

DOWNTOWN COMMUNITY IMPROVEMENT PLAN APPLICATION FORM

Façade Improvement Grant Program
Building Renovation Grant Program
Application Fees Grant Program



Town of Midland
Planning & Building Services
575 Dominion Avenue, Midland, ON L4R 1R2 p:
705-526-4275 ext. 2215 f: 705-526-9971
planning@midland.ca

DOWNTOWN CIP APPLICATION GUIDELINES & INFORMATION

1 Please refer to the Downtown CIP, as approved by Council by By-law #2016-56, passed August 22nd, 2016. The By-law and Downtown CIP can be found on the Town's [website](#).

2 The Downtown CIP contains objectives that are consistent with the *Downtown Master Plan and Community Improvement Plan*, and revitalization initiatives in accordance with Section 28 of the *Planning Act*. The [Downtown Master Plan and Community Improvement Plan](#) can be found on the Town's [website](#).

3 [Applications](#) for the Façade Improvement Grant Program, which are available from the BIA at on their [website](#), shall be submitted directly to the Downtown BIA at **212 King Street, Unit 9, Midland, ON L4R 3L9** or emailed to **downtownmidlandbia@gmail.com**

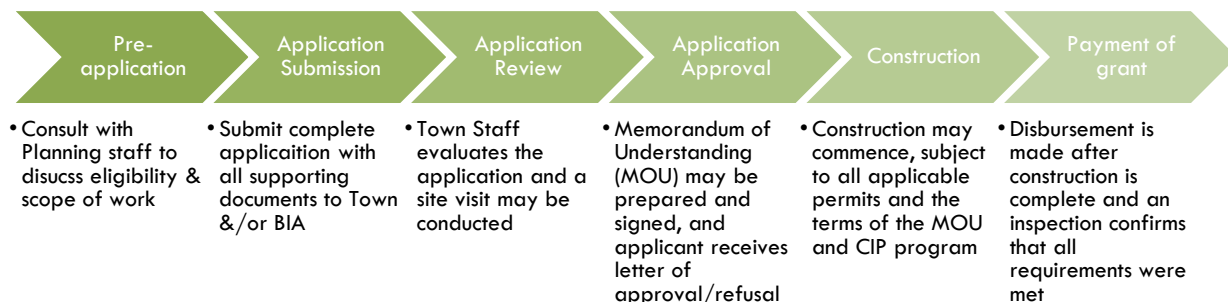
If the applicant also intends to access funding from the Town for the Façade Improvement Grant Program, the applicant must submit both the Town application form and the BIA application form directly to the BIA. The BIA's application deadline is April 30th each year.

4 Applications for the Building Renovation Grant Program and the Application Fees Grant Program shall be submitted directly to the Town at **575 Dominion Avenue, Midland, ON L4R 1R2** or emailed to **planning@midland.ca**. The Town's application deadline is April 30th each year.

5 For applications for work undertaken in 2016, applications shall be submitted no later than November 1st.

6 Only lands within the BIA are eligible for the Façade Improvement Grant Program. All lands within the CIP project area are eligible for the Building Renovation Grant Program and Application Fees Grant Program (see Figure 1, attached).

APPLICATION AND APPROVAL PROCESS



1 APPLICANT INFORMATION

APPLICANT		
Name		
Company Name		
Address		Municipality
Phone/Fax	Email	Postal Code
REGISTERED OWNER		
Name		
Company Name		
Address		Address
Phone/Fax	Email	Postal Code
AGENT		
Name		
Company Name		
Address		Address
Phone/Fax	Email	Postal Code
EXTERNAL DESIGN PROFESSIONAL		
Name		
Company Name		
Address		Address
Phone/Fax	Email	Postal Code

2 PROPERTY INFORMATION

SUBJECT PROPERTY	
Municipal Address	Postal Code
Assessment Roll Number (<i>obtain from Town</i>)	Legal Description
Name of Business (if applicable)	
Existing Use of Property	
Are there any outstanding liens or charges – not including mortgages – against this property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are property taxes in good standing on this property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any outstanding work orders on this property? (<i>If yes, please specify</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No

3 PROJECT INFORMATION

PROJECT DESCRIPTION	
Please provide a detailed description of the proposed improvements and scope of work. If more space is required, please attach on a separate document.	
Pre-application Consultation with Planning & Building Services	Date
Was Town design assistance obtained from Planning & Building Services?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do the proposed improvements require a building permit? (<i>Please consult with Planning & Building Services</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do the proposed improvements require encroachment agreements? (<i>Please consult with Clerks Department</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do the proposed improvements require a sign permit? (<i>Please consult with Planning & Building Services</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are any other permits, agreements, or variances required (e.g. sign variance)? (<i>If yes, please specify</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No

4 EXPENSE/GRANT INFORMATION

WORK ESTIMATES	
<i>Please attach two detailed independent contractor estimates for each component of the proposed eligible work, OR covering all components of the eligible work.</i>	
Name of Contractor #1	Estimate #1 (\$)
Name of Contractor #2	Estimate #2 (\$)
Cost of External Professional Design Services (\$) <i>(if applicable)</i>	
GRANT REQUEST	
Total Project Cost, including taxes (\$)	
Total Grant Request (\$)	
<i>Please note that minimum and maximum grant requests are as follows: <u>BIA Façade Improvement Grant</u>: 50% of eligible costs, max. \$3000; <u>Town Façade Improvement Grant</u>: 50% of eligible costs, max. \$3000; <u>Building Renovation Grant</u>: 50% of eligible costs, min. \$1500/max. \$6000; <u>Application Fees Grant</u>: 100% of eligible costs, max. \$3000</i>	

5 CONSTRUCTION SCHEDULE INFORMATION

TIMING	
Anticipated Start Date of Construction	Anticipated Completion Date of Construction
<i>Please note: Construction must be completed within one year from the date of the <u>project approval</u> under the CIP. Opportunities for a one-time, one-year extension may be available.</i>	

6 SUPPORTING INFORMATION & MATERIALS

SUPPORTING DOCUMENTATION	
<i>Please check the boxes to ensure that you have included the required supporting documents.</i>	
Completed application form	<input type="checkbox"/> Yes
Photograph(s) of the existing building façade(s)	<input type="checkbox"/> Yes
Design drawings prepared by a design professional (if applicable), or sketches, renderings, and/or elevation drawings illustrating proposed improvements	<input type="checkbox"/> Yes
Material board showing a sample of the proposed materials to be used	<input type="checkbox"/> Yes
Two detailed, independent contractor estimates for each component of the proposed eligible work, OR all components of the eligible work	<input type="checkbox"/> Yes
<i>Please note: Additional supporting information and material may be required.</i>	

7 REGISTERED OWNER(S) AUTHORIZATION & ACKNOWLEDGEMENT

<i>To be completed by the owner, if the applicant is not the owner</i>	
I/We,	
Name of Owner #1	Name of Owner #2
being the registered owner(s) of the subject lands, hereby authorize	
Name of Applicant	
to prepare and submit this application for the Downtown Community Improvement Program. I/We understand that grants under this program are allocated on the basis of property ownership, with one grant per property parcel owner per calendar year. I/We understand that authorizing one tenant to apply under this program may restrict the participation of other tenants within the same property parcel.	
Where the registered owner is a corporation, the signature below is also confirmation that I/We have the authority to bind the corporation.	
Signature of Owner #1	Date
Signature of Owner #2	

8 ACKNOWLEDGEMENT OF PUBLIC INFORMATION

<i>To be completed by the owner</i>	
I/We,	
Name of Owner #1	Name of Owner #2
am/are the owner(s) of the land that is the subject of this application and for the purpose of the <i>Municipal Freedom of Information and Protection of Privacy Act</i>, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected for the purposes of processing this application.	
I/We hereby consent to the Town of Midland making this application and supporting information available to the general public.	
I/We hereby consent that the materials collected as part of this application may be reproduced in Town of Midland publications/materials, including marketing and promotional materials.	
Where the registered owner is a corporation, the signature below is also confirmation that I/We have the authority to bind the corporation.	
Signature of Owner #1	Date
Signature of Owner #2	

9 CONFIRMATION OF APPLICATION

<i>To be completed by the applicant</i>	
I/We,	
Name of Owner #1	Name of Owner #2
are submitting an application for the property located at	
Subject Property Address	
I/We understand that if any material, statement, or information in this application or submitted in support of this application is untrue, deceptive or there is a material omission, the application may be denied or not approved, or the grant may be delayed, reduced, or cancelled.	
I/We hereby grant permission to the Town of Midland to enter into and inspect the property which 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 in full.	
Where the applicant is a corporation, the signature below is also confirmation that I/We have the authority to bind the corporation.	
Signature of Owner #1	Date
Signature of Owner #2	

FIGURE 1 CIP PROGRAM AREA AND BIA BOUDNARY

