

HEART OF THE CITY (HOTC) COMMUNITY RENEWAL PROGRAM INCENTIVES APPLICATION FORM



OFFICE USE ONLY:

PLANNING FILE NO. HOTC # _____ ADDRESS: _____

RECEIVED BY: _____ SUBMISSION DATE: _____

PART A – GENERAL SUBMISSION REQUIREMENTS

1. Instructions

The application form is comprised of Part A – General Requirements and Part B – Program Specifics. Please complete Part A and the relevant sections of Part B. Part C – Program Eligibility/Evaluation Criteria Checklist and the Appendices are intended to be used as information tools to assist in filling out the application.

For further information, please contact:

Ms. Dana McLean, Planning Programs Administrator
City of Cornwall Planning, Parks and Recreation
Tel: (613) 930-2787, ext. 2105
Fax: (613) 930-7426
E-mail: <dmclean@cornwall.ca> or <planning@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

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

IMPORTANT NOTE: If the Applicant(s) is not the Registered Owner(s) of the Property subject to this HOTC Program Application, a Letter of Authorization from the Registered Owner(s) **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), date, reference number(s), type of program and amount, nature of project, 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 _____, 20____
(City, Town, etc.) (Month) (Year)

Signature _____

Contact Information for Authorized Agent/Solicitor

Name of Authorized Agent/Solicitor _____

Company/Firm: _____

Mailing Address: _____

Phone #: _____ Fax #: _____ Email: _____

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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. General Statement of Interest in Redeveloping/Rehabilitating Subject Property

Please provide a general statement describing the basic reasons for the proposed project and what you are expecting to achieve through accessing the HOTC program(s). Also, is the project anticipated to be phased or completed over a single period of time?

6. General Description of Proposed Property Improvements/Construction Costs Summary (estimated)/Construction Schedule (estimated)

i) Type of use(s) anticipated after completion of the project: _____

Total number of new residential units (as either loft units over commercial or apt. buildings) _____

Related Gross Floor Area: _____

and/or

Gross floor area of non-residential (commercial/office) structures: Existing: _____

Proposed after Redevelopment/Rehabilitation: _____

Total new combined GFA after Redevelopment: _____

Building Permit No: _____ Permit Application Date: _____

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ii) Construction Cost Summary (estimated, but should be based on information from a qualified person): Cost

- | | |
|--|----------|
| a) Exterior Improvements for Façade Improvement (including any signage) | \$ _____ |
| b) Interior Improvements for Building Upgrade | \$ _____ |
| c) (In the case of total new construction) Building Construction Cost Only | \$ _____ |
| d) Demolition costs built into project | \$ _____ |
| e) Total amount of estimated construction costs | \$ _____ |

iii) Construction Schedule (estimated):

- | | |
|---|-------|
| a) Approximate date of Construction commencement: | _____ |
| b) Approximate date of Construction completion: | _____ |

(NOTE: Greater detail to be supplied in Part B of Application)

7. How did you become aware of the City's HOTC CIP Program(s)?

Through HOTC Contact HOTC Website Other (please specify):

Through City Staff Contact City Website _____

8. HOTC Community Renewal Incentive Programs

Please check off the incentives for which this application applies and its total dollar grant portion request.

#	HOTC PROGRAMS	THIS APPLICATION	GRANT AMOUNT \$ REQUEST FOR THIS APPLICATION	POSSIBLE FUTURE APPLICATION
1.	HOTC Rehabilitation and Redevelopment Grant			Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Building Restoration and Improvement Loan Grant			Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	Project Feasibility Grant			Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	Façade Improvement and Heritage Sign Grant			Yes <input type="checkbox"/> No <input type="checkbox"/>
5.	Municipal Planning/Development Fees Grant			Yes <input type="checkbox"/> No <input type="checkbox"/>
6.	Discretionary Municipal Tipping Fees Grant			Yes <input type="checkbox"/> No <input type="checkbox"/>
7.	Parking and Landscape Enhancement Program			Yes <input type="checkbox"/> No <input type="checkbox"/>

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(NOTE: Applicants may be eligible for funding consideration under more than one program per application request, subject to program criteria/limitations/restrictions).

9. Other General or Criteria-Related Matters

i) MUNICIPAL BASED WORK ORDERS:

Are there any outstanding work orders on this property?

FIRE PREVENTION	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
PROPERTY STANDARDS	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
BUILDING CODE	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
BY-LAW ENFORCEMENT	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

PROVINCIAL OR NON-MUNICIPAL ORDERS OF ANY NATURE:

i.e. MOE Environmental Orders	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Health Unit Orders	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Other (please specify)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

Attach copies of outstanding work orders to this application if available.

ii) PROPERTY INDEBTEDNESS:

List all existing mortgages on this property and known liens (with details).

	AMOUNT	OWED TO	MATURITY DATE	ANNUAL PAYMENT	TAX ARREARS	LIENS
First Mortgage					Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Second Mortgage					Detail here:	Detail here:
Third Mortgage						
Other						

In the event you are not able to provide Property Indebtedness information, the Evaluation Committee will seek direction from the Planning Advisory Committee (PAC) on further consideration of this application.

iii) PROPERTY VALUE:

What is the estimated value of the property? _____

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iv) TAXES:

Attach a copy of your most current tax receipt. NOTE: To be eligible for consideration of any of the Incentive Programs, the subject property **must not be in tax arrears** before (i.e. application stage) or during (i.e. implementation stage) the course of the full funding period. Being in tax arrears will disqualify you from further consideration and may result in the immediate refunding any Grant/Loan monies.

v) PERMITS:

Work, to be completed through this application, cannot be started until written approval, for the requested funding assistance, is received from the City of Cornwall. All required permits (i.e. building, demolition etc.) must be obtained prior to the initiation of the proposed works.

vi) CONSENT:

The applicant consents to the use of its name and address in connection with any program funding announcements.

Acknowledgement of Applicant

Signature _____

vii) CREDIT RATING CHECK:

The City of Cornwall reserves the right to conduct credit rating checks as it deems necessary. Please provide the following information:

Full Name of Registered Owner: _____

Date of Birth: _____

Current Home Address: _____

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PART A

10. 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 are 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, Clerks Office at (613) 930-2787, ext. 2316.

Important:

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.

IMPORTANT: All applicants must read the HOTC CIP and be fully aware of the details of each program, particularly related to eligibility/specific limitations/approval process and any restrictions prior to submitting this application.

Available online at <http://www.cornwall.ca/en/planningandpermits/HeartoftheCity.asp>

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PART B – PROGRAM-SPECIFIC SUBMISSION REQUIREMENTS

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

PROGRAM 1 - HOTC REHABILITATION AND REDEVELOPMENT GRANT (TAX INCREMENT GRANT)

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 any Elevation/Concept Plans to, in part, illustrate the proposed completed work of each phase.

Phase	Improvements to Property	Completion Date
(i.e. Phase 1)	(i.e. Renovation of Ground Floor Space and Commercial Façade)	(i.e. June 2006)
(i.e. Phase 2)	(i.e. Development of 2 nd Floor Vacant Space into 2 Lot Apartments of 1,400 sq. ft. GFA/unit)	(i.e. June 2007)
(i.e. Phase 3)	(i.e. Complete Resigning on Buildings)	(i.e. Sept. 2007)

Phase	Improvements to Property	Completion Date

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PROGRAM 1 - HOTC REHABILITATION AND REDEVELOPMENT GRANT
(TAX INCREMENT GRANT) (continued)

2. Assessment and Property Taxation Information

Base property tax prior to any improvements: : \$ _____ Year _____

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

Assessed property value after each application work (improvement)

Phase is completed and corresponding tax level

- | | | | | |
|----|----------------------|-------------|------------------------|-------------|
| 1. | Assessment: \$ _____ | Year: _____ | Property Tax: \$ _____ | Year: _____ |
| 2. | Assessment: \$ _____ | Year: _____ | Property Tax: \$ _____ | Year: _____ |
| 3. | Assessment: \$ _____ | Year: _____ | Property Tax: \$ _____ | Year: _____ |
| 4. | Assessment: \$ _____ | Year: _____ | Property Tax: \$ _____ | Year: _____ |

NOTE: The above is determined in part through discussions with MPAC and the City's Taxation Office and is important in determining both base tax (start at program commencement) and increment changes under the program, resultant from improvements to the property.

3. Work Plan and Associated Improvement Cost(s) Details for the Subject Property

Please attach details (**preferably typed**) of the proposed improvement work and its phasing with corresponding estimated costs such as labour, materials, consulting fees, etc.

(Note: An application that demonstrates an ability to achieve maximum value for the requested funds will be given additional consideration.

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PROGRAM 2 - BUILDING RESTORATION AND IMPROVEMENT GRANT

1. Grant is in one of two forms. Please select only one specific form for this proposed project.

For Total Projects Worth \$20,000 or less:

- Type 1 – Up to \$10,000.00 Maximum** (with a minimum grant of \$2,000.00/property) As a five (5) year forgivable loan at 20% forgiveness per year. In the event the property is sold within the 5 year period, interest/principle is repayable to the City as per CIP formula.

For Total Projects Greater than \$20,000:

- Type 2 – Up to \$30,000.00 Maximum** (with 60% (i.e. maximum of \$18,000.00) of loan repayable over 10 years at 0% interest and the remaining 40% (i.e. maximum of \$12,000.00) as a forgivable loan over 5 years, based on loan forgiveness rate of 20%/year.

Notes:

- ** Type 2 would typically be utilized in larger projects totalling greater than \$20,000.00, which goes beyond the financial coverage of Type 1.
- ** This grant has a fixed annual budget level and is anticipated to be fully used early in each program year.
- *** In both types, the grant is equivalent to a proportion of the work value and on a matching funds basis to a maximum of 50% of eligible costs with a capped limit.
- **** Both types of loans are to be registered against property title, at the discretion of the municipality

Sign copy of Acknowledgement of Requirements for the HOTC Agreements

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2. Property Description (Preference to properties within priority areas of CIPA):

Municipal Address: _____

Legal Description: _____

(Lot #, Registered Plan #, Other)

3. List details of all eligible work to be covered by this specific grant request, which includes materials, labour, professional services fees and equipment rental, for example. At least two comprehensive estimates would demonstrate the applicant's consideration for maximizing project funding value.

Estimate #1: _____

Estimate #2: _____

(Attach any written estimates from **qualified** contractors/consultants/etc.) **The Evaluation Committee may recommend selection of a specific estimate to successful applicants.**

4. Additional materials to be attached to application such as site/building photos, survey, concept drawings, etc.

Additional Materials Attached

Yes

No

If Yes, Please provide list of attachments:

1. _____

2. _____

3. _____

4. _____

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PROGRAM 3 - PROJECT DESIGN GRANT

* This grant is limited to Major Rehabilitation and Redevelopment Projects in the Priority Areas of the CIPA primarily, at the determination of the evaluation committee and municipality.

1. Please describe the potential uses being considered for the property (if different from those that presently exist) 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 the Design Work: _____

Phone #: _____ Fax #: _____ Email: _____

Cost of Design (quote from consultant): \$ _____

(the first \$1,000 will be a straight grant, if the cost is higher, then the remaining costs would be paid at 50% to a maximum of \$7,500 combined)

Please attach a copy of the proposal from the consultant. The City of Cornwall will also require a copy of the Final Report and any technical appendices. The proposal should include a start and anticipated completion date, showing 'milestone' details.

2. Provide a chronological history of land use on the subject property over at least the past 10 years. Include general reason(s) for any changes to the type of land use on site over stated period.

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PROGRAM 4 - FAÇADE IMPROVEMENT AND SIGN GRANT

Please check the appropriate box, to indicate which grant component you are applying for:

- 1.) Façade Improvement Grant Component
- 2.) Sign Grant Component

1.) Façade Improvement Grant Component:

The grant is equivalent to a proportion of work value on a matching funds basis to a maximum of 50% of eligible costs up to \$10,000.00/property. A minimum grant of \$2,000/per property is required (i.e. a minimum of \$4,000 worth of project work is needed to meet the 50% allocation minimum of \$2,000.00).

The grant is in the form of a 5 year forgivable loan (0% interest) at an annual forgiveness rate of 20% / year. In the event of a sale of the property within this 5 year period, the remaining principle is repayable (after subtraction of earned forgiveness) to the City.

i) Façade Improvement/Changes:

Describe your proposed improvements/changes (attach drawings and other details if available) at time of application.

EXTERIOR IN NATURE (Item Type)	MATERIALS DETAIL	WHAT WILL BE REPLACED/CHANGED BY INCORPORATING THIS ITEM
1)		
2)		
3)		
4)		
5)		
6)		
7)		

ii) Cost Estimates:

Attach at least two written estimates from qualified independent contractors/supplies (as per Bill 124 standards). The low estimate does not necessarily have to be selected.

Prices quoted in these estimates should correspond with the Item listing(s) shown in Section 1.) i) above.

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iii) Demonstration of Sympathetic/Compatible Design and Materials:

A Statement of Commitment by Proponent to seek advice on proposed façade design/materials, as it relates to the linkage with Historic Architectural fabric of the specific structures. This is typically evidenced in a combination of archival photo analyses (i.e. sources include S.D.&G. Historic Society Archive Collections, Heritage Cornwall information and any other appropriate information sources. Refer to listed documents at beginning of this application package including: The FORREC Report, HOTC Design Guidelines, S.D.&G. Historical Society HOTC Cornwall Revitalization Project Report (2004) etc.).

Have you (or your consultant) contacted the appropriate sources to address Item 1.) iii)?

Yes No

If so, who have you dealt with? If no, why not?

What sources of information have you been able to obtain to help formulate a proposed Façade Project? List accordingly.

iv) Source Financing of Work:

⇒ Is this the only funding program you are using to finance the façade work?

Yes No

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⇒ Have you, as owner, or are you aware of previous owners utilizing any Provincial or Federal-funded programs for façade improvement to the subject structure. Please provide details of program names, amount funded, dates and nature of work completed.

⇒ How were such previous façade improvements, if any, of benefit to the commercial/residential function in the building? Brief statement.

⇒ What do you anticipate to be the benefit(s) to your property and/or business as a result of accessing this Façade Improvement Program (i.e. financial, property value, intrinsic values of aesthetic upgrading, structural, etc.)?

Important: Please attach “Before” pictures of façade with your application.

2.) Sign Grant Component:

The Sign Grant component funding is over and above the maximum grant limitations, as identified in the Façade Improvement component. It is a 50% matching funds for eligible costs up to a maximum grant amount of \$2,000/property. This grant component is primarily available in the Priority Areas of the CIPA. In the cases where the property is transferred within 2 years and/or the business tenant benefiting from the heritage sign relocates or otherwise ceases to trade from the premises, the full amount of the grant is repayable to the City.

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The costs associated with production and installation of signage for identified property.

i) Briefly describe the nature of signage which is being proposed in this application. For example, provide estimated dimensions, material, method of installation and so on. Include any available drawings or pictures of signage proposal.

ii) Provide 2 comprehensive estimates from qualified signage companies detailing the above-noted type of proposed signage. Attach estimates to this application.

Please note a building permit may be required for the sign(s).

iii) How do you feel that the proposed signage will meet your business needs, while at the same time addressing the HOTC design guidelines and reintroduction of historic elements to the Priority Areas of the CIPA?

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PROGRAM 5 - MUNICIPAL PLANNING/DEVELOPMENT FEES GRANT:

The landowner pays for all planning and development approval/permit costs. These costs, in their entirety, are reimbursed to the landowner, in the form of a grant, based on the following schedule:

- 1) Official Plan Amendments at building permit;
- 2) Zoning By-Law Amendment at building permit;
- 3) Combined OPA/Rezoning at building permit;
- 4) Site Plan Control grant at time of application;
- 5) Minor Variance Application/Consent to Sever at building permit;
- 6) Plan of Subdivision at draft approval. Also, may include a portion of applicable City Engineering Fee Costs;
- 7) Plan of Condominium at draft approval;
- 8) Building Permit Fees at occupancy permit; and
- 9) Demolition Permit Fees at time of demolition permit.

(NOTE: fees are subject to change on an annual basis.)

1. Planning / Development Fees Grant Request

Please check off the fees for which this application applies:

	APPLICATION FOR REBATE	DATE OF APPLICATION (if applicable) and estimated / known value
1).	Official Plan Amendment	
2).	Zoning By-Law Amendment	
3).	Combined OPA/Rezoning	
4).	Site Plan Control	
5).	Minor Variance or Consent to Sever	
6).	Plan of Subdivision	
7).	Plan of Condominium (i.e. Planning/ Engineering based fees)	
8).	Building Permit	
9).	Demolition Permit	

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 approvals/permits (and City Engineering) 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. 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 approvals/permits;**
- 5. All properties in the Community Improvement Policy Area.**
- 6. With specific regard to relating the cost of building permit fees. Preference will be given to those projects most likely to result in the highest increase in assessment.**
- 7. Eligibility will be determined through the application of criteria which seek to relate each application to the goals and objectives of the downtown renewal and which generate the maximum leverage from the use of public investment.**
- 8. Grants are for application fees only and do not absolve an applicant of the responsibility for funding studies and site technical reviews, or other conditions of approval as may be required by the City.**
- 9. Preference for applications for properties located in the Priority Areas of the Community Improvement Policy Area.**



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PROGRAM 6 - DISCRETIONARY MUNICIPAL TIPPING FEES GRANT:

1. Total Estimated / Known Value of Requested Tipping Fees Grant: _____

How did you determine the above-noted estimated / known value? (i.e. please include any demolition contractor's written estimates, specifically dealing with the tipping fee portion).

2. What alternate methods have/will you utilize to reduce, recycle or reuse possible material waste in order to minimize the need to send it to the City's landfill? (i.e. recycling/saving old brick, scrap metal to a metal recycler, clean wood / light fixtures / etc. to a construction-materials recycler, and so on, reuse of items in the new project, etc.)

3. Are all the proposed materials waste allowed at the City's landfill?

Yes No Unknown

If unknown, please contact the City's Landfill Facility to make proper determination. If no, what is the proposed method of disposal?

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PROGRAM 7 – DOWNTOWN/ Le VILLAGE PARKING AND LANDSCAPE ENHANCEMENT:

This program comprises interest-free loans repayable over a maximum 10 year term, commencing on the day of the loan and subject to the entering into of a **funding agreement registered on title.**

Maximum level of assistance per property owner per project is \$25,000. Funding is further limited to the total eligible cost where this is less than \$25,000. There is no limit on the number of properties which may be included in a collective application for a single project. The maximum combined total of interest-free loans under this Program per property owner is \$75,000. There is no limit on the number of projects which can be funded within this maximum allocation; however, property owners are restricted to the maximum assistance per project of \$25,000.

These loans are also available to groups of property owners undertaking a joint project.

Funding applies to projects which may include development or enhancement of parking, landscaping or the provision of amenities such as seating. A project may also include the creation of a parking lot funded jointly by more than one property owner, and in relation to either a single parcel of land or multiple parcels.

1. List details of all eligible work to be covered by this specific loan request, which includes materials, labour, professional services fees, a unit cost per parking space and site plan for parking layout, for example. At least two comprehensive estimates would demonstrate the applicant's consideration for maximizing project funding value.

Estimate #1: _____

Estimate #2: _____

Attach any written estimates from **qualified** contractors/consultants/etc. **The Evaluation Committee may recommend selection of a specific estimate to successful applicants.**

HEART OF THE CITY (HOTC) COMMUNITY RENEWAL PROGRAM INCENTIVES APPLICATION EVALUATION CRITERIA



PART C – PROGRAM ELIGIBILITY / EVALUATION CRITERIA CHECKLIST

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. **The Part C contents are used primarily by the Evaluation Committee to help in the review of the application.**

NO.	GENERAL SCREENING CRITERIA – MANDATORY (PASS/FAIL) / APPLICABLE FOR ALL PROGRAMS	YES	NO
i).	Is the site located in the HOTC Community Improvement Project Area?	√	
ii).	Does the site redevelopment proposal involve vacant, abandoned or underutilized commercial, mixed use or industrial land?	√	
iii).	Has there been pre-consultation with HOTC/City Planning?	√	
iv).	Is there a history of unfulfilled work orders against the property?		√
v).	Has the current owner/tenant previously sought and received municipal funding for site improvement that did not result in redevelopment 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?		√
vii).	Is the site presently in Tax Arrears? (If yes, must be remedied prior to further funding consideration).		√

Notes/Assessment: _____



HEART OF THE CITY (HOTC) COMMUNITY RENEWAL PROGRAM INCENTIVES PART C APPLICATION EVALUATION CRITERIA

PROGRAM 1 – HOTC REHABILITATION AND REDEVELOPMENT GRANT (TAX INCREMENT GRANT)

PROGRAM – SPECIFIC CRITERIA

NO.	REHABILITATION AND REDEVELOPMENT GRANT SUBMISSION REQUIREMENTS	YES	NO
1).	Estimate of building conditions and costs of rehabilitation/redevelopment (from a qualified consultant, as per Bill 124 Legislative Standards)		
2).	Redevelopment plan/budget and work plan.		
3).	Site Plan and/or floor plans for renovation/redevelopment.		

Notes/Assessment: _____

NO.	POLICY / REGULATORY / LEGAL CONDITIONS	YES	NO
	The site is not in tax arrears (must be remedied prior to funding consideration).		
1).	Does the proposed rehabilitation/redevelopment comply with the goals and objectives of the City’s Official Plan and HOTC Vision / CIP (e.g. intensification in commercial buildings, including use of 2 nd floors for residential lofts, downtown/Le Village/neighbourhood regeneration, economic development, commercial viability, building 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 Project Area and would its redevelopment help promote achievement of other CIP objectives? (i.e. Brownfields, Renaissance)		



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PROGRAM 1 – HOTC REHABILITATION AND REDEVELOPMENT GRANT (TAX INCREMENT GRANT) *(continued)*

Notes/Assessment: _____

NO.	STRATEGIC NATURE OF DEVELOPMENT	YES	NO
1).	Is the site identified by the City of Cornwall as a key redevelopment site in the HOTC CIP / Forrec Report.		
2).	Is development potential realistic?		
3).	Will the proposed development result in such matters as commercial building viability/structural stability, improved housing stock and affordability, for example?		
4).	Will the proposed development help retain, expand or diversify commercial, office and/or residential uses (i.e. lofts on 2 nd floors)		
5).	Will the proposed development help retain or increase employment opportunities (net new jobs)? Does it target growth sectors of the economy (e.g. tourism, retail, office)?		
6).	Is the proposed development likely to generate positive economic impacts on neighbouring sites?		
7).	Will the proposed development result in improvements to the environmental condition(s) on-site?		
8).	Is the site fully serviced with municipal water and sewer services (i.e. makes use of existing services)?		

Notes/Assessment: _____



HEART OF THE CITY (HOTC) COMMUNITY RENEWAL PROGRAM INCENTIVES PART C APPLICATION EVALUATION CRITERIA

PROGRAM 1 – HOTC REHABILITATION AND REDEVELOPMENT GRANT (TAX INCREMENT GRANT) (continued)

NO.	FISCAL IMPACTS	YES	NO
1).	Is the proposed development more or less 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: _____

PROGRAM 2 – BUILDING RESTORATION AND IMPROVEMENT PROGRAM PROGRAM – SPECIFIC CRITERIA

NO.	BUILDING RESTORATION & IMPROVEMENT GRANT SUBMISSION REQUIREMENTS	YES	NO
1).	Estimate of interior conditions and costs of restoration/improvement from a qualified consultant, as per Bill 124 Legislative Standards.		
2).	Restoration and Improvement Plan/Budget/Workplan.		
3).	Site Plan and/or floor plans for restoration/improvement.		
4).	Is a major building system (i.e. heating, plumbing, electrical, etc.) included as a substantial component of the workplan?		
5).	Does the grant (loan) request exceed 50% of the work value of eligible costs (must <u>not</u> be in excess of 50% of the total work value of eligible costs).		

Notes/Assessment: _____

HEART OF THE CITY (HOTC) COMMUNITY RENEWAL PROGRAM INCENTIVES

PART C APPLICATION EVALUATION CRITERIA



PROGRAM 2 – BUILDING RESTORATION AND IMPROVEMENT PROGRAM (continued)

PROGRAM – SPECIFIC CRITERIA

NO.	POLICY/REGULATORY/LEGAL CONDITIONS	YES	NO
	The site is not in tax arrears (must be remedied prior to funding consideration).		
1).	Does the proposed restoration/improvement comply with the goals and objectives of the City's Official Plan and HOTC Vision/CIP (e.g. intensification in commercial buildings, including use of 2 nd floors for residential lofts, downtown/Le Village/neighbourhood regeneration, economic development, commercial viability, building 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 Project Area and would its redevelopment help promote achievement of other CIP objectives? (i.e. Brownfields, Renaissance)		

Notes/Assessment: _____

NO.	STRATEGIC NATURE OF DEVELOPMENT	YES	NO
1).	Is the site identified by the City of Cornwall as a key redevelopment site in the HOTC CIP/Forrec Report?		
2).	Is development potential realistic?		
3).	Will the proposed development result in such matters as commercial building viability/structural stability, improved housing stock and affordability, for example?		
4).	Will the proposed development help retain, expand or diversify commercial, office and/or residential uses? (i.e. lofts on 2 nd floors)		
5).	Will the proposed development help retain or increase employment opportunities (net new jobs)? Does it target growth sectors of the economy (e.g. tourism, retail, office)?		

HEART OF THE CITY (HOTC) COMMUNITY RENEWAL PROGRAM INCENTIVES PART C APPLICATION EVALUATION CRITERIA



PROGRAM 2 – BUILDING RESTORATION AND IMPROVEMENT PROGRAM (continued)

PROGRAM – SPECIFIC CRITERIA

6).	Is the proposed development likely to generate positive economic impacts on neighbouring sites?		
7).	Will the proposed development result in improvements to the environmental condition(s) on-site?		
8).	Is the site fully serviced with municipal water and sewer services (i.e. makes use of existing services)?		

Notes/Assessment: _____

NO.	FISCAL IMPACTS	YES	NO
1).	Is the proposed development more or less 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: _____

HEART OF THE CITY (HOTC) COMMUNITY RENEWAL PROGRAM INCENTIVES PART C APPLICATION EVALUATION CRITERIA



PROGRAM 3 – PROJECT FEASIBILITY STUDY GRANT PROGRAMS

PROGRAM – SPECIFIC CRITERIA

NO.	PROJECT FEASIBILITY STUDY SUBMISSION REQUIREMENTS - MANDATORY	YES	NO
1).	Quote of study costs and work proposal from qualified consultant(s). (This may include those consultants qualified as per Bill124 Legislative Standards).		
2).	Redevelopment (Feasibility Study) plan/budget and work plan.		
3).	Agreement to provide copies of all applicable paid invoices and of final study(s). (Studies may include conceptual plans, elevation drawings, architectural plans, market analysis, etc.).		

Notes/Assessment: _____

NO.	PROJECT FEASIBILITY STUDY GRANT – REGULATORY/LEGAL CONDITIONS	YES	NO
1).	The site is not in tax arrears or in (known) contravention of Property Standards By-Laws (must be remedied prior to funding).		
2).	Can the site be considered by the City of Cornwall/HOTC as a site having strategic redevelopment potential?		
3).	Does the proposed redevelopment comply with the goals and objectives of the City’s Official Plan and HOTC Vision/CIP (e.g. intensification in commercial buildings, including use of 2 nd floors for residential lofts, downtown/Le Village/neighbourhood regeneration, economic development, commercial viability, building and environmental improvement)?		
4).	Does the subject site have documented evidence of environmental contaminants (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 redevelopment? If so, the applicant should first consider accessing the Brownfields CIP Program for assistance.		
5).	Does the proposed development involve the restoration or preservation of heritage buildings, monuments or landscapes? If yes, has pre-consultation taken place with Heritage Cornwall/the City/HOTC? <div style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></div>		



HEART OF THE CITY (HOTC) COMMUNITY RENEWAL PROGRAM INCENTIVES PART C APPLICATION EVALUATION CRITERIA

PROGRAM 3 – PROJECT FEASIBILITY STUDY GRANT PROGRAMS (continued)

PROGRAM – SPECIFIC CRITERIA

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 redevelopment or submitted a planning application if required?		
7).	Is the site part of another Community Improvement Project Area and would its redevelopment help promote achievement of other CIP objectives? (i.e. Brownfields, Renaissance).		

Notes/Assessment: _____

PROGRAM 4 – FAÇADE IMPROVEMENT AND HERITAGE SIGN GRANT PROGRAM

Is applicant applying for: Façade Improvement Grant Heritage Sign Grant

PROGRAM – SPECIFIC CRITERIA

NO.	FAÇADE IMPROVEMENT GRANT AND HERITAGE SIGN GRANT SUBMISSION REQUIREMENTS	YES	NO
1).	Estimate of building/sign façade conditions and costs of rehabilitation / redevelopment (from a qualified consultant as per Bill 124 Legislative Standards).		
2).	Redevelopment plan/budget and work plan.		
3).	Site Plan and/or floor plans for renovation/redevelopment. In both cases, elevation drawings or other descriptive plans.		

Notes/Assessment: _____

HEART OF THE CITY (HOTC) COMMUNITY RENEWAL PROGRAM INCENTIVES PART C APPLICATION EVALUATION CRITERIA



PROGRAM 4 – FAÇADE IMPROVEMENT AND HERITAGE SIGN GRANT PROGRAM PROGRAM – SPECIFIC CRITERIA *(continued)*

NO.	FAÇADE IMPROVEMENT GRANT AND HERITAGE SIGN GRANT POLICY/REGULATORY/LEGAL CONDITIONS	YES	NO
1).	The site is not in tax arrears (must be remedied prior to funding consideration).		
2).	Does the proposed rehabilitation/redevelopment/signage comply with the goals and objectives of the City's Official Plan and HOTC Vision/CIP Design Themes, downtown/Le Village/neighbourhood regeneration, economic development, commercial viability, building and environmental improvement, reintroduction of historic architectural elements, overall aesthetic improvements, historical signage elements?		
3).	What is the status of the project and when will building/signs permits be issued?		
4).	Is the site part of another Community Improvement Project Area and would its redevelopment help promote achievement of other CIP objectives? (i.e. Brownfields, Renaissance).		
5).	Does the proposed improvements/signage involve the restoration or preservation of heritage building, signage, awnings, monuments or landscapes, or other exterior (historic) rooted elements?		

Notes/Assessment: _____

NO.	FAÇADE IMPROVEMENT GRANT AND HERITAGE SIGN GRANT POLICY/REGULATORY/LEGAL CONDITIONS	YES	NO
1).	Is the site identified by the City of Cornwall as a key redevelopment site in the HOTC CIP/Forrec Report?		
2).	Do proposed façade improvements and/or signage contribute positively to the overall physical aesthetics of the CIPA?		
3).	Is the site designated under Part IV or V of the Ontario Heritage Act, or alternatively, is the site listed in the Heritage Cornwall Historic Properties Listing Document?		



HEART OF THE CITY (HOTC) COMMUNITY RENEWAL PROGRAM INCENTIVES PART C APPLICATION EVALUATION CRITERIA

PROGRAM 4 – FAÇADE IMPROVEMENT AND HERITAGE SIGN GRANT PROGRAM PROGRAM – SPECIFIC CRITERIA *(continued)*

NO.	FAÇADE IMPROVEMENT GRANT AND HERITAGE SIGN GRANT POLICY/REGULATORY/LEGAL CONDITIONS	YES	NO
4).	Will the proposed improvements/signage help retain, expand or diversify commercial, office and/or residential uses? (i.e. lofts on 2 nd floors)		
5).	Has the site been subject to previous façade improvement funding? If yes, were the results deemed to be of any benefit?		
6).	Is the proposed improvements/signage likely to generate positive economic impacts on neighbouring sites?		
7).	Has evidence been submitted to the City describing the physical capability of accommodating the proposed improvement/signage on the site and hence has the proponent discussed the redevelopment (i.e. Heritage Cornwall, City Planning/Permits, HOTC) or submitted a planning application, if required?		

Notes/Assessment: _____

NO.	FISCAL IMPACTS	YES	NO
1).	Is the proposed development more or less 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: _____

HEART OF THE CITY (HOTC) COMMUNITY RENEWAL PROGRAM INCENTIVES PART C APPLICATION EVALUATION CRITERIA



PROGRAM 5 – MUNICIPAL PLANNING / DEVELOPMENT FEES GRANT PROGRAM

and

PROGRAM 6 - DISCRETIONARY MUNICIPAL TIPPING FEES GRANT PROGRAM

PROGRAM SPECIFIC CRITERIA

NO.	PLANNING/DEVELOPMENT FEES GRANT (REBATE) & OTHER FEES GRANT PROGRAM SUBMISSION REQUIREMENTS - MANDATORY	YES	NO
1).	Estimate of site conditions and costs of any necessary demolition/initial material clean-up (from a qualified consultant).		
2).	Site Plan and/or floor plans for renovation/redevelopment/rehabilitation.		
3).	Proof of full building occupancy (Application for rebate of building permit fees only).		
4).	Proof that removal of materials to a City-owned landfill is most appropriate method of remediation (Application for grant of tipping fees).		
5).	Proof (from a qualified consultant) that demolition material is not of a toxic (non-hazardous) nature and permitted to be disposed of in the municipal landfill site.		

Notes/Assessment: _____

NO.	POLICY / REGULATORY / LEGAL CONDITIONS	YES	NO
1).	The site is not in tax arrears (must be remedied prior to funding).		
2).	Does the proposed redevelopment comply with the goals and objectives of the City's Official Plan and HOTC Vision/CIP (e.g. intensification in commercial buildings, including use of 2 nd floors for residential lofts, downtown/Le Village/neighbourhood regeneration, economic development, commercial viability, building and environmental improvement?)		
3).	Are any amendments to the City's Official Plan and/or Zoning By-laws or other applicable municipal approvals required as a result of the proposed redevelopment, and are they consistent with and help to implement the HOTC Vision/CIP?		



HEART OF THE CITY (HOTC) COMMUNITY RENEWAL PROGRAM INCENTIVES PART C APPLICATION EVALUATION CRITERIA

PROGRAM 5 – MUNICIPAL PLANNING / DEVELOPMENT FEES GRANT PROGRAM

and

PROGRAM 6 - DISCRETIONARY MUNICIPAL TIPPING FEES GRANT PROGRAM

PROGRAM SPECIFIC CRITERIA

Notes/Assessment: _____

NO.	VIABILITY CONDITIONS / LAND USE COMPATIBILITY	YES	NO
1).	Does the subject site have documented evidence of potential economic viability through a business plan or other similar instrument?		
2).	Does the proposed redevelopment represent productive re-use/rehabilitation of urban built form including commercial, office, mixed use, institutional (i.e. the applicant is not simply intending to use HOTC program funding to up-grade the building and leave it unused, for example?)		
3).	Will the proposed development result in improved urban core ancillary housing stock and affordability in commercial buildings (i.e. 2 nd floor lofts?)		
4).	Will the proposed development help retain, expand or diversity commercial/office, mixed use 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/office)?		
6).	Is the proposed development likely to generate positive economic impacts on neighbouring sites (create synergy and reduce blight/help stimulate redevelopment?)		
7).	Are the improvements to the site likely to result in measurable 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
SERVICE D'URBANISME, DES PARCS ET DES LOISIRS
100 Water St E, 2nd Floor, Cornwall, Ontario K6H 6G4
(613) 930-2787, ext. 2328 Fax: (613) 930-7426
e-mail: planning@cornwall.ca

IN THE MATTER OF AN APPLICATION FOR CORNWALL HEART OF THE CITY (HOTC) (FINANCIAL INCENTIVE) PROGRAMS

CONSENT 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,
 An authorized signing officer of the said Corporation shall sign here)

_____/_____/_____
 Day Month Year

 Commissioner of Oaths, as Witness

AFFIDAVIT OF APPLICATION STATEMENT(S) TRUTHFULNESS

I, _____, of the City of _____, in the County of _____, solemnly declare that:

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



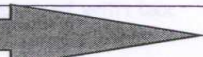

6. IMPLEMENTATION and Effect of Programs

6.1 Recommended Funding Plan

The following are recommended funding levels for each of the program years. The recommended funding is based on the anticipated level of development interest in the Community Improvement Policy Area, recognition of the likely limitations on capital funds available to the City, and scale of funding of incentives programs in comparable communities. It is not possible to accurately predict the number and scale of applications in advance of implementing the Plan. The recommended funds are minimums that should be approved in order to meet the goals of the Plan over the 5 year term.

Funding allocations contained in this Plan are subject to review and approval by City Council.

Exhibit 3: Heart of the City Community Improvement Plan Annual Funding Requirements

Program	Year 1 2006	Year 2 2007	Year 3 2008	Year 4 2009	Year 2010	Years 6-10 2011 onward
HOTC Rehabilitation and Redevelopment Grant*	Foregone revenues Dependent on Site Applications 					
Building Restoration and Improvement Loan Program**	\$100,000	\$200,000	\$200,000	\$200,000	\$200,000	
Project Feasibility Grant Program	\$50,000	\$75,000	\$75,000	\$75,000	\$75,000	
Façade Improvement and Heritage Sign Grant Program**	\$75,000	\$100,000	\$100,000	\$100,000	\$100,000	
Municipal Planning/Development Fees Grant Program**	Foregone Revenue Dependant on Site Applications 					
Discretionary Municipal Tipping Fees Grant Program**	Foregone Revenue Dependant on Site Applications 					
Payment-In-Lieu of Parkland Dedication Grant Program**	Foregone Revenue Dependant on Site Applications 					
Total Annual Allocation of Funds (excluding Foregone Revenue)	\$225,000	\$375,000	\$375,000	\$375,000	\$375,000	

* Maximum duration of grant assistance is 10 years from end of 2010

** To qualify for assistance applicants must complete project within 6 months of the end of program in 2010

Schedule 2
Community Improvement Policy Area
Priority Areas

