you need additional space, please attach a separate sheet. **Please attach your quotes.**

Community Improvement Task/Item	Cost – Low Quote	Cost – High Quote
TOTAL:		

2. Please indicate the expected timeline/dates of the tasks below.

(a) **Anticipated submission of application for Planning Approvals, Heritage Permit (if applicable)**

Estimated date: _____

(b) **Anticipated submission of application for building permit (if applicable)**

Estimated date: _____

(c) **If you are applying for the Interest Rebate Program, indicate the anticipated date of receipt of loan from your financial institution**

Estimated date: _____

(d) **Anticipated commencement of construction/works**

Estimated date: _____

(e) **Completion of construction/works**

Estimated date: _____

PART VII SUPPORTING MATERIALS

Applications will need to be accompanied by supporting documentation. The types of documents required depend on the nature of the application and the type of financial incentives that the applicant is applying for. The following table should be filled out by the Town and Applicant at the pre-application consultation meeting. Under the second column, the Town is to note which materials are required to support the application. The applicant should check off the materials in the third column to indicate they have been attached as required.

Required Supporting Materials	Required to be Attached with Completed Application (NOTE: To be filled out at Pre-Application Consultation Meeting)	Completed and Attached (To be checked by Applicant)
Two (2) cost estimates	X (required in all cases)	
Proof of loan approval and payment from a qualified financial institution (applies to applications for interest rebate programs only)		
Photographs of the existing building/property		
Photographs of adjacent buildings/properties or the streetscape		
Historical photographs/reference materials		
Professional drawings/sketches of proposed work		
A professional site plan, construction drawings or other detailed drawings		
<i>Other materials (Town to specify at pre-application consultation meeting, using the space below)</i>		

PART VIII AFFIDAVIT (This affidavit must be signed in the presence of a Commissioner):

I (we), _____ of the _____
of _____ in the County of Renfrew solemnly declare that all
of the information required under Ontario Regulation 543/06 and/or Ontario Regulation 545/06, and the statements
contained in this application are true, and I (we), make this solemn declaration conscientiously believing it to be true, and
knowing that it is of the same force and effect as if made under oath and by virtue of the **CANADA EVIDENCE ACT**.

DECLARED before me at the _____ of _____ in the County of Renfrew
this _____ day of _____ 2_____.

Signature of Applicant

Date

Signature of Commissioner

Date

PART IX AUTHORIZATION OF OWNER

If the applicant is not the property owner(s) (i.e., is an agent of the property owner or a tenant), this section needs to be filled out by the owner(s) after the application has been completed by the Applicant and signed under Part VIII.

I (we) _____ of the _____
of the Town of Arnprior do hereby recognize and understand that my property is the subject of an application for financial
incentive(s) under the Arnprior Community Improvement Plan as submitted by _____
_____ and I (we) hereby authorize this application to proceed.

Signature of Owner(s)

Date

OFFICE USE ONLY

DATE RECEIVED: _____

APPLICATION NUMBER: _____

CIP - - _____

(Format: CIP-YY-###)

1. APPLICATION COMPLETENESS

The application is complete, including all required supporting documentation.

The application is not complete.

If determined to be not complete, specify reasons:

2. APPLICATION EVALUATION

The application meets all General Eligibility Criteria (Section 6.7 of the Community Improvement Plan and Part IV of this application form)

The application does not meet all General Eligibility Criteria.

If not, specify reasons:

The application meets all program-specific criteria (Section 5.0).

The application does not meet all program-specific criteria (Section 5.0).

If not, specify reasons:

The application is desirable for the community, is in the public interest, and represents good design according to the Community Improvement Plan and its Design Guidelines.

The application is not desirable for the community, is not in the public interest, and/or does not represent good design according to the Community Improvement Plan and its Design Guidelines.

Specify reasons why the project is or is not desirable, is or is not in the public interest and why it does or does not represent good design:

OFFICE USE ONLY

3. APPLICATION RECOMMENDATION

The CIP Administrator/Review Panel recommends this application for approval.

The CIP Administrator/Review Panel does not recommend this application for approval

If not recommended for approval, specify reasons:

4. APPLICATION DECISION

The application was approved by Council or the designated approval authority.

The application was not approved by Council or the designated approval authority.

If not approved, specify the reasons as determined by the approval authority: