

FOR OFFICE USE ONLY

Brownfield Planning File No. BR _____ Address _____

Received by: _____ Submission Date _____

Application Complete Yes No If No, List Items Missing: _____

PART A - GENERAL SUBMISSION REQUIREMENTS

1. Instructions

The application form comprises **Part A – General Requirements** and **Part B - Program Specifics**. Please complete **Part A** and the relevant sections of **Part B**.

For further information please contact:

Ms. Dana McLean, Planning Programs Administrator
City of Cornwall, Department of Planning, Parks and Recreation
Tel: (613) 930-2787 ext. 2105
Fax: (613) 930-7426
Email: dmclean@cornwall.ca
City Website: www.cornwall.ca

2. Applicant Information

Registered Property Owner

Name: _____

Mailing Address: _____

Phone #: _____ Fax #: _____ Email: _____

Applicant (if different from Registered Property Owner)

Name: _____

Mailing Address: _____

Phone #: _____ Fax #: _____ Email: _____

Is this a joint application? Yes No

If yes, please provide the names of all applicants (e.g. other landowners, developers, etc.):

IMPORTANT NOTE: If the Applicant(s) are not the registered owners of the property subject to this Brownfields Program Application, a Letter of Authorization from the registered owners **MUST** accompany this request indicating support for the subject Applicant(s) to proceed accordingly. In the absence of such Letter of Authorization, no further consideration of the application should be made.

Have you (or your co-applicants) previously received a grant or other financial assistance from the City of Cornwall?

Yes No

If yes, please provide details below (e.g. file number(s), reference number(s), type of program, etc.):

3. Representation by Authorized Agent of Applicant

If this application is to be signed by an authorized agent or solicitor on behalf of an applicant(s), please complete this section. If the applicant is a corporation, an officer of the corporation shall sign the application and the corporation's seal shall be affixed.

I, _____
(The applicant) hereby authorize my agent/solicitor, to act on my behalf in regard to the above application.

Dated at _____ of _____ this ____ day of _____, _____
(City, Town, etc.) (Month) (Year)

Contact Information for Authorized Agent/Solicitor

Name of Authorized Agent/Solicitor: _____

Company/Firm: _____

Mailing Address: _____

Phone #: _____ Fax #: _____ Email: _____

4. Property Information

Municipal address of property for which application is being made (please include an Ontario Land Survey (OLS) if available):

Legal description of property (in the absence of a Legal Survey, refer to tax bill for information):

Lot No: _____ Plan No: _____ Roll No: _____

Description of property (e.g. past known use(s), current use, approximate size, etc.):

5. Evidence of Suspected/Potential Site Impairment or Actual (Evidenced) Environmental Contamination

Please provide a description of the nature of suspected/potential environmental impairment or actual environmental contamination, as evidenced by existing ESA's, on the property (please attach available reports/documentation – e.g. Phase I ESA and greater, if available):

6. Description of Proposed Property Improvements

Type of use: _____

Total number of new residential units: _____
and/or

Gross floor area of non-residential structures: _____

Building Permit No: _____ Permit Application Date: _____
(if applicable) (if applicable)

7. Brownfields Rehabilitation / Redevelopment Incentive Programs

Please check off the incentives for which this application applies:

BROWNFIELDS PROGRAMS	
B-1. City of Cornwall Rehabilitation Grant (Tax Based)	
B-2. Environmental Site Assessment Grant and Project Feasibility Grant	
B-3. Municipal Planning/Development Fee Grant and Discretionary Tipping Fees Grant Program	

8. Covenant and Non-Assignment of Rights

I/We hereby apply for assistance under the programs specified and agree to abide by the terms and conditions of the programs as established by the City of Cornwall.

I/We hereby certify that the information given herein is true, correct and complete in every respect and understand that the City of Cornwall reserves the right to verify any information contained herein.

I/We have the authority to bind the company: _____

Signature of Applicant(s) _____ Date: _____
 or Authorized Signing Officer of Corporation

Title: _____

Witness: _____ Date: _____

Print Name: _____

Notes:

Personal information, contained on this form and attached documents, is collected pursuant to the *Freedom of Information and Protection of Privacy Act* and the *Federal Personal Information Protection and Electronic Documents Act*, and will be used for the purpose of processing your application. Questions should be directed to the City of Cornwall, Clerk's Office at (613) 930-2787 ext. 2537.

The application for program assistance does not confer upon the applicant the right to commence property improvements which have not been approved at the time of application. The submission of an application for program assistance does not imply that the application will be approved in part or in whole by the City. The City of Cornwall reserves the right, in its absolute and sole discretion, to approve, in part or in whole, any application, reject any or all applications, seek clarification and additional information from applicants or their authorized agents as required, and add to, adjust or terminate the programs of assistance as may be desirable from time to time.

PART B - PROGRAM-SPECIFIC SUBMISSION REQUIREMENTS

Please complete the sections relevant to the programs to which this application applies.

B-1 CITY OF CORNWALL BROWNFIELD REHABILITATION GRANT (TAX BASED)

1. Proposed Development

What is the anticipated phasing, if any, of the project?

Please provide a schedule for each phase showing the anticipated completion date and planned property improvements in each phase. Please attach a Concept Plan to, in part, illustrate the geographic location(s) of each phase.

Phase	Improvements to Property	Completion Date
(e.g. Phase 1)	(e.g. Servicing and Development of 12 of 36 planned residential units)	(e.g. June 2005)

2. Assessment and Property Taxation Information

Assessed property value prior to improvements: \$ _____ Year _____

Property Tax: \$ _____ Year _____

If more than one parcel of land is included in the application, please show the assessment and property tax for each separately.

1. Assessment: \$ _____ Year _____ Tax: \$ _____ Year _____

2. Assessment: \$ _____ Year _____ Tax: \$ _____ Year _____

3. Assessment: \$ _____ Year _____ Tax: \$ _____ Year _____

4. Assessment: \$ _____ Year _____ Tax: \$ _____ Year _____

Assessed property value in each year since project commenced (if applicable):

\$ _____ (Year _____) \$ _____ (Year _____) \$ _____ (Year _____)

B-1 CITY OF CORNWALL BROWNFIELD REHABILITATION GRANT (TAX BASED) cont'd

3. Remediation and Development Costs

What is the estimated cost of remediation associated with the planned improvements to the property? Please attach details of the proposed remediation work and its phasing.

B-2 ENVIRONMENTAL SITE ASSESSMENT GRANT AND PROJECT FEASIBILITY STUDY GRANT

Please check which grant(s) (one or both) this application relates to:

Environmental Site Assessment Grant	
Project Feasibility Grant	

1. Environmental Site Assessment Grant Information Requirements

Phase I Environmental Site Assessment (ESA)

Applicants should have completed a Phase I Environmental Site Assessment (ESA) of the property which indicates the need for additional environmental study. Please attach a copy of the Phase I ESA for the property.

Date of Phase I ESA: _____

Company/Firm that Prepared Phase I ESA: _____

Phone #: _____ Fax #: _____ Email: _____

Phase II Environmental Site Assessment (ESA) and Phase III Remedial Action Plan

Company/Firm preparing Phase II ESA: _____

Phone #: _____ Fax #: _____ Email: _____

Cost of Phase III ESA (quote from environmental consultant): \$ _____

Company/Firm preparing Phase III ESA: _____

Phone #: _____ Fax #: _____ Email: _____

Please attach:

1. Details of the work plan for the environmental study(ies) proposed for the property (i.e. Phase II ESA or, if already complete, a Phase III Remedial Action Plan. This may also include such items as a Risk Assessment (RA) Report or re-evaluation of existing Phase I, II and III ESA's based on need to update documentation); and
2. A copy of the proposal from the consultant.

The City of Cornwall will also require a copy of the Final Report(s) and technical appendices.

Note: An ESA and related Record of Site Condition (RSC) must be prepared by an environmental consulting firm certified for this purpose by the Ontario Ministry of the Environment under the Environmental Protection Act, Ontario Regulation 153/04. This consultant is commonly referred to as the 'Qualified Person' (QP).

**B-2 ENVIRONMENTAL SITE ASSESSMENT GRANT AND PROJECT FEASIBILITY GRANT
cont'd****2. Project Feasibility Study Grant**

Please describe the potential uses being considered for the property and which uses are within the scope of the feasibility work to be undertaken (including possible Official Plan and zoning amendments which may be required):

Company/Firm preparing Feasibility study: _____

Phone #: _____ Fax #: _____ Email: _____

Cost of Feasibility study (quote from consultant): \$ _____

Please attach a copy of the proposal from the consultant. The City of Cornwall will also require a copy of the Final Report and technical appendices.

B-3 MUNICIPAL PLANNING/DEVELOPMENT FEES GRANT AND DISCRETIONARY TIPPING FEES GRANT PROGRAM

1. Planning / Development Fee Grant Request

Please check off the fees for which this application applies:

APPLICATION FOR REBATE		DATE OF APPLICATION (if applicable) and estimated / known value
Official Plan Amendment		
Zoning Bylaw Amendment		
Site Plan Control		
Minor Variance or Severance		
Plan of Subdivision		
Plan of Condominium		
Demolition Permit		
Building Permit		
Tipping Fees		
TOTAL ESTIMATED / KNOWN VALUE OF REQUESTED FEES REBATE /GRANT:		

Note: The following conditions apply (Planning and Development Fees):

1. Program operates as a rebate of application fees incurred by the applicant during course of obtaining the necessary planning and building permit approvals for the proposed development and use of the property;
2. Rebate of planning approval fees is conditional on obtaining a valid building permit;
3. Rebate of building permit fees is conditional on the achievement of occupancy permit;
4. Eligibility is restricted to sites with demonstrated environmental contamination or, at the discretion of Council, sites which are suspected to be environmentally contaminated;
5. Rebate is limited to 100% of the fees listed above and excludes any and all other fees, charges and costs incurred by the applicant in securing the required planning and building permit approvals; and
6. Municipal Tipping Fee Grant is only for projects where removal of contaminated soil to the City of Cornwall municipal land fill is the most appropriate method of remediation. The provision and amount of any grant is entirely at the discretion of the City of Cornwall.

B-3 MUNICIPAL PLANNING/DEVELOPMENT FEES GRANT (REBATE) AND DISCRETIONARY TIPPING FEES GRANT cont'd**2. Environmental Site Assessment (ESA) Requirements**

To obtain planning and development fee grants (rebates), applicants must submit a copy of the Phase I ESA, completed for the property, or Phase II ESA and RSC or Remedial Action Plan if available. The City of Cornwall may require a Phase I ESA as a condition of any planning approval, separate and apart from any requirements to meet applicable environmental standards arising from environmental contamination of the property.

Date of Phase I ESA: _____

Company/Firm that Prepared Phase I ESA: _____

Phone #: _____ Fax #: _____ Email: _____

Please attach a copy of the Phase I ESA.

PART C - SCREENING CRITERIA

B-1 CITY OF CORNWALL BROWNFIELD REHABILITATION GRANT (TAX BASED)

SCREENING CRITERIA FOR ALL PROGRAMS

Applications will be received and screened based on the following requirements. Once screened, an application can then be considered for funding.

GENERAL SCREENING CRITERIA – MANDATORY (PASS/FAIL)		YES	NO
i)	Is the site located in the Brownfields Strategy Community Improvement Policy Area?	✓	
ii)	Does the site rehabilitation/redevelopment proposal involve vacant, abandoned or underutilized industrial or commercial land?	✓	
iii)	Does the site have real or perceived environmental contamination based on history of use, adjacency to known contaminated lands, etc.?	✓	
iv)	Is there a history of unfulfilled environmental orders against the property?		✓
v)	Has the current owner/tenant previously sought and received municipal funding for site improvement that did not result in rehabilitation or improvement of the site?		✓
vi)	Has the municipality sought conviction against the current owner/tenant for violation of law and/or City Property Standards By-law?		✓

Notes/Assessment: _____

PROGRAM-SPECIFIC CRITERIA

REHABILITATION GRANT SUBMISSION REQUIREMENTS		YES	NO
1.	Estimate of site conditions and costs of remediation (from a qualified environmental consultant)		
2.	Rehabilitation plan/budget and work plan		
3.	Site Plan and or floor plans for renovation/rehabilitation		

Notes/Assessment: _____

B-1 CITY OF CORNWALL BROWNFIELD REHABILITATION GRAN (TAX BASED) cont'd

PROGRAM-SPECIFIC CRITERIA

POLICY/REGULATORY/LEGAL CONDITIONS	YES	NO
The site is not in tax arrears (must be remedied prior to funding).		
1) Does the proposed rehabilitation/redevelopment comply with the goals and objectives of the City's Official Plan a <i>Brownfields Strategy</i> (e.g. residential intensification, downtown/neighbourhood regeneration, economic development, affordable and environmental improvement)?		
2) Have the necessary planning/development applications been submitted to the City and do City staff reports indicate that the City is supportive of the proposed development?		
3) What is the status of the project and when will building permits be issued?		
4) Is the site part of another Community Improvement Policy Area and would its rehabilitation help promote achievement of other CIP objectives?		

Notes/Assessment: _____

ENVIRONMENTAL CONDITIONS/LAND USE COMPATIBILITY	YES	NO
1) Does the subject site have documented evidence of environmental contaminant (Phase I, Phase II, Phase III ESA)?		
2) What is the scale of contamination – based on the type/volume of contamination and estimated remediation cost?		
3) Does the site have an existing Record of Site Condition (RSC) or is the proponent seeking to establish an RSC?		
4) Will the proposed rehabilitation result in incompatible land uses (e.g. noxious or unsafe industry)?		
5) Has the proponent considered all means to minimize costs associated with remediation?		
6) Is the site fully serviced with municipal water and sewer services (i.e. makes use of existing services)?		

Notes/Assessment: _____

B-1 CITY OF CORNWALL BROWNFIELD REHABILITATION GRANT (TAX BASED) cont'd

PROGRAM-SPECIFIC CRITERIA

STRATEGIC NATURE OF DEVELOPMENT	YES	NO
1) Is the site identified by the City of Cornwall as a key site of potential interest?		
2) Is development potential realistic?		
3) Will the proposed development result in improved housing stock and affordability?		
4) Will the proposed development help retain, expand or diversify industrial, commercial uses?		
5) Will the proposed rehabilitation help retain or increase employment opportunities (net new jobs)? Does it target growth sectors of the economy (e.g. tourism, retail)?		
6) Is the proposed development likely to generate positive economic impacts on neighbouring sites?		

Notes/Assessment: _____

FISCAL IMPACTS	YES	NO
1) Is the proposed development likely to generate undue negative annual operating fiscal impacts on the City?		
2) Does the proposed development require additional capital investment by the City? If yes, what are the merits of this?		

Notes/Assessment: _____

B-1 CITY OF CORNWALL BROWNFIELD REHABILITATION GRANT (TAX BASED) cont'd

PROGRAM-SPECIFIC CRITERIA

MERITS OF ADDITIONAL TAX CANCELLATION	YES	NO
1. Has the applicant submitted a schedule indicating remediation costs associated with rehabilitation and confirmed compliance with environmental standards (Ontario Ministry of the Environment)?		
2. <u>Following review of the application</u> , does the site necessitate, significantly benefit from, or otherwise merit additional tax cancellation assistance in the form of:		
a) Cancellations of the base (pre-development) tax?		
b) Cancellation of the education portion of the base (pre-development) tax (subject to approval of the Ontario Minister of Finance)?		
c) Tax cancellation of base amount and increment (municipal portion only) as alternative to tax increment grant?		
d) Tax cancellation of base amount and increment (education and municipal portions) as alternative to tax increment grant?		

Please provide written assessment of merits for tax cancellation and details of assistance provided.

Notes/Assessment: _____

B-2 ENVIRONMENTAL SITE ASSESSMENT GRANT AND PROJECT FEASIBILITY STUDY GRANT

SCREENING CRITERIA FOR ALL PROGRAMS

Applications will be received and screened based on the following requirements. Once screened, an application can then be considered for funding.

GENERAL SCREENING CRITERIA – MANDATORY (PASS/FAIL)		YES	NO
i)	Is the site located in the Brownfields Strategy Community Improvement Policy Area?	✓	
ii)	Does the site rehabilitation proposal involve vacant, abandoned or underutilized industrial or commercial land?	✓	
iii)	Does the site have real or perceived environmental contamination based on history of use, adjacency to known contaminated lands, etc?	✓	
iv)	Is there a history of unfulfilled environmental orders against the property?		✓
v)	Has the current owner/tenant previously sought and received municipal funding for site improvement that did not result in rehabilitation or improvement of the site?		✓
vi)	Has the municipality sought conviction against the current owner/tenant for violation of law and/or City Property Standards By-law?		✓

Notes/Assessment: _____

PROGRAM-SPECIFIC CRITERIA

Is applicant applying for: **Environmental Site Assessment Grant** **Project Feasibility Study Grant**

ENVIRONMENTAL SITE ASSESSMENT AND PROJECT FEASIBILITY STUDY SUBMISSION REQUIREMENTS - MANDATORY	YES	NO
1. Quote of study costs and work proposal from qualified consultant(s).		
2. Rehabilitation plan/budget and work plan.		
3. Agreement to provide copies of all applicable paid invoices and final study(ies).		

Notes/Assessment: _____

B-2 ENVIRONMENTAL SITE ASSESSMENT GRANT AND PROJECT FEASIBILITY STUDY GRANT cont'd

PROGRAM-SPECIFIC CRITERIA

ENVIRONMENTAL SITE ASSESSMENT GRANT – REGULATORY/LEGAL CONDITIONS	YES	NO
1) The site is not in tax arrears (must be remedied prior to funding).		
2) Is the site identified by the City of Cornwall as a site of potential interest?		
3) Does the subject site have documented evidence of environmental contaminant (Phase I or Phase II, ESA) and does the applicant seek to establish a Record of Site Condition (RSC) and remediate the site as part of a planned rehabilitation?		

Notes/Assessment: _____

PROJECT FEASIBILITY STUDY GRANT – REGULATORY/LEGAL CONDITIONS	YES	NO
1) The site is not in tax arrears (must be remedied prior to funding).		
2) Is the site identified by the City of Cornwall as a site of potential interest?		
3) Does the proposed rehabilitation comply with the goals and objectives of the City's Official Plan and <i>Brownfields Strategy</i> (e.g. residential intensification, downtown/neighbourhood regeneration, economic development, affordable and environmental improvement)?		
4) Does the subject site have documented evidence of environmental contaminant (Phase I or Phase II, ESA) and does the applicant seek to establish a Record of Site Condition (RSC) and remediate the site as part of a planned rehabilitation?		
5) Does the proposed development involve the restoration or preservation of heritage buildings, monuments or landscapes?		
6) Has evidence been submitted to the City describing the physical capability of accommodating the proposed development on the site and hence the proponent discussed the rehabilitation or submitted a planning application, if required?		
7) Is the site part of another Community Improvement Policy Area and would its rehabilitation help promote achievement of other CIP objectives?		

Notes/Assessment: _____

B-3 MUNICIPAL PLANNING/DEVELOPMENT FEE GRANT (REBATE) AND DISCRETIONARY TIPPING FEE GRANT PROGRAM

SCREENING CRITERIA FOR ALL PROGRAMS

Applications will be received and screened based on the following requirements. Once screened, an application can then be considered for funding.

GENERAL SCREENING CRITERIA – MANDATORY (PASS/FAIL)		YES	NO
i)	Is the site located in the Brownfields Strategy Community Improvement Policy Area?	✓	
ii)	Does the site rehabilitation proposal involve vacant, abandoned or underutilized industrial or commercial land?	✓	
iii)	Does the site have real or perceived environmental contamination based on history of use, adjacency to known contaminated lands, etc?	✓	
iv)	Is there a history of unfulfilled environmental orders against the property?		✓
v)	Has the current owner/tenant previously sought and received municipal funding for site improvement that did not result in rehabilitation or improvement of the site?		✓
vi)	Has the municipality sought conviction against the current owner/tenant for violation of law and/or City Property Standards By-law?		✓

Notes/Assessment: _____

PROGRAM-SPECIFIC CRITERIA

PLANNING/DEVELOPMENT FEE GRANT (REBATE) AND OTHER FEES GRANT PROGRAM SUBMISSION REQUIREMENTS - MANDATORY		YES	NO
1.	Estimate of site conditions and costs of remediation (from a qualified environmental consultant).		
2.	Site Plan and/or floor plans for renovation/rehabilitation.		
3.	Proof of full building occupancy (Application for rebate of building permit fees only).		
4.	Proof that removal of contaminated soil to a City-owned landfill is most appropriate method of remediation (Application for waiver of tipping fees).		

Notes/Assessment: _____

B-3 MUNICIPAL PLANNING/DEVELOPMENT FEE GRANT (REBATE) AND DISCRETIONARY TIPPING FEE GRANT PROGRAM cont'd

PROGRAM-SPECIFIC CRITERIA

POLICY/REGULATORY/LEGAL CONDITIONS	YES	NO
1) The site is not in tax arrears (must be remedied prior to funding).		
2) Does the proposed rehabilitation comply with the goals and objectives of the City's Official Plan and <i>Brownfields Strategy</i> (e.g. residential intensification, downtown/neighbourhood regeneration, economic development, affordable and environmental improvement)?		

Notes/Assessment: _____

ENVIRONMENTAL CONDITIONS/LAND USE COMPATIBILITY	YES	NO
1) Does the subject site have documented evidence of environmental contaminant (Phase I, Phase II, Phase III ESA)?		
2) Does the proposed rehabilitation represent productive re-use of urban land in the form of residential, commercial, industrial, institutional or public open space (i.e. the applicant is not simply intending to use brownfields program funding to remediate the land and leave it undeveloped)?		
3) Will the proposed development result in improved housing stock and affordability?		
4) Will the proposed development help retain, expand or diversify industrial, commercial or institutional uses?		
5) Will the proposed development help retain employment opportunities or increase employment opportunities (net new jobs)? Does it target growth sectors of the economy (e.g. tourism, retail)?		
6) Is the proposed development likely to generate positive economic impacts on neighbouring sites (create synergy and reduce blight/help stimulate rehabilitation)?		
7) Are the improvements to the site likely to result in increased tax assessment and revenue for the City of Cornwall (with the exception of proposals for public open space)?		

Notes/Assessment: _____



CITY OF CORNWALL

DEPARTMENT OF PLANNING, PARKS AND RECREATION

100 Water Street East, 2nd Floor

Cornwall ON K6H 5T9

Tel.: (613) 930-2787, ext.2105 – Fax: (613) 930-7426

e-mail: dmclean@cornwall.ca

**IN THE MATTER OF AN APPLICATION FOR CORNWALL
BROWNFIELDS REHABILITATION/REDEVELOPMENT STRATEGY
(FINANCIAL) PROGRAM INCENTIVES**

**CONSDENT OF THE REGISTERED OWNER TO THE USE AND DISCLOSURE
OF PERSONAL INFORMATION**

Complete the consent of the registered owner concerning personal information set out below.

I, _____, am the registered owner of I am an authorized officer of the registered owner of the land that is the subject of this application and I hereby confirm the following:

1. For the purposes of the **Freedom of Information and Protection of Privacy Act, RSO 1990 c. M.56**, I authorize and consent to the use by or disclosure to any person or public body of any personal information that is collected under the authority of the **Planning Act RSO 1990 c. P13** for the purposes of processing this application.
2. That I have not nor will I have any direct or indirect pecuniary interest in the preparation of submission of "Project Cost Estimates" as may be required and provided with this application and I understand that a breach of this obligation will grant to the City the right to terminate forthwith this Application and request immediate payment of all funds granted or loaned by the City.
3. That I hereby give consent to Corporation of the City of Cornwall, its employees, agents or delegates to enter the property for the purposes of collecting information, for the review and report on the Application and such consent shall continue from the date herein up to and including the day the Council for the City of Cornwall makes a final decision on this Application.

Signature (in the case of a Corporation as Registered Owner,
as authorized signing officer of the said Corporation shall sign here)

_____/_____/_____
Day Month Year

Commission of Oaths, as Witness

AFFIDAVIT OF APPLICATION STATEMENT(S) TRUTHFULNESS

- 1. I am the registered owner of the land or Authorized Applicant that is subject of this Application.
- 2. I have completed this Application and all statements contained in this Application are true

or (delete the inapplicable paragraph)

I have provided the information to _____ who has prepared this Application and I have read the said Application as completed and I confirm that all statements contained in this Application are true.

- 1. I 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.

Sworn or Affirmed before me at the)

City of Cornwall in the)

County of Stormont on the)

_____ day of _____, 201____)

Signature of Registered Owner or Authorized
Applicant or Authorized Agent

A Commissioner for Taking Affidavits