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| The Corporation of the Town of CobourgDowntown Cobourg Vitalization Community Improvement Plan (CIP) Application |
| **LOCATION OF SUBJECT PROPERTY**  |
| Municipal Address: Click here to enter text. |
| Legal Description: Click here to enter text. |
| Is this a condominium corporation? [ ] No [ ] Yes If yes, will the proposed work alter a common element? [ ] No [ ] Yes If yes, please attach a letter from the condominium board authorizing the proposed work. |
| **APPLICANT INFORMATION** |
| Name: Click here to enter text. |
| Phone: Click here to enter text. | Cell: Click here to enter text. | Email: Click here to enter text. |
| Address: Click here to enter text. |
| Town: Click here to enter text. | Postal Code: Click here to enter text. |
| **OWNER Information** *(if different than above)* |
| Name: Click here to enter text. |
| Phone: Click here to enter text. | Cell: Click here to enter text. | Email: Click here to enter text. |
| Address: Click here to enter text. |
| Town: Click here to enter text. | Postal Code: Click here to enter text. |
| **Agent/Contractor Information** |
| Name: Click here to enter text. |
| Company name: Click here to enter text. |
| Phone: Click here to enter text. | Cell: Click here to enter text. | Email: Click here to enter text. |
| Company address: Click here to enter text. |
| Town: Click here to enter text. | Postal Code: Click here to enter text. |

1. Please select the CIP program(s) to which you are applying, and complete the corresponding sections of this application. *(Double click to select all programs that apply)*:

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| [ ]  | 1. Study Grant Program
 | Amount Requested: $ Click here to enter text. |
| [ ]  | 1. Façade Improvement Program
 | Amount Requested: $ Click here to enter text. |
| [ ]  | 1. Building Improvement Grant/Loan Program
 | Amount Requested: $ Click here to enter text. |
| [ ]  | 1. Residential Grant/Loan Program
 | Amount Requested: $ Click here to enter text. |
| [ ]  | 1. Vitalization Tax Increment Grant Program
 | Amount Requested: $ Click here to enter text. |
| [ ]  | 1. Brownfields Tax Assistance Program
 | Amount Requested: $ Click here to enter text. |
| [ ]  | 1. Vitalization Development Charges Grant Program
 | Amount Requested: $ Click here to enter text. |
| [ ]  | 1. Fees Grant Program
 | Amount Requested: $ Click here to enter text. |

1. What is the existing use of the building/property? Click here to enter text.
2. Total gross floor area (sq. ft.) of **existing building(s)** at the subject property: Click here to enter text.

Does the proposed scope of work include an **increase** to the gross floor area of the building?

[ ] No [ ] Yes

If yes, please indicate the total gross floor area (sq. ft.) of the building upon completion of the scope of work: Click here to enter text.

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| **RESIDENTIAL SPACE (if applicable)**  |  |
| Indicate the number of existing residential units **currently** at the subject property, and whether they are presently **occupied or vacant,** and for how long the unit(s) has been vacant: | Click here to enter text. |
| Number of **new** residential units being created by this scope of work: | Click here to enter text. |
| **Total** number of residential units at the subject property upon completion of the scope of work: | Click here to enter text. |
| Residential space (gross floor area) in the building that is being **rehabilitated/upgraded/created** through this scope of work (sq. ft.): | Click here to enter text. |
| **COMMERCIAL SPACE (if applicable)**  |  |
| Indicate the number of existing commercial units **currently** at the subject property, and whether they are presently **occupied or vacant,** and for how long the unit(s) has been vacant: | Click here to enter text. |
| Number of **new** commercial units being created by this scope of work: | Click here to enter text. |
| **Total** number of commercial units at the subject property upon completion of the scope of work: | Click here to enter text. |
| Commercial space (gross floor area) in the building that is being **rehabilitated/upgraded/created** through this scope of work (sq. ft.): | Click here to enter text. |

1. Are there any outstanding work orders on this property? [ ]  No [ ]  Yes
2. Current assessed value of the property: Click here to enter text.

Current property taxes (annual): Click here to enter text.

Is the property in tax arrears? [ ]  No [ ]  Yes

If yes, please specify the amount: Click here to enter text.

1. Have you received funding from the Community Improvement Program in previous years for this subject property? [ ]  No [ ]  Yes (please complete the following section):

Year in which funding was granted: Click here to enter text.

Amount(s) and CIP program(s) through which previous funding was granted: Click here to enter text.

1. Have you received grants/loans or other financial assistance for this property from other Town of Cobourg programs or from other level(s) of government?

[ ]  No [ ]  Yes (please complete the following section):

 Specify the type, date, and amount of financial assistance received: Click here to enter text.

1. Will the scope of work introduce a new business to Downtown Cobourg? [ ]  No [ ]  Yes

If yes, please provide a description of the business and **attach a copy of a signed minimum 12 month lease**. Click here to enter text.

1. Will the scope of work be visible from the public realm (street, park, parking lot, etc.)?

 [ ]  No [ ]  Yes

1. Will the scope of work address an engineering/structural issue(s) with an existing building?

 [ ]  No [ ]  Yes

If yes, please provide **supporting documentation from a qualified professional** that demonstrates the nature and extent of the engineering/structural issue(s) to be addressed.

1. What is the heritage status of the subject property?

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| --- | --- |
| [ ]  | Located in a Heritage Conservation District *(designated under Part V of the Ontario Heritage Act)* |
| [ ]  | Individually designated by by-law *(designated under Part IV of the Ontario Heritage Act)* |
| [ ]  | Listed on the Town of Cobourg’s Register of Properties of Cultural Heritage Value and Interest*(non-designated)* |
| [ ]  | No heritage status |

Construction/Project Schedule

Approximate start date: Click here to enter text.

Approximate end date: Click here to enter text.

1. **STUDY GRANT PROGRAM**

*Eligibility and program requirements can be found in Section 6.4 of the* Downtown Cobourg Vitalization CIP*.*

Please describe in detail the type of study for which you are seeking financial support through the *Study Grant Program*: Click here to enter text.

Please attach the following supporting documentation:

*[ ]* Itemized quote(s) that includes the name of the qualified consultant(s) who will be undertaking this scope of work

[ ]  Other relevant drawings or studies to support the proposed scope of work, if applicable, or as required by the Town of Cobourg

1. **FAÇADE IMPROVEMENT GRANT/LOAN PROGRAM**

*Eligibility and program requirements can be found in Section 6.5 of the* Downtown Cobourg Vitalization CIP*.*

Please describe in detail the full eligible scope of work for which you are seeking financial support through the *Façade Improvement Grant/Loan program*: Click here to enter text.

Please indicate which façade(s) are included in the scope of work (select all that apply):

 FRONT [ ] 1st storey [ ] 2nd storey [ ] 3rd storey

 REAR [ ] 1st storey [ ] 2nd storey [ ] 3rd storey

 SIDE A [ ] 1st Storey [ ] 2nd storey [ ] 3rd storey

 SIDE B [ ] 1st storey [ ] 2nd storey [ ] 3rd storey

 Will the entirety of an existing building’s publicly visible façade be improved? [ ] Yes [ ] No

Please attach the following supporting documentation:

[ ]  Photographs of the existing building

[ ]  Historical photographs of the building, if available

[ ]  Confirmation of an approved Heritage Permit, if applicable

[ ]  Elevation drawings to illustrate the full scope of the proposed façade improvements

[ ]  Other relevant drawings, studies, or information to support the proposed scope of work, if applicable, or as required by the Town of Cobourg

[ ]  Itemized quote(s) indicating project/construction costs, and including the name and contact information of the qualified contractor(s)/other professional(s) who will be undertaking the work

1. **BUILDING IMPROVEMENT GRANT/LOAN PROGRAM**

*Eligibility and program requirements can be found in Section 6.6 of the* Downtown Cobourg Vitalization CIP*.*

Please describe in detail the full the eligible scope of work for which you are seeking financial support through the *Building Improvement Grant/Loan Program*: Click here to enter text.

Please attach the following supporting documentation:

[ ]  Photographs of the existing building

[ ]  Historical photographs of the building, if available

[ ]  Confirmation of an approved Heritage Permit, if applicable

[ ]  Architectural drawings to illustrate the full scope of the proposed building improvements

[ ]  Other relevant drawings, studies, or information to support the proposed scope of work, if applicable, or as required by the Town of Cobourg

[ ]  Itemized quote(s) indicating project/construction costs, and including the name and contact information of the qualified contractor(s)/other professional(s) who will be undertaking the work

1. **RESIDENTIAL GRANT/LOAN PROGRAM**

*Eligibility and program requirements can be found in Section 6.7 of the* Downtown Cobourg Vitalization CIP*.*

Please describe in detail the full the eligible scope of work for which you are seeking financial support through the *Residential Grant/Loan Program*: Click here to enter text.

Please attach the following supporting documentation:

[ ]  Photographs of the existing building

[ ]  Historical photographs of the building, if available

[ ]  Confirmation of an approved Heritage Permit, if applicable

[ ]  Floor plans specifically indicating the gross floor area of the total residential habitable floor space that is being rehabilitated/upgraded/created.

[ ]  Other relevant drawings or studies to support the proposed scope of work, if applicable, or as required by the Town of Cobourg

[ ]  Itemized quote(s) indicating project/construction costs, and including the name and contact information of the qualified contractor(s)/other professional(s) who will be undertaking the work

1. **VITALIZATION (TAX INCREMENT) GRANT PROGRAM**

*Eligibility and program requirements can be found in Section 6.8 of the* Downtown Cobourg Vitalization CIP*.*

Please describe in detail the project that was constructed and completed at the subject property that created the **significant increase** in assessment and property taxes. Include a description of the current land use and, if applicable, a description of how the project incorporates exemplary urban design, enhances the heritage character of the area, incorporates affordable residential units, and/or achieves LEED certification or other sustainable design/construction standards recognized by the Town: Click here to enter text.

When was this work completed? Click here to enter text.

Post-project increase in assessment value: Click here to enter text.

Post-project increase in municipal taxes: Click here to enter text.

Please attach the following supporting documentation:

[ ]  Photographs of the building/property showing the completed project

[ ]  A copy of the reassessment of the property by MPAC

[ ]  Other relevant drawings/studies or other documentation in support of the completed project, or as required by the Town of Cobourg

1. **BROWNFIELDS TAX ASSISTANCE PROGRAM**

*Eligibility and program requirements can be found in Section 6.9 of the* Downtown Cobourg Vitalization CIP*.*

Please describe in detail the full the eligible scope of work for which you are seeking financial support through the Brownfields Tax Assistance Program: Click here to enter text.

Area of land to be remediated/developed (Ha.): Click here to enter text.

Rehabilitation Period

Approximate start date: Click here to enter text.

Approximate end date: Click here to enter text.

Development Period

Approximate start date: Click here to enter text.

Approximate end date: Click here to enter text.

Please attach the following supporting documentation:

[ ]  Photographs of the brownfield site

[ ]  Phase II Environmental Site Assessment (ESA)

[ ]  Remedial Work Plan (if applicable)

[ ]  Risk Assessment (if applicable)

[ ]  Other relevant drawings/studies or other documentation in support of the project, or as required by the Town of Cobourg

1. **VITALIZATION DEVELOPMENT CHARGE GRANT PROGRAM**

*Eligibility and program requirements can be found in Section 6.10 of the* Downtown Cobourg Vitalization CIP*.*

Please describe in detail the full the eligible scope of work for which you are seeking financial support through the Vitalization Development Charge Grant Program: Click here to enter text.

Total amount of Development Charges for this project: Click here to enter text.

Please attach the following supporting documentation:

[ ]  Photographs of the building/property (showing the completed project, if applicable)

[ ]  Other relevant drawings/studies or other documentation in support of the project, or as required by the Town of Cobourg

FOR BROWNFIELD SITES:

[ ]  Phase II Environmental Site Assessment (ESA)

[ ]  Remedial Work Plan (if applicable)

[ ]  Risk Assessment (if applicable)

1. **FEES GRANT PROGRAM**

*Eligibility and program requirements can be found in Section 6.11 of the* Downtown Cobourg Vitalization CIP*.*

Please list all eligible municipal fees that have been paid to permit construction of this project.

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| **FEE TYPE** | **FEE PAID ($)** |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| **TOTAL** | **Click here to enter text.** |

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| **DECLARATION & SIGNATURE** |
| I hereby declare that the statements made herein are, to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application. I have reviewed the submission requirements and understand that incomplete applications may not be accepted. I also understand that the proposal must comply with all other applicable legislation and by-laws and that other approvals, if required, must be described clearly in this application form (e.g. Minor Variance, Site Plan, Building Permit, Sign Permit, Heritage Permit, etc.). I acknowledge that Town of Cobourg staff may visit the property that is the subject of this application for the purpose of evaluating the merits of this application. I acknowledge that personal information on this form is collected under the authority of the *Ontario Heritage Act, Municipal Act,* and/or the *Planning Act* and will be used to process the Community Improvement Plan application and the information may also be released to the public. I acknowledge that I have read in full the Downtown Cobourg Community Improvement Plan and understand and conform to the eligibility and program requirements.As the date of this application, I am the registered Owner of the property described in this application, and I have examined the contents of this application and hereby certify that the information submitted with the application is correct insofar as I have knowledge of these facts, and I concur with the submission of this application by:  |
| Click here to enter text. | of | Click here to enter text. |
| *Agent Name* |  | *Agent Company Name* |
| Who I have appointed as my agent.  |
|  |  |  |
| *Signature of Owner* |  | *Date* |

**Completed Submission** – Before submitting this application, please ensure the following has been completed:

|  |  |
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| [ ]  | Pre-consultation meeting with staff. |
| [ ]  | A Heritage Permit (if required) has been issued.  |
| [ ]  | Application form has been completed. |
| [ ]  | If applicable, a letter of authorization from the condominium board is attached. |
| [ ]  | If applicable, a copy of a signed minimum 12-month lease for a new downtown business is attached. |
| [ ]  | All other required and supporting documentation, including drawings, photographs, studies, reports, etc., as indicated in this application form, is attached. |
| *Applicants may be asked to provide additional supporting materials to assist with the review of the application.* |

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| ***Please note:*** *The personal information on this form was collected pursuant to the Freedom of Information Act and forms part of a public record open to inspection by any person upon request at the office of the clerk during normal office hours. See the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, s.14(1)(c).* |