

**Instructions**

- Applicants must pre-consult with municipal staff prior to filling out application
- If the space provided is insufficient to respond to the question, please provide additional information on a separate page, clearly marked as to the subject question, and attach to the application form
- Please attach financial quotes, drawings or other required information as appropriate
- We recommend that the applicant keep a copy of the application form for your own record
- Please ensure that the application has been signed by the property owner or authorized agent

**Application Requirements**

- Complete and Signed Application Form
- Drawings
- Two (2) Financial Quotes per eligible item
- Any Other Documents Required by the Municipality at the Pre-Consultation

**APPLICANT AND PROPERTY OWNER INFORMATION**

**Registered Property Owner**

Name:					
If Corporation, Signing Officer to contact:					
Mailing Address:					
City:		Province:		Postal Code:	
Telephone:		Facsimile:		Email:	

**Authorized Agent (If Any)**

Name:					
Mailing Address:					
City:		Province:		Postal Code:	
Telephone:		Facsimile:		Email:	

**Subject Property Information**

Civic Address:	
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Legal Description (Lot and Plan No., Assessment Roll No.):

Are property taxes for the subject property in arrears? Yes \_\_\_ No \_\_\_

Are there any outstanding orders registered against the subject property? Yes \_\_\_ No \_\_\_

Are there any outstanding violations under the Fire Code? Yes \_\_\_ No \_\_\_

Grants previously been received from the Municipality for subject property? Yes \_\_\_ No \_\_\_

Please describe grants received, including total amount:

**AUTHORIZATION**

If this application is to be signed by an agent or solicitor on behalf of the property owner/s, complete this section. This section should be signed by the property owners/or if held by a corporation, by a signing officer (name and position) of the corporation.

I hereby authorize \_\_\_\_\_ as agent, to act on my behalf in regard to the above application. I acknowledge that the authorized agent is to receive all correspondence and information pertaining to this application on my behalf.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_

Signature of Owner/s: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Witness \_\_\_\_\_

(Print Name), \_\_\_\_\_

a duly authorized Commissioner of Oaths

**APPLICANT AGREEMENT**

I/We hereby certify that the information given herein is true, correct and complete in every respect and understand that the Municipality reserves the right to verify any information contained herein. I/We agree to the terms and conditions of the programs for which the application is being made.

This section should be signed by the property owner/s, agent or if held by a corporation, by a signing officer (name and position) of the corporation.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_

Signature of Owner/s: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Witness \_\_\_\_\_

(Print Name), \_\_\_\_\_

a duly authorized Commissioner of Oaths

**PROGRAM CHECK LIST**

Please place a check next to the programs that you are applying for (Financial Incentive Summary attached to this application):

Open for 2021

- Beautification Program
- Rural Economic Development Program
- Accessibility Program
- Brownfield Study Program

Closed for 2021 (check back next year)

- Conversion, Expansion, & Redevelopment Program
- Additional Residential Unit Program
- Affordable Rental Housing Unit Program

Please note that available programs and funding methods are determined by Municipal Council on an annual basis.

**DESCRIPTION OF PROPOSED IMPROVEMENT PROJECT**



**Application Agreement**

I/We hereby apply for a grant under the North Middlesex Community Improvement Plan.

I/We hereby agree to abide by the requirements and provisions of the North Middlesex Community Improvement Plan.

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 Municipality by such inquiry as it deems appropriate, including inspection of the property for which this 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 agree that any work carried out prior to written receipt from the Municipality of grant application is not eligible for the grant.

I/We hereby grant permission to the Municipality or its agents to inspect the property to which this application applies.

I/We hereby agree that the grant may be delayed, reduced or cancelled if the project is not completed, not completed as approved, or if the person(s) undertaking the eligible works is not paid.

I/We hereby agree the information provided on this application may be shared with the public throughout the evaluation process.

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 Municipality in its sole discretion, subject to the requirements and provisions specified in the North Middlesex Community Improvement Plan. Participants in the program whose application has been approved will receive their grant, subject to meeting the requirements and provisions of the program.

I/We hereby agree all grants will be calculated and awarded in the sole discretion of the Municipality. Notwithstanding any representation by or on behalf of the Municipality, 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 requirements and provisions of the program. The Municipality 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. This section should be signed by the property owner(s), agent, or if held by a corporation, by a signing officer (name and position) of the corporation.

Dated at the \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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Name of Owner

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Signature of Owner



# INNOVATE NORTH

NORTH MIDDLESEX COMMUNITY IMPROVEMENT PLAN

## FINANCIAL INCENTIVES SUMMARY

## TABLE OF CONTENTS

<b>1.0</b>	Summary of General Eligibility Criteria	1
<b>2.0</b>	Overview of Application Process	2
<b>3.0</b>	Beautification Program	3
<b>4.0</b>	Rural Economic Development Program	4
<b>5.0</b>	Conversion, Expansion, and Redevelopment Program	5
<b>6.0</b>	Additional Residential Unit Program	6
<b>7.0</b>	Accessibility Program	7
<b>8.0</b>	Brownfield Study Program	8
<b>9.0</b>	Affordable Rental Housing Unit Program	9



## 1.0 SUMMARY OF GENERAL ELIGIBILITY CRITERIA

The following eligibility requirements apply to all CIP applications for grant funding, regardless of the program. Please note that the following list is meant as an overview and is not exhaustive. For full general and stream-specific eligibility requirements, please refer to Section 5 of the North Middlesex CIP.

- If applying for a grant, works must not begin until after the grant has been approved
- All proposed projects shall be consistent with the guiding principles and goals of the CIP
- If the applicant is not the owner of the lands, they must provide written the consent of the owner(s) to submit the application
- Applicants who are currently involved in active litigation with the Municipality are ineligible for financial incentives under this Plan
- Under no circumstances will the financial incentives issued under one or more programs in this plan exceed the total eligible costs of a project
- All other public sources of funding received and/or anticipated for the project must be disclosed
- Properties in tax arrears and/or having outstanding municipal bills (water, wastewater) are ineligible for funding
- Proposed works must conform to the County Official Plan, Municipal Official Plan, Municipal Zoning By-law, and any other applicable legislation or codes
- Properties having any issues with noncompliance, outstanding Work Orders (Fire, Building) and/or Zoning Orders are ineligible for financial incentives under this plan, unless otherwise noted
- Project works approved for incentive funding under the CIP must be carried out and completed in accordance with the approved project
- The project must conform to the eligibility requirements of the specific program

## 2.0 OVERVIEW OF APPLICATION PROCESS

The following steps provide a general overview of the application process for the incentive programs offered in the North Middlesex CIP.

- 2.1** Applicant pre-consults with Municipal Staff to discuss their project(s) and identify eligibility, review applicable programs, and receive preliminary feedback.
- 2.2** Applicant submits their application, including any required supporting information and materials identified at the pre-consultation.
- 2.3** CIP Coordinator reviews application for completeness. Applications which are deemed incomplete will be refused and returned to applicant.
- 2.4** Staff will prepare the recommendation to approve or refuse the application in the form of a staff report to Council. Applicant is notified.
- 2.5** Application & recommendation presented to Council for a final decision. If Council approves the application, staff will be directed to prepare a CIP Funding Agreement for execution with the applicant. There is no opportunity for appeal where an application has been refused by Council.
- 2.6** Upon execution of a CIP Funding Agreement, Applicant may initiate the works.
- 2.7** Applicant notifies Municipality of project completion. Applicant may be required to submit supporting information documenting the completion of the works.
- 2.8** Staff, in coordination with other municipal staff, will conduct a site inspection to confirm the works have been carried out in accordance with the CIP Funding Agreement.
- 2.9** Once all provisions and obligations of the Funding Agreement have been satisfied, Staff will organize the payment of the financial incentives in accordance with the provisions of the CIP Funding Agreement.
- 2.10** The approval of any application for funding will generally expire if works are not substantially completed within six (6) months from the date of execution of the Funding Agreement.

## 3.0 BEAUTIFICATION PROGRAM

The Beautification Program is intended to assist and encourage property owners to undertake visual improvements to their buildings and/or sites to improve the overall character of core areas in the community.

### 3.1 INCENTIVE OPTIONS

#### **Construction Costs Matching Grant**

50% of Construction Costs, up to \$5,000

#### **Professional Fees Matching Grant**

50% of Professional Fees, up to \$1,500

### 3.2 ELIGIBLE AREAS

#### **Parkhill**

- Parkhill Main Street (County Road 81) Corridor
- Elginfield Road (County Road 7) Corridor

#### **Aisla Craig**

- Elginfield Road (County Road 7) Corridor
- Queen Street (County Road 19) Corridor

#### **Nairn**

- Petty Street (County Road 19) Corridor

*The Municipality may approve grants and funding for Eligible Projects outside of the Eligible Areas above in extenuating circumstances.*

### 3.3 ELIGIBLE WORKS

- Façade improvements (painting, restoring brickwork, replace/repair of windows, redesigns, etc.)
- Installation, expansion, or renovation of a permitted street side patio/terrace directly associated with a business
- New/Improved Signage
- Landscaping Works (permanent planting beds/greenspaces, semi-permanent/permanent planters/fixtures)
- Permanent Artwork (murals, plaques, instalments)

### 3.4 ELIGIBILITY CRITERIA

1. Only available to non-residential or mixed-use properties
2. Projects must be directly related to facades and/or site areas which front onto, or are highly visible from, a public right-of-way or street
3. Roof improvements are not eligible
4. This program is not intended to facilitate end-of-life cycle replacements for building or other materials such as vinyl siding, lightbulb replacement, etc.
5. Project must be directly associated with a building, property, or use that is open and accessible to the general public, or which provides local employment

## 4.0 RURAL ECONOMIC DEVELOPMENT PROGRAM

This program is largely focused on providing financial assistance to help facilitate the establishment, expansion, or improvement of; on-farm diversified businesses; value added agricultural uses, rural-commercial uses, agri-tourism, and/or other recreation-focused commercial uses that are appropriate for a rural setting.

### 4.1 INCENTIVE OPTIONS

#### Interest-Free Loan

Loan equal to 50% of project costs, up to \$20,000  
(cannot be combined with other grants)

#### Construction Costs Matching Grant

50% of Construction Costs, up to \$5,000

#### Planning & Building Fee Grant

100% of fees, up to \$1,500

#### Professional Fees Matching Grant

50% of Professional Fees, up to \$1,500

### 4.2 ELIGIBLE AREAS

#### Lands outside of settlement / urban areas

*The Municipality may approve grants and funding for Eligible Projects outside of the Eligible Areas above in extenuating circumstances.*

### 4.3 ELIGIBLE WORKS

Eligible Projects generally include those directly associated with the establishment, expansion, or improvement of an on-farm diversified business, value added agricultural use, rural-commercial/industrial use directly related to agriculture, agri-tourism use, and/or other recreation-focused commercial use:

- New building construction and/or additions to an existing building
- Works associated with the improvement, redevelopment, renovation, and/or conversion of the ground floor of existing buildings necessary to accommodate a new or expanded eligible use noted above
- Façade improvements (painting, restoring brickwork, replace/repair of windows, redesigns, etc.)
- New/Improved Signage;
- Installation of new permanent landscape elements

### 4.4 ELIGIBILITY CRITERIA

1. Projects must be clearly and directly associated with a bonafide on-farm diversified business, value added agricultural use, rural-commercial/industrial use directly related to agriculture, agri-tourism use, and/or other recreation-focused commercial use
2. Improvements to dwellings / parts of dwellings used as part of a home-based business or other commercial operation are not eligible for funding
3. Funding preference will be given to those projects located along major roads/corridors
4. Projects must be consistent with the Provincial Policy Statement and conform to the Middlesex County Official Plan and North Middlesex Official Plan policies for agricultural areas
5. Projects must be directly associated with a building, property, or use that is open and accessible to the general public, or which provides local employment
6. Non-permanent or moveable components used by the business, such as appliances, furnishings, interior signage, and light fixtures are not eligible

## 5.0 CONVERSION, EXPANSION, & REDEVELOPMENT PROGRAM

This program is intended to support private sector investment in the redevelopment, renovation, and/or expansion of commercial and mixed-use buildings (generally interior) to improve their viability for accommodating a new or expanded commercial/service activity.

### 5.1 INCENTIVE OPTIONS

#### Interest-Free Loan

Loan equal to 50% of project costs, up to \$20,000 (cannot be combined)

#### Construction Costs Matching Grant

50% of Construction Costs, up to \$5,000

#### Planning & Building Fee Grant

50% of fees, up to \$5,000

#### Professional Fees Matching Grant

50% of Professional Fees, up to \$2,500

### 5.2 ELIGIBLE AREAS

#### Parkhill Settlement Area

#### Ailsa Craig Settlement Area

#### Nairn Settlement Area

*The Municipality may approve grants and funding for Eligible Projects outside of the Eligible Areas above in extenuating circumstances.*

### 5.3 ELIGIBLE WORKS

- Improvement, redevelopment, renovation, and/or conversion of the ground floor of existing buildings necessary to accommodate the establishment, expansion, or enhancement of a commercial, office, institutional, or mixed-use (ex. fire safety, electrical systems, ventilation, plumbing/fixtures)
- Renovation and/or redevelopment of the space
- Improvement, redevelopment, renovation, and/or conversion of upper storey space (whether vacant, office, commercial or other non-residential use) to convert into new residential units
- Infill development on vacant or partially developed properties (new builds or expansions)
- Professional fees for any designs or services reasonably associated with the works above

### 5.4 ELIGIBILITY CRITERIA

1. Decorative or finishing elements are not eligible under this program (ex. painting, drywall, etc.)
2. Non-permanent or moveable components used by the business, such as appliances, furnishings, interior signage, and light fixtures are not eligible
3. This program is not intended to support greenfield development (i.e. new development on vacant lands)
4. Residential-only buildings/properties are not eligible
5. Conversion of ground-level non-residential floor space to residential is not eligible for funding
6. Project must be directly associated with a building, property, or use that is open and accessible to the general public, or which provides local employment

## 6.0 ADDITIONAL RESIDENTIAL UNIT PROGRAM

This program is intended to encourage the creation of new residential (rental) units in the Municipality in an effort to help diversify the housing base, as well as provide more affordable housing options. This program is also intended to assist property owners with the costs associated with bringing non-compliant units up to code to legalize existing units and ensure the safety and wellbeing of tenants is maintained.

### 6.1 INCENTIVE OPTIONS

**Construction Costs Matching Grant**

50% of Construction Costs, up to \$5,000

**Planning & Building Fee Grant**

50% of fees, up to \$2,500

**Professional Fees Matching Grant**

50% of Professional Fees, up to \$1,500

### 6.2 ELIGIBLE AREAS

**Parkhill Settlement Area****Ailsa Craig Settlement Area****Nairn Settlement Area**

*The Municipality may approve grants and funding for Eligible Projects outside of the Eligible Areas above in extenuating circumstances.*

### 6.3 ELIGIBLE WORKS

- Creation of a new additional residential rental unit/secondary suite on a residential property;
- Works or upgrades that may be required to achieve compliance with building/fire codes and/or the zoning by-law, in order to "legalize" an existing residential rental unit

### 6.4 ELIGIBILITY CRITERIA

1. Prior to any grant monies being issued, the additional residential unit must comply with the Zoning By-law, and any other applicable codes/legislation
2. Costs associated with cosmetic, material lifecycle replacement, or otherwise visual improvements to an existing dwelling or additional residential unit are not eligible for funding

## 7.0 ACCESSIBILITY PROGRAM

This program is intended to support owners and businesses in undertaking barrier-free/general accessibility improvements to their properties and/or buildings. This program will be administered alongside public realm accessibility improvements undertaken by the Municipality to improve mobility for everyone in the community.

### 7.1 INCENTIVE OPTIONS

**Construction Costs Matching Grant**  
50% of Construction Costs, up to \$5,000

**Planning & Building Fee Grant**  
Up to 100% of fees, up to \$1,500

**Professional Fees Matching Grant**  
50% of Professional Fees, up to \$1,500

### 7.2 ELIGIBLE AREAS

*The grants and funding available under the Accessibility Program shall be available to all non-residential buildings/properties in the Municipality which are regularly open to and/or accessible to the general public or provide local employment.*

### 7.3 ELIGIBLE WORKS

Works undertaken to improve barrier-free accessibility and/or otherwise allows the building or site to achieve or exceed standards for code compliance with respect to accessibility, such as but not limited to:

- Installation of wheelchair ramps;
- Improvements to site/building circulation (i.e. improved pathways, stairs, entrances, etc.);
- Creation or improvement of on-site barrier-free parking spaces;
- Barrier-free improvement/retrofitting of washroom facilities; and/or,
- General storefront accessibility improvements as approved by the Municipality.

### 7.4 ELIGIBILITY CRITERIA

1. Program is only available to non-residential or mixed-use properties/buildings
2. Residential-only buildings/properties are not eligible
3. Improvements shall generally be permanent (i.e. not moveable/removable), unless permitted by the Municipality in its sole discretion
4. The Eligible Project must be directly associated with those parts/areas of a building, property, or use that is open and accessible to the general public, or which provides local employment.

## 8.0 BROWNFIELD STUDY PROGRAM

The Brownfield Study Program is intended to provide assistance with the costs of investigating the scope and nature of contamination on known or perceived brownfield sites. The main goal of this program is to provide better information to the property owner, prospective developer(s), and greater community respecting the type of contamination present and remediation costs anticipated for redevelopment.

### 8.1 INCENTIVE OPTIONS

#### Study Fees Grant

- a) 50% of the costs of a Phase I ESA, up to \$3,000; and/or
- b) 50% of the costs of one or more eligible studies noted below, up to \$10,000; up to a combined max of \$13,000

### 8.2 ELIGIBLE AREAS

#### Parkhill Settlement Area

#### Ailsa Craig Settlement Area

#### Nairn Settlement Area

*The Municipality may approve grants and funding for Eligible Projects outside of the Eligible Areas above in extenuating circumstances.*

### 8.3 ELIGIBLE WORKS

The following studies are eligible for funding through the Brownfield Study Program:

- Phase I & II Environmental Site Assessments (ESAs);
- A Designated Substances and Hazardous Materials Survey;
- A Remedial Work Plan; and,
- A Risk Assessment/Management Plan.

### 8.4 ELIGIBILITY CRITERIA

1. A maximum of two (2) studies may be funded per project.
2. Program is only available to properties where the proposed development is non-residential or mixed-use.
3. Environmental study grants will only be offered on eligible properties where there is potential for renovation, expansion, or adaptive reuse of the buildings on the property, and/or development / redevelopment of the property. Applicants must clearly demonstrate their legitimate intention to undertake one of these activities on an eligible property.
4. Applications for a Phase II ESA must be accompanied by a Phase I ESA completed by a Qualified Person (QP) (as defined by the Environmental Protection Act and Ontario Regulation (O. Reg) 153/04) that demonstrates the property is suspected of environmental contamination.
5. Applications for a Remedial Work Plan/Risk Assessment/Risk Management Plan must be accompanied by:
  - a Phase I ESA completed by a QP that demonstrates the property is suspected of environmental contamination and that preparation of a Phase II ESA is recommended; and,
  - a Phase II ESA prepared by a QP that demonstrates that, as of the date the Phase II ESA was completed, the property did not meet the required standards under subparagraph 4i of Section 168.4(1) of the Environmental Protection Act to permit a Record of Site Condition (RSC) to be filed in the Environmental Site Registry for the proposed use of the property.
6. One (1) electronic and one (1) hard copy for each study funded through the Brownfield Study Program shall be submitted to the Municipality for review upon completion.



## 9.0 AFFORDABLE RENTAL HOUSING UNIT PROGRAM

Similar to the Additional Residential Unit Program, the Affordable Rental Housing Unit Program is intended to encourage the creation of new affordable rental units in the Municipality to help diversify the housing base and provide more housing options. The Municipality and applicants will be encouraged to coordinate any prospective affordable housing projects with local/regional housing service providers or agencies (ex. London & Middlesex Community Housing).

### 9.1 INCENTIVE OPTIONS

**Construction Costs Matching Grant**

15% of Construction Costs, up to \$5,000 / unit for first 4 new units

**Planning & Building Fee Grant**

100% of fees, up to \$5,000

**Professional Fees Matching Grant**

50% of Professional Fees, up to \$2,500

**Development Charge Reduction**

Up to 80% relief of development charges

### 9.2 ELIGIBLE AREAS

**Parkhill Settlement Area****Ailsa Craig Settlement Area****Nairn Settlement Area**

*The Municipality may approve grants and funding for Eligible Projects outside of the Eligible Areas above in extenuating circumstances.*

### 9.3 ELIGIBLE WORKS

- Development or redevelopment resulting in the creation of one or more new affordable rental housing units on a property
- Works associated with the improvement, redevelopment, and/or renovation of upper storey space (whether vacant, office, commercial or other non-residential use) to convert into new affordable rental housing units, provided that the ground floor space is a commercial or office space

### 9.4 ELIGIBILITY CRITERIA

1. The Municipality shall maintain full discretion in the determination of what part(s) of an eligible project qualify as an affordable rental housing unit, in accordance with the definitions provided in Appendix B of the CIP
2. Where only a portion of the development contains units that will qualify as an affordable rental housing unit, only those qualifying units will be eligible for funding under this program;
3. Successful applicants must enter into an agreement with the municipality outlining the obligations and responsibilities of the owner, including but not limited to the requirement to maintain the residential units as affordable for a period of no less than ten (10) years, or other minimum time period agreed to by the Municipality;
4. Conversion of ground-level non-residential floor space to residential is not eligible for funding under this program.

