

TOWNSHIP OF
CAVAN MONAGHAN

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Millbrook Community Improvement Plan
Building & Site Improvement Grant Application
Package

Building and Site Improvement Grant Program

Purpose and Anticipated Benefits

- a) The Building and Site Improvement Grant may be available to eligible property owners and tenants (with consent of the owner) to assist with functional improvements to existing buildings and properties, and to extend the useful life, improve safety, and/or increase the value of a building or property.
- b) This grant is intended to support improvements to private property to meet the current Building Code, and other building and site requirements, in order to provide for safe and usable eligible uses.
- c) It should be noted that any ramps or structures installed on municipal property (i.e. sidewalks) shall be subject to specific approval by the Township.

Who can apply?

As per section 4.2 of the Millbrook Community Improvement Plan (CIP), Only certain types of existing or proposed uses in the CIP Area will be eligible for financial incentives (in accordance with the uses permitted by the Township's Official Plan and Zoning By-law). Unless otherwise stated in the Program Specific Eligibility Criteria (Section 5.3 of the CIP), these uses include:

- Commercial;
- Office;
- Industrial;
- Institutional; and
- Rental housing units (provided they are located above the ground floor of a commercial building).

Is there a fee to Apply?

No. However as per Section 7.4.2 c) of the CIP "The Township is not responsible for any of the costs associated with the preparation of a CIP financial incentive application."

Is a project eligible for funding from more than one CIP Incentive Program?

Yes. (See section 5.1 g) General Eligibility Criteria of the CIP)

Value of Grant

- a) Where all eligibility requirements are fulfilled, a Building or Property Improvement Grant may be provided for 50% of the eligible costs.
- b) The total value of the grant shall not exceed \$8,000 per project and/or property.

For properties that are identified as Priority Sites under Section 4.3 of the CIP, the Township may increase the maximum value of the grant to \$10,000 per project and/or property.

What types of work are eligible for a grant?

- a) Properties will be eligible for the Building and Site Improvement Grant if the proposed or potential use being investigated is in accordance with the eligible uses listed in Section 4.2 of the CIP.
- b) All General Eligibility Criteria set out in Section 5.1 of CIP must be met.
- c) Applicants receiving the Building and Site Improvement Grant may be eligible for additional incentive programs offered through the CIP in accordance with Sections 5.1 g) and 5.2 (Availability).

Eligible Costs

- a) For a **Building Improvement Project**, improvements to the front, rear, and side of building(s) are eligible. Eligible costs include the following:
- i. Structural repairs to walls, ceilings, floors, and foundations;
 - ii. Installation of ramps, elevators, lifts, and/or automatic door openers, and other improvements to improve accessibility;
 - iii. Interior restoration and re-design;
 - iv. Repair/replacement/installation of building infrastructure, such as roofing, windows, and doors;
 - v. Repair/replacement/installation of plumbing, electrical, HVAC, and fire protection systems;
 - vi. Weatherproofing; and
 - vii. Any other improvements that may bring a building up to code, address health and safety concerns, or improve accessibility and removal of barriers as approved by the Township.
- b) For other **Site Improvements**, the following costs will be eligible:
- i. For a **Motorized Vehicle Parking Improvement Project**, eligible costs include the following:
 - A. Improvements to rear or side yard parking areas that result in an increased supply of parking spaces, in accordance with a site plan (as may be required);
 - B. Repairs, improvements, expansions, repainting and repaving of existing driveways and motor vehicle parking areas provided that the project results in an improvement over the existing condition (i.e., gravel to paved); and
 - C. Proper signage and markings to clearly designate reserved parking for clients or employees. ii.
 - ii. For a **Bicycle Parking Improvement Project**, eligible costs include the installation or replacement of new outdoor bicycle parking racks which are publicly accessible and not fully enclosed.
 - iii. For a **Landscape Improvement Project**, improvements to the front yard of properties are eligible. Where the subject building or property is located in a prominent downtown location and is adjacent to or is visible from a view corridor or has a significant public view in the opinion of Township staff, improvements to the side and/or rear yard may also be eligible. Eligible costs include the following:
 - A. Addition of landscaping features (plants/green space, including sod, trees, vegetation, etc.);
 - B. Addition of permanent landscaping elements such as fencing, benches, planters, and lighting;
 - C. Addition of walkways; and
 - D. Such other similar improvements and repairs that may be necessary to improve a property.

- c. The services of a professional engineer, architect, landscape architect, landscape architect, or planner to design and implement the project will also be considered eligible costs, subject to the following:
 - i. A grant for such services has not already been provided to the applicant through the Design and Study Grant (Section 5.3.9 of the CIP); and
 - ii. The maximum amount of a grant for such services shall not exceed 15% of the total value of the grant.

What other conditions must be met to be eligible for a grant?

In accordance with Section 5.1 General Eligibility Criteria in the CIP, to be eligible for any of the Financial Incentive Programs that may be offered by the Township, the following General Eligibility Criteria must be met:

- a) The lands and buildings subject to an application must be located within the Millbrook CIPA. Applicants should refer to Section 4.1 of the CIP to determine whether their property is located within the CIPA boundary. Township staff should be contacted to confirm that the property is eligible.
- b) All projects must contribute to achieving one or more community improvement goals and objectives (as identified in Section 3.1 of the CIP).
- c) All projects must comply with the Township's 2017 Detailed Streetscape and Design Guidelines for Downtown Millbrook and be designed to complement the surrounding architectural styles and natural settings, and not overshadow the existing character of the area.
- d) All proposed projects must result in some level of improvement or rehabilitation over the existing conditions and will not simply represent a life cycle replacement.
- e) Unless otherwise specified, registered owners, assessed owners, and tenants (with written consent of the property owner) of private land or buildings may be eligible for financial incentives.
- f) The total value of all grants provided to an owner/tenant shall in no case exceed the total value of eligible costs associated with the community improvement project.
- g) Unless otherwise specified in the Program Specific Eligibility Criteria (Section 5. 3), an applicant may be eligible to receive multiple grants (provided they are available in any given year), in accordance with the following:
 - i. The total combined value of grants provided to the applicant by the Township per year shall not exceed \$10,000 per project and/or property, or the total value of eligible costs, whichever is less;
 - ii. Applicants shall not be eligible to receive the same grant two years in a row for the same property;
 - iii. Subsection i) shall not apply to properties that have been identified as Priority Sites by Council.
- h) Financial incentives will not be applied retroactively to works started prior to approval of applications and any application for costs incurred prior to the adoption of this CIP will not be considered eligible.
- i) The property owner must have no outstanding property tax or utility arrears or any other outstanding Township obligation on the subject property at the time of application or during the term of the grant.

- j) Applicants will be required to disclose all other funding sources, including governmental, private, or not-for-profit funding to support the project. These shall be taken into consideration in the review of applications and the value of incentives provided by the Township may be reduced, at the sole discretion of Council.
- k) The proposed works will conform with all applicable policies, standards, and procedures, including (but not limited to) the Official Plan and Zoning By-law, in addition to being subject to a review and the issuance of necessary planning and development approvals and building permits pursuant to the Ontario Building Code, Accessibility for Ontarians with Disabilities Act, and Ontario Regulation 167/06 (i.e., Conservation Authority Regulated Areas).
- l) In addition to these General Eligibility Criteria, a set of Program Specific Eligibility Criteria (Section 5.3.1 of the CIP) must also be met, which are outlined in the description of financial incentives.

When will the Grant Funds be Advanced?

- a) All completed projects must comply with the description as provided in the grant application form.
- b) The grant will be provided upon successful completion of the approved project.
- c) The grant will be paid in a lump sum as a grant based on eligible costs incurred.

When is the deadline for the submission of applications?

Deadline for applications is December 4, 2020.

How do I apply for a grant?

First arrange a pre-application meeting with CIP Administrator in order to determine program eligibility. If authorized to apply for a grant, complete and submit an application in accordance with the process defined in Section 7.4.1 of the CIP. Include your application includes the required supporting documentation as defined in Section 7.4.2 of the CIP.

If an agent/tenant is acting as the applicant for the property owner, please ensure that the required authorization as provided in the application form is completed and signed by the property owner. The grant will be paid by the Municipality to the approved applicant with the acknowledgement of the property owner.

What happens once you submit an application?

- The CIP Implementation Committee will evaluate all applications and supporting materials and may conduct a site visit. Applicants will be notified if their submission is incomplete.
- Based on the evaluation of complete applications, a recommendation will be made to Council with respect to the approval or refusal of an application.
- For applications that are approved, a Financial Incentive Agreement will be prepared and executed.
- Any program commitments may be cancelled if work does not commence within six months of approval of an application, or if a project is not undertaken or completed in accordance with the Financial Incentive Agreement.

- When projects are completed, a statement with supporting invoices and proof of payment shall be submitted to the Township. Following this, the work will be inspected by the Township and, if approved, notice of completion will be issued and the financial assistance will be initiated.
- Upon completion of a community improvement project, the Township reserves the right to inspect any properties/buildings, or to audit final costs at the owner's expense.
- Funding approval will lapse if a notice of completion is not issued within 12 months of the date of execution of the Financial Assistance Agreement unless agreed upon by the applicant and the Township.
- The CIP Implementation Committee may grant an extension for community improvement works following receipt of a written request by the owner setting out the reasons for the extension and providing a new date of completion.
- Should the applicant fall into default of any of the requirements of the incentive program or other requirements established by the Township, incentives may be delayed, reduced, or cancelled. Applicants may be required to repay benefits to the Township.

Building and Site Improvement Grant Application

Applicant Information (Please Print)

Name of Applicant

Mailing Address

Telephone Number

Fax Number

Email

Address of the Property:

Assessment Roll Number

Existing Property Use

Name of Property Owner

(If different from Applicant)

Mailing Address

Telephone Number

Fax Number

Email

Is property designated under the Ontario Heritage Act?

Yes

No

Are property taxes and utilities paid in full on this property?

Yes

No

Are there any outstanding work orders or other outstanding Township

Yes

No

Project Description

Please describe the proposed project. Attach further information/sketches as required.

Construction Cost Estimates

Please attach three detailed independent contractor estimates for each component of the proposed eligible work, or two estimates covering all the components of the eligible work. **Any labour hours provided by the applicant in preparation of the estimates or application will be considered an eligible expense.**

Construction Estimate (\$)

Name of Contractor:

Construction Estimate (\$)

Name of Contractor:

Construction Estimate (\$)

Name of Contractor:

Total Grant Requested (4)

Construction Schedule

Approximate Start Date of Construction:

Approximate End Date of Construction:

Other Source of Funds

Has this property received grants/loans or other financial assistance from the Municipality or other level of government? Yes ☐ No ☐

If yes, please specify type and amount of financial assistance received:

Required Supporting Documentation

Please place a check in the box to ensure that you have included the required supporting documentation.

- ☐ Photographs of existing condition of the buildings and property
- ☐ Historical photographs and/or drawings
- ☐ Specifications of the proposed project, including design drawings prepared by a design professional or sketches, renderings, and/or elevation drawings illustrating the proposed improvements
- ☐ Three 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

Property Owner's Authorization

(To be completed if an Applicant is representing the property owner)

I _____ being the legal registered owner on title of
the subject lands
hereby authorize _____ To prepare and submit this application for
Building Site _____ Grant Program.

I understand the grant will be paid to the approved applicant upon successful completion of the

Signature of Property Owner _____ Date: _____