



TOWNSHIP OF SOUTH STORMONT COMMUNITY IMPROVEMENT PLAN & BROWNFIELD STRATEGY

OFFICE USE ONLY	
File No.	
Roll No.	
Date Submitted	
Date Received	

PART ONE: GENERAL INFORMATION AND APPLICATION INSTRUCTIONS

1. Before completing the Financial Incentive Program application form, the applicant should contact the Planning Department, to conduct a pre-consultation meeting. This meeting will address application requirements, program eligibility, proposed scope of work, project timing, supporting documentation requirements, etc.

Contact:

Chris Hemond, Economic Development and Communications Coordinator
Township of South Stormont
2 Mille Roches Road, P.O. Box 84
Long Sault, ON K0C 1P0
P. 613-534-2155 ext. 211

2. A complete Financial Incentive Program Application must be submitted to and approved by the Township of South Stormont prior to commencing any community improvement work.
3. A complete Financial Incentive Program Application must be submitted to and approved by the Township of South Stormont, through the entering into of the agreement referenced in Item 4 below, prior to commencing any community improvement works.
4. The Township of South Stormont is not responsible for the costs associated with this application, costs related to the anticipation of an incentive program, or any other costs incurred in relation to any of the programs, including pro-forma financial information, a third party financial review (contracted by the Committee), audits, etc.
5. Prior to submission, please ensure that the application form is complete and that all required signatures are provided.
6. In order for a Financial Incentive Program Application to be considered complete by the Planning and Building Committee, the applicant must submit a completed application form, including any supporting documentation, required by the Committee (as determined in the pre-application consultation meeting, or through the Committee's preliminary screening of the application).



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7. If there is insufficient space on this form to provide the required information, please provide additional information on a separate page(s) and attach the information to this application form.
8. Please print (black or blue ink) or type the information requested on the application form.
9. Applicants must deliver this application **in person** to:

Township of South Stormont
2 Mile Roches Road, P.O. Box 84
Long Sault, ON K0C 1P0
Attention: Chris Hemond, Economic Development and Communications Coordinator

Please contact Chris Hemond to arrange a time to meet and submit this application.

10. All properly completed Financial Incentive Program Applications will be considered by the Planning and Building Committee on a 'first-come, first-served' basis, and depends on available funds.
11. Applicants **must** contact the Building Department prior to the start of construction to ensure the proper permits have been issued.



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PART TWO: APPLICATION TYPE

Please indicate the Financial Incentive Program for which you are applying. Check all that apply:

PROGRAM 1: BUILDING IMPROVEMENT GRANT PROGRAM: STREAM A

<input type="checkbox"/>	Façade Landscape and Signage Improvement	Application for a matching grant of up to 50% of Eligible Costs or a maximum grant of \$7,500 per property, whichever is less.
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PLEASE NOTE:

At this time, the Township of South Stormont does not have detailed Design Guidelines by which to measure the suitability of a proposed façade, signage and landscape improvement. The applicant will need to provide full details of the proposed improvements including, at the request of the Township, a detailed manifest of proposed work, materials to be used, design graphics (as provided by contractors operating at arm's length from the applicant) and any other information as required to fully evaluate the merits of the application.

Program 1: Stream A (Façade, Landscape and Signage) excludes all residential property save and except where residential use exists as an upper floor use in commercial premises. This Stream does include former residential buildings now used, in part or in whole, for commercial use. **Project applications for matching assistance of less than \$2,500 will not be considered.**

PROGRAM 1: BUILDING IMPROVEMENT GRANT PROGRAM: STREAM B

<input type="checkbox"/>	Building Restoration, Renovation and Improvement	Application for a matching grant of up to 50% of Eligible Costs or maximum grant of \$20,000 per property, whichever is less. Minimum grant of \$10,000 per property.
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PLEASE NOTE:

Individuals applying for the Building Restoration, Renovation and Improvement Program are required to provide a **minimum of 3** professional quotes for community improvement work from contractors operating at arm's length from the applicant.

Financial assistance is ONLY available for non-residential properties, with the exception of commercial properties with existing or potential upper floor residential use. Grants are secured loans, forgivable over 5 years at an annual rate of 20%.

Conditions of approval have been established by the Township and may extend to any reasonable consideration to ensure the interests of the Township as funder are upheld. Generally, all approvals under this program will require that construction commence within 6 months of achieving a building permit, and final



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completion within 18 months. Council may, at its discretion, adjust these requirements based on the particular circumstances of the construction project which may necessitate approvals from other agencies and/or delays in construction which are not in the control of the applicant to overcome.

PROGRAM 2: PLANNING FEES AND BUILDING PERMIT GRANT		
<input type="checkbox"/>	Planning Fees Grant	Application for a grant equivalent of a 75% reduction in planning fees combined from all planning fees as itemized by the applicable fee schedule of the Township of South Stormont at the time of the application.
<input type="checkbox"/>	Building Permit Fees Grant	Application for a grant equivalent of a 75% reduction in building permit fees for new builds or major renovations as itemized by the applicable fee schedule of the Township of South Stormont at the time of the application.

PLEASE NOTE:

Grant covers:

- Planning application fees for:** Zoning By-law and Official Plan Amendments, Site Plan Agreement, Minor Variance, Application for Consent, Part Lot Control Agreement and Subdivision/Condominium Agreement. The Grant is limited only to those fees outlined in the Township’s current Fees and Charges By-law at the time of application, and is always limited to the grant maximums available under this program.
- Building permit fees for:** Residential (OBC Group C) Value Calculations for Apartment Buildings and Condominiums, Office and Personal Services (OBC Group D), Mercantile (OBC Group E) Value Calculations and Demolition Permits.

PROGRAM 3: TAX-BASED REDEVELOPMENT GRANT (TIG) PROGRAM	
<input type="checkbox"/>	Application for rebate of up to 80% of the upper and lower tier municipal portion of the property tax increase (value to be negotiated by applicant and Planning and Building Committee) for a Non-Residential property development project .
<input type="checkbox"/>	Application for rebate of up to 80% of the upper and lower tier municipal portion of the property tax increase (value to be negotiated by applicant and Planning and Building Committee) for a Multi-Unit Residential property development project (six (6) or more units) .

PLEASE NOTE:

This program excludes single-family owner-occupied residential dwellings.

Only projects generating a minimum increase in assessment of \$750,000 will be considered under this



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program. Smaller-scale development projects (generating under \$750,000 in increased assessment value) will be considered under Program 1: Stream B.

In order to determine the suitability of the Tax-based Redevelopment Grant (TIG) Program, prior to submitting an application for the program, eligible applicants should attempt to estimate the total potential value of the rebate, based on current assessment values and anticipated investment. Upon completing the approved community improvement works, to the satisfaction of the Township, and upon reassessment of the property, should the total value of the rebate be significantly less than the applicant's estimated value, the applicant may then have the opportunity to withdraw their application for the Tax-based Redevelopment Grant (TIG) Program, and submit an application for one or more of the additional incentive programs offered through the CIP.

PROGRAM 4: ENVIRONMENTAL SITE ASSESSMENT GRANT PROGRAM

Application for a grant of up to \$10,000 or 50% of the cost of Phase II Environmental Site Assessment (ESA), whichever is less. Maximum assistance of one (1) study per property.

PLEASE NOTE:

Financial assistance is ONLY available to sites within the Community Improvement Project Areas (CIPAs) for which a Phase I ESA exists.

The property owner/developer pays for the full cost to undertake the Phase II ESA. Thereafter, the Township will reimburse approved grant funds as noted above, to the owner for the cost of the study.

PROGRAM 5: ENVIRONMENTAL REMEDIATION TAX ASSISTANCE PROGRAM

Application for an annual deferral of the upper and lower tier municipal portions of the property tax increase resulting from the remediation and subsequent redevelopment of a contaminated site, as well as matching financial assistance for the education portion of property taxation, dependent on Minister of Finance approval.

PLEASE NOTE:

Financial assistance is ONLY available for sites within the CIPAs for which a Phase II ESA exists, indicating that if site conditions do not meet the standards under the *Environmental Protection Act*, it will be necessary to permit filing of a Record of Site Condition in order to enable building permits to be issued for approved development. A copy of the Record of Site Condition is required for Township records.



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PART THREE: APPLICANT INFORMATION

1. Registered Property Owner

Name: _____

Mailing Address: _____

Phone No.: _____

Fax No.: _____

Postal Code: _____

E-mail: _____

2. Applicant/Agent (if different from the Registered Property Owner):

Name: _____

Mailing Address: _____

Phone No.: _____

Fax No.: _____

Postal Code: _____

E-mail: _____

PLEASE NOTE:

If the applicant is not the property owner, please ensure that the required authorization is completed and signed by the property owner as provided in Part Nine of this application form. In absence of the Authorization of Owner, no further consideration of the application will be made.



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3. Please specify to whom all communication be sent:

Property Owner

Applicant/Agent

4. Provide the names and addresses of any holders of any mortgages, charges or other encumbrances on the subject land:

PART FOUR: LOCATION/LEGAL DESCRIPTION OF SUBJECT PROPERTY

1. Is the subject property located within one of the Community Improvement Project Areas (CIPAs) designated by the Community Improvement Plan?

Yes No (We cannot consider requests outside of the CIPAs, so please do not submit an application if you are outside of the area.)

2. Property Address: _____

3. Legal Description of Property: _____

4. Roll #: _____

5. Are there any easements or restrictive covenants affecting the subject property?

Yes No

If yes, describe the easement or covenants and its effect:

6. Describe the present use(s) of the subject land:



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PART FIVE: DESCRIBE YOUR IMPROVEMENT PROJECT

1. Describe the existing condition of the building/site.

2. Describe the proposed capital improvements that you envision for your project and how will it add to the overall community vibrancy of your area. Please attach photos.

4. Has an application for planning approval and/or building permit, and any additional required permits, related to the community improvement works, as described above, been submitted to date?

Yes No

5. Have the necessary planning approval and/or building permit, and any additional required permits, related to the community improvement works, been received or authorized to date?

Yes No

6. Describe the total anticipated costs associated with the proposed community improvement works. These costs must be supported by at least three cost estimates for eligible work provided by licensed contractors, and attached to this application.



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Proposed Property Improvement	Cost
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total	\$

PART SIX: SUPPORTING MATERIAL

In order for this application to be considered complete, the application must be accompanied by all of the supporting material required by the Planning and Building Committee, which includes but is not limited to:

- Photographs of the existing building condition;
- A site plan and/or professional design study/architectural drawings;
- Specification of the proposed works, including a work plan for the improvements and construction drawings; and
- Three cost estimates for eligible work provided by licensed contractors or material costs.

Submission requirements will be confirmed with the applicant by staff at the time of the pre-submission consultation meeting. If additional supporting material or documentation is required, or becomes necessary during the processing of this application, the applicant will be contacted and informed prior to this application proceeding.

PART SEVEN: FREEDOM OF INFORMATION

For the purposes of the *Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure to any person or public body any information that is collected under the authority of the *Planning Act* for the purposes of processing this application.

Owner Signature

Date



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PART EIGHT: DECLARATION

I, _____, of _____

solemnly declare that :

All of the above statements and the statements contained in all of the exhibits transmitted herewith are true 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. I have read and understand all of the rules set out in this application form.

Declared before me in the Township of South Stormont

In the County of Stormont

This _____ day of _____, 20_____

Applicant/Owner/Agent Signature

A Commissioner, etc.

PART NINE: AUTHORIZATION OF OWNER

If the applicant is not the owner of the land that is the subject of this application, the authorization set out below must be completed by the owner.

I/We _____ am/are the owner(s) of the land that is the subject of this application for participation within a Financial Incentive Program under the Township of South Stormont Community Improvement Plan & Brownfield Strategy. I/we authorize _____ to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application.

Owner's Signature

Date



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FOR OFFICE USE ONLY BY THE BUILDING AND PLANNING COMMITTEE

PRELIMINARY APPLICATION SCREENING CHECKLIST:

Check all that Apply:

1. Application is complete (included completed form and all required supporting materials):

Yes

No (Please specify)

2. Additional supporting materials/consultation required:

Yes

No (Please specify)

3. Proposed Community Improvement work meets program requirements.

Yes

No (Please specify)

4. Application accepted: Yes No

5. Initial site visit and inspection of the building/property required.

Reviewed by: _____	Date: _____
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APPLICATION REVIEW & EVALUATION CHECKLIST:

Grant Application for (check all that apply):	
<input type="checkbox"/>	Building Improvement Grant Program Stream A: Façade Landscape and Signage Improvement
<input type="checkbox"/>	Building Improvement Grant Program Stream B: Building Restoration, Renovation and Improvement
<input type="checkbox"/>	Planning and Related Fees Grant Program
<input type="checkbox"/>	Tax-Based Redevelopment Grant (TIG) Program
<input type="checkbox"/>	Environmental Site Assessment (ESA) Grant Program
<input type="checkbox"/>	Environmental Remediation Tax Assistance Program

Check all that Apply:

6. Application meets all general eligibility requirements:

Yes

No (Please specify)

7. Application meets all program specific eligibility requirements:

Yes

No (Please specify)



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8. Application recommended for approval. Financial Incentive Agreement to be prepared and sent to Applicant for Signature.

Yes No

Reviewed by: _____ Date: _____

Financial Incentive Agreement Prepared by: _____

Date Financial Incentive Agreement Sent: _____



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1.0 GENERAL TERMS & CONDITIONS OF THE FINANCIAL INCENTIVE PROGRAMS

- 1.1 Community improvement works undertaken and completed that are associated with an approved incentive program application must be consistent with the project description contained in the application form and supporting materials, and with the program agreement. Should the undertaken or completed works not be consistent with the original project description, to the satisfaction of the Township, the Township may delay, reduce, or cancel the approved financial assistance, and may require repayment of any of the financial assistance, at the discretion of the Township.
- 1.2 The Township reserves the right to audit the costs associated with any of the works described by the approved CIP application. Audits will be undertaken at the expense of the applicant.
- 1.3 Upon approval and/or completion of community improvement works, the Township reserves the right to inspect any properties/buildings that are associated with an incentive program application offered within this CIP.
- 1.4 Should the applicant fall into default of any of the General Eligibility Requirements, or fail to meet the detailed requirements of each of the incentive programs or any other requirements of the Township, the Township may delay, reduce, or cancel the approved financial assistance, and may require repayment of any of the financial assistance, at the discretion of the Township.
- 1.5 The property owner must not have outstanding tax arrears and must be in good standing with regard to taxation at the time of application and throughout the duration of the incentive period as identified within the Community Improvement Plan & Brownfield Strategy.
- 1.6 The Property owner must be in conformity with all Municipal/Provincial/Federal by-laws and legislation throughout the term of the program.
- 1.7 The Township may discontinue any of the CIP incentive programs at any time; however, all approved applicants will continue to receive financial assistance in accordance with the terms outlined in the CIP, subject to fulfilling any requirements and agreements and subject to available funding as approved by Council.



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2.0 SPECIFIC TERMS & CONDITIONS OF THE FINANCIAL INCENTIVE PROGRAMS

2.1 Building Improvement Grant Program

2.1.1 Stream A: Façade, Landscape and Signage Improvement

- a) Grants for improvement to/restoration of building facades, landscaping and signage will be provided to eligible applicants for up to 50% of eligible costs or to a maximum grant of \$7,500 per property, whichever is less.
- b) Minimum grant is \$2,500 per property. A project application for matching assistance of less than \$2,500 will not be considered.
- c) Eligible projects include improvements and upgrades to the street fronts of properties, but it may also be applied to the rear or side of a property only in cases where the rear or side of a property is facing a street, public park, other public gathering space or parking area that is accessible to the general public.
- d) Financial assistance is excluded to all residential property save and except where residential use exists as an upper floor use in commercial premises. Program 1 Stream A (façade, landscape and signage) includes formerly residential buildings now used, in part or in whole, for commercial uses.
- e) Applicant will receive 60% of grants on substantial completion and 40% on final successful completion of the approved work, to the satisfaction of the Township.
- f) Grants are provided on a one-time basis to each eligible applicant for each approved project.

2.1.2 Stream B: Building Restoration, Renovation and Improvement

- a) At the Township's sole discretion, a grant may be made available for a maximum of 50% of eligible costs up to a maximum value of \$20,000 per property (minimum grant of \$10,000 per property), whichever is less.
- b) The grant is a secured loan, forgivable over 5 years at an annual rate of 20%; formal agreement is required.
- c) Building Restoration, Renovation and Improvement Grants will be disbursed as follows: 1) 10% on approval; 2) 80% on substantial completion, and 3) 10% on final completion.



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2.2 Planning Fees and Building Permit Grant

- a) Where an eligible applicant is undertaking an approved project in accordance with the purpose of the CIP, the Township may provide a refund of 75% of the applicable cost of normal planning application/building permit fees.
- b) Planning Fees Grant: Maximum total grant of \$2,000 per property or 75% reduction in combined planning fee costs, whichever is less.
- c) Building Permit Fees Grant: Maximum total grant of \$5,000 per property or 75% reduction in building permit fee costs, whichever is less.
- d) Applicants must pay for all application and permit fees prior to undertaking the approved work.
- e) Municipal planning application/building permit fees will be refunded on a one-time basis.

2.3 Tax-based Redevelopment Grant (Tax Increment Grant (TIG)) Program

- a) When an approved project is complete, a rebate that is equal to part of the upper and lower tier municipal portion of the increase in taxation will be provided annually for the agreed upon time period following the payment of all property taxes by the owner.
- b) At the Township's sole discretion, annual rebates may be valued up to 80% of the upper and lower tier municipal portion of the property tax increase of the subject property related to the approved improvement.
- c) This program is geared toward non-residential and multi-unit residential (6 or more units). Generally, smaller-scale rehabilitation projects not involving significant additional floor space amounting to an increase in assessment above the minimum will be considered under the Building Restoration, Renovation and Improvement Program (Program 1 Stream B).
- d) The minimum increase in assessment for which the use of this program of tax-based grants is permitted is \$750,000 and will remain at this minimum for the duration (5 years) of the CIP.



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- e) Rebates will be provided upon successful completion of the approved work, to the satisfaction of the Township, and payment of the full reassessed value of the upper and lower tier municipal taxes.
- f) The Tax-based Redevelopment Grant is provided to property owners for up to a maximum of 10 years (but will not exceed the total cost of approved community improvement works invested by the applicant).

2.4 Environmental Site Assessment Grant Program

- a) Grants for the renovation/redevelopment or re-use of contaminated sites will be provided of up to \$10,000 or 50% of the cost of Phase II ESA.
- b) The Township retains the right to fund to the maximum allowable grant in addition to other known public sources should the merits of the application warrant such, in the opinion of Council.
- c) This program is geared towards private landowners/developers of properties of which are either known to be contaminated or are perceived to be contaminated, and in which a Phase I ESA exists. The Township of South Stormont has identified sites of potential interests. All such sites located within the CIPAs are eligible under this program and are priority candidates for this program, as well as other key redevelopment sites which may be identified by the Township from time to time.
- d) The property owner/developer must first pay for the full cost to undertake the Phase II ESA. The Municipality will reimburse the owner for the cost of the study.
- e) Grants are provided on a one-time basis to each eligible applicant for each approved project (one study per property).

2.5 Environmental Remediation Tax Assistance Program

- a) Annual deferral of the Municipal/General Portion of the property tax increase that results from the remediation and subsequent redevelopment of a contaminated site.
- b) Matching financial assistance for the Education Portion of property taxation will also be provided upon application to the Ontario Minister of Finance by the Township, and approved by the Minister of Finance.



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- c) Tax assistance details will be identified in a Municipal By-law which establishes the date of commencement and expiration of the tax assistance. Municipal and Provincial tax assistance can be commenced at any time as specified by the By-law, subject to approval and any conditions imposed by the Minister of Finance with respect to the matching Education Portion. Assistance cannot be applied retroactively if remediation occurs prior to the approval of the Township Brownfield Financial Tax Incentive Program (BFTIP) By-law.
- d) Eligible sites include properties located within the CIPAs which have an existing Phase II ESA indicating that site conditions do not meet the standards (under the *Environmental Protection Act*) necessary to permit filing of a Record of Site Condition in order to enable building permits to be issued for approved development.
- e) Long-term debt financing costs are not eligible.