



Town of Cobourg Community Improvement Program: Downtown Vitalization – Application Checklist

PROGRAM CRITERIA:

Applicants must be able to check the box below to qualify for incentives:

- This application is being submitted prior to the commencement of any works or studies to which the incentive program applies.

SUPPORTING DOCUMENTATION:

Applicants must provide the following documentation:

- Detailed project plans, drawings, schedules (if applicable)
- Details regarding building materials to be used (including product specifications)
- Details regarding proposed colours, including references to the Town of Cobourg's Heritage Colour Palette (if applicable)
- An independent itemized quote from a qualified contractor*
- Documentation of funding from other sources (if applicable)
- Proof of mortgage in good standing (statement from Mortgagor(s))
- Proof of property taxes being in good standing (statement from the Cobourg Finance Department)

ADDITIONAL CONSIDERATIONS:

You may require a building permit or a sign permit to undertake your proposed improvements. If a building permit is required for the work, the project will be deemed complete upon final inspection by the Building Division. A building permit application triggers zoning by-law and building code requirements.

You may require a Heritage Permit if the property is designated under Part IV or Part V of the *Ontario Heritage Act*. If you are unsure of your property's status, please contact the Planning Division.



If required, please ensure that a Road/Sidewalk Occupancy Permit is obtained before construction has commenced. If any sidewalk closures are necessary, these will be dealt with through the Public Works Department.

** A second quote may be requested if one is found to be unsatisfactory.*

PLEASE NOTE: Incentive programs under the Downtown Vitalization CIP do **not** reward poor stewardship or the destruction of/damage to character-defining heritage attributes. As a result, the Town of Cobourg reserves the right to withhold the disbursement of funding to work that is substandard or completed poorly, inconsistent with the Façade Improvement Program application, or that requires a building permit and for which inspections have not been conducted.