



Town of Erin
Investing in Growth
Community Improvement Plan



Financial Incentives Application Packa



1.0 General Information

The Town of Erin Community Improvement Plan (CIP) application package is to be used by all eligible owners and tenants (with consent of the owner) of private land and buildings throughout the Town who wish to be considered for financial incentives.

This package includes:

- An overview of the steps involved in the application submission;
- A checklist of materials that are required as part of a complete application; and
- The Town of Erin CIP Application Form.

For additional information on the financial incentive programs, including grant program details, availability, and eligibility requirements, please review the Town of Erin CIP, which can be found at <http://www.erin.ca/communityimprovementplan>.

Questions and completed applications can be submitted to:

**Marina Mato, Economic Development
Officer 5684 Trafalgar Road
Hillsburgh, ON N0B 1Z0
519-855-4407 ext 241
Marina.Mato@erin.ca**

Please note: The Town of Erin is not responsible for any costs associated with an application for CIP funds.

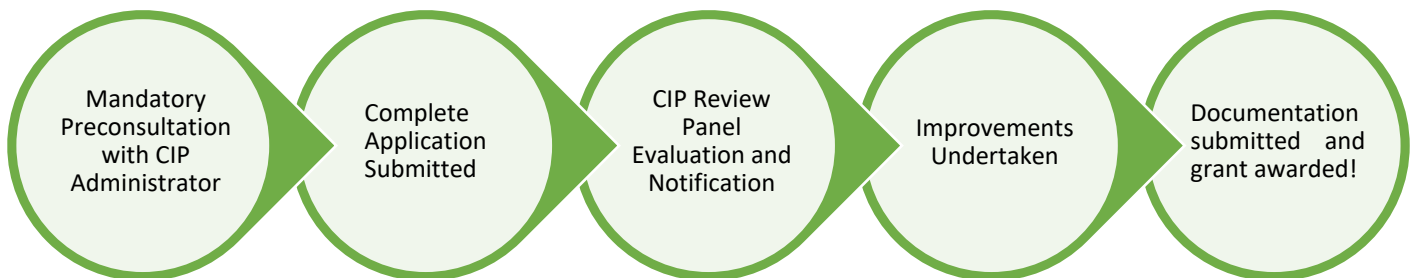


2.0 Submission and Review Process

The following is a summary of the process for submission, evaluation, and approval of financial incentive program applications:

- a) Applicants must meet with the CIP Administrator for a **pre-consultation meeting** prior to submitting an application to confirm requirements for a complete application.
- b) Applications must be submitted in accordance with the requirements outlined in Section 8.4.2 of the CIP (see Section 3 below).
- c) The CIP Review Panel will evaluate all applications and supporting materials. Applicants will be notified if their submission is incomplete.
- d) Based on the evaluation of complete applications, a decision will be made with respect to the approval or refusal of an application.
- e) For applications that are approved, a Financial Assistance Agreement will be prepared and executed.
- f) When projects are completed, a statement with supporting invoices and proof of payment shall be submitted to the Town. Following this, the work will be inspected by the Town and, if approved, notice of completion will be issued and the financial assistance will be initiated.

Please see the full Community Improvement Plan document for complete terms.





3.0 Application Requirements

Applications for financial incentives offered through the CIP must include:

- One copy of a completed and signed application form.
- One copy of all supporting documentation, as determined by the CIP Administrator at a pre-consultation meeting, which may include (but is not limited to):
 - Good quality photographs of the existing condition of the building and property;
 - Past/historical photographs and/or drawings (where available);
 - Specifications of the proposed project, including design drawings prepared by a design professional (if available) or sketches, renderings, and/or elevation drawings illustrating the proposed improvements;
 - Two detailed independent contractor estimates for each component of the proposed eligible work, or two estimates covering all the components of the eligible work;
 - A statement with respect to how the proposed project meets the overall goals and objectives of the CIP; and
 - Any additional information requirements as determined by the CIP Review Panel.

Upon applying for financial incentives, landowners shall provide their consent to the Town of Erin to profile improvement projects funded through the CIP in promotional communication, including but not limited to “before and after” pictures. Applicants shall also consent to displaying a Town of Erin CIP participation certificate on the subject property, once a project is complete.



4.0 Financial Incentives Form

FOR OFFICE USE ONLY		Date of Pre-consultation
Date Filed:	Date Approved:	By:
File Number:	Roll Number:	Other Info:

Part 1: Applicant Information

A. Registered Owner of the Subject Lands

Name:	
Company Name:	
Business/HST#:	
Mailing Address:	
Email:	
Phone:	

B. Authorized Applicant (Only fill out if different than the owner, e.g. a tenant)

Name:	
Company Name:	
Business/HST#:	
Mailing Address:	
Email:	
Phone:	



Part 2: Property Information

A. Subject Lands

Municipal Address:	
Legal Description (Part/Lot):	
Property Tax Roll Number:	
Date acquired by current owner (if known):	

Current Zoning (Please check all that apply)

Agricultural

Residential

Commercial

Mixed Use

Industrial

B. Community Improvement Project Area/Sub-Area

Please note the Community Improvement Sub-Area in which your building or property is located:

Erin Village Sub-Area	<input type="checkbox"/>
Hillsburgh Sub-Area	<input type="checkbox"/>
The Hamlets Sub-Area	<input type="checkbox"/>
The Agricultural Sub-Area	<input type="checkbox"/>

Is your property located within a Priority Area?

Yes

No

No



C. Existing and Previous Use of the Subject Lands

Existing Use:

Previous Uses:

D. Describe Existing Buildings on the Subject Lands

Type/Description:

Year Built:

Floor Area (sq. ft.):

Height:

Current Condition:

E. Additional Information

Is the property a listed heritage property or designated under the Ontario Heritage Act?

Yes

No

Are property taxes in good standing on this property?

Yes

No

Are there any outstanding work orders on this property?

Yes (please specify) _____

No

F. Scale of Project

Does the proposed community improvement work involve 25% or more of the existing gross floor area?
Is it anticipated that the project will generate a tax increase as a result of property reassessment?

Yes

No

No



G. Related Applications

Please indicate if additional applications have been submitted for this property or project (including site plan, zoning bylaw amendment, building permit, etc.)

Have you applied for any other financial incentives for any other level of government or under any other applicable Community Improvement Plan for the proposed works?

Yes

No

If “Yes”, when did you apply? Was the application successful? Please indicate the funding body and any other information applicable to the application:



Part 3: Community Improvement Project Information

A. Project Description

Please provide a detailed description of the proposed project and scope of work and describe how the project will result in an improvement or rehabilitation over the existing conditions of the building or property. If more space is required, please attached a separate sheet.



B. Goals and Objectives

Please provide a detailed explanation of how the propose project will contribute to achieving one or more of the following community improvement goals:

1.The project will contribute to revitalizing the Town of Erin by....

2.The project will contribute to reshaping the Town of Erin by...

3.The project contributes to an investment in the Town’s growth and shows that we are “Open for Business” by...

If more space is needed, please attached a separate sheet.



Part 5 Expense/Grant Information

A. Please attach two detailed independent contractor estimates for each component of the proposed eligible work, or two detailed estimates covering all of the components of the eligible work.

Name of First Contractor: _____ First Estimate (including taxes) _____

Name of Second Contractor: _____ Second Estimate (including taxes) _____

Cost of external professional design services (if applicable) _____

B. Grant Request

Total Project Cost (combined lowest cost estimates including taxes)

Total Grant Request: _____

C. Other Funding Sources

Total funds from other sources (including taxes): _____

Source: _____

D. Timing/Schedule Information

Anticipated Start Date _____ Anticipated Completion Date _____

Please note: Construction must be started within six months and completed within one year from the date of project approval under this program. Opportunities for a one-time extension may be available.



Part 6 Declarations

I, _____ of _____ solemnly declare that all of the
(Name of Applicant) (Municipality)

statements contained in this Town of Erin CIP Application Package for

_____,
(Property)

and all supporting documents and plans are true and complete, and 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*.

By completing this Declaration, I/we hereby acknowledge and authorize the Town to enter upon the lands subject to this application for the purpose of conducting a site inspection.

Declared before me at Wellington County in the Town of Erin this _____ day of _____,
(day) (Month)

_____.
(Year)

(Signature of Applicant)

(Please PRINT name of Applicant)

Signature of Witness



Municipal Freedom of Information Declaration

In supporting this development application and supporting documentation, I

(Please print name of Applicant)

the Owner/Applicant/Authorized Agent, hereby acknowledge and provide my consent in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

(Signature of Applicant)