



Come for a visit. Stay for a lifestyle.

Downtown Community Improvement Plan

Program Package
February 2010



<u>Table of Contents</u>	Page
1. Purpose	3
2. Eligibility	4
3. Eligible Properties	4
4. Programs	5
a. Planning & Building Fees Rebate	5
b. Development Charges Rebate	6
c. Parkland Dedication Exemption	7
d. Property Tax Increment Equivalent Grant	8
e. Commercial Façade Improvement Grant	10
f. Residential Conversion & Rehabilitation Grant	11
g. Design Studies Grant	12
5. Design Guidelines	13
6. Application Form	18

1. Purpose:

The Downtown Community Improvement Plan reflects the vision of the community for the community improvement project areas and establishes revitalization goals and priorities for action. The Municipality, using new tools available to it by the adoption of the Downtown Community Improvement Plan, will stimulate private investment in revitalization efforts. The Downtown Community Improvement Plan is the vehicle for focusing and stimulating action and investment by public, private and community partners in the downtowns of Campbellford, Hastings and Warkworth.

The Goals of the Downtown Community Improvement Plan are:

- a) To achieve the community's vision for the Community Improvement Project Areas, namely:
Trent Hills recognizes the vital role of its downtowns in community life. Residents and visitors live, work, shop and play in our downtowns. As a result of our efforts to create attractive streetscapes and waterfronts, our downtowns are busy shopping and tourist destinations. The downtowns are people places supporting events, community services and leisure activities and are the preferred places to shop for local residents.
- b) To focus investment in several strategic areas:
 - Beautification of both public spaces and private properties in the downtowns.
 - Revitalization of commercial activity.
 - Promotion of tourism.
 - Expansion of residential choices.
 - Intensification through redevelopment and reuse of vacant and underutilized properties.
 - Preservation of heritage and architecturally significant buildings
 - Promotion of sustainable development including energy efficiency.
- c) To establish an implementation strategy that can sustain, focus and coordinate the efforts of the municipal government, the business community and community organizations in the implementation of the Plan.

The Objectives of the Downtown Community Improvement Plan are:

- a) For the Municipality to be an active partner providing technical support and financial incentives in order to trigger private sector investment consistent with the Goals of the Plan.
- b) For the Municipality to participate in key community projects in support of the Goals of the Plan.
- c) For property owners, investors and community organizations to invest in property improvements and to undertake community projects and related activities consistent with the Goals of the Plan.



2. Eligibility:

The following eligibility requirements shall apply to all of the downtown programs:

- a) The applicant must be the registered owner of the property for which the application is being made or an agent authorized by the registered owner;
- b) A property owner who is in arrears of property tax or any other municipal financial obligation is not eligible to participate in a program approved by Council;
- c) Applicants may be eligible for multiple programs under a single application
- d) A property owner may be required to provide a business plan for the proposed work as part of the program application;
- e) The total value of grants and loans received for a subject property shall not exceed the total value of the work done;
- f) Grants will be made upon successful completion of the approved work and documentation of the costs associated with the work;
- g) The Municipality may undertake an audit of work done and associated costs if it is deemed necessary;
- h) An applicant will enter into an agreement with the Municipality, which will specify the terms of the grant;
- i) If a building, erected or improved with a program grant, is demolished prior to the expiry of the grant period, the grant is forfeited;
- j) Proposed work will conform with all municipal policies, standards and procedures including zoning, design guidelines and heritage matters and will be subject to review and the issuance of necessary planning and development approvals and building permits pursuant to the *Ontario Building Code*;
- k) Any outstanding orders against the subject property must be satisfied prior to the grant being made or be satisfied as part of the proposed work; and,
- l) The Municipality may at any time discontinue a program; however, any participants in the program prior to its closing will continue to receive grants as approved for their property until the conclusion of their project.

3. Eligible Properties:

“Schedule 1-3” of the Community Improvement Plan highlights the eligible properties within the downtown areas of Campbellford, Hastings, and Warkworth.



4. Programs:

a) Planning & Building Fees Rebate:

- Grant amount is:

Up to \$1,000/fee – 100% rebate	\$1,001 - \$5,000/fee – 75% rebate
\$5,001 - \$10,000/fee – 50% rebate	Over \$10,000/fee – 25% rebate
- Eligible Fees:

Site Plan Application	Sign Permit
Zoning By-Law Amendment	Minor Variance
Demolition Permit	Building Permit
- Eligible Criteria:
 - Rebates can be made to property owners undertaking work consistent with the goals of the Downtown Community Improvement Plan including improving buildings and redeveloping lands as described above.
 - The following types of projects are eligible for the planning and building fees rebate:
 - Existing commercial and mixed use (residential/commercial) buildings, vacant properties and parking lots where the redevelopment or rehabilitation project results in a commercial or mixed use.
 - A completed application for the program must be submitted to the Municipality prior to the commencement of any works and either prior to, or at the same time, as planning/building applications are made.
 - The property improvements addressing the exterior of a building must be consistent with the Municipal Design Guidelines.
 - Existing or proposed land uses must be in conformity with the Official Plan.
- Application Process:
 - Step #1 – Application Submission
 - Applicants are required to have a pre-application consultation meeting with Municipal staff in order to determine program eligibility, scope of work, project timing, etc.
 - Applicants submit completed application including require supporting documentation.
 - Staff screen the application to ensure it meets eligibility criteria. If the application clearly does not meet the program criteria, the application will not be accepted.
 - There is no application fee.
 - Step#2 – Application Review & Evaluation
 - Staff review and evaluate application and supporting documentation against eligibility requirements.
 - Staff will perform an initial site visit and inspection of the building/property.
 - Staff will make a recommendation to Council regarding the application.
 - Step#3 – Grant Approval
 - Council approves the application and directs staff to execute an agreement with the property owner/authorized agent.
 - Property owner/authorized agent signs agreement.
 - Step #4 – Payment
 - Approved applicant has 1 year to complete the approved project from the date of the planning/building permit issued. Extensions will be considered on a case by case basis.
 - Owner/Agent provides proof that the project is complete.
 - Staff inspects the property and is satisfied with all reports and documentation.



- The owner has no property tax arrears and has paid property taxes for the year and has no outstanding orders or municipal fees against the property.
 - Payment will be issued by the Municipal Finance Department.
- b) Development Charges Rebate:
- Grant amount is:
 - Up to \$5,000/fee – 100% rebate
 - \$5,001 - \$10,000/fee – 75% rebate
 - \$10,001 - \$15,000/fee – 50% rebate
 - Over \$15,000/fee – 25% rebatePlease note: the rebate is based on the total combined Development Charge and Water & Sewer Development Charge.
 - Eligible Fees:
 - Development Charge
 - Water & Sewer Development Charge
 - Eligible Criteria:
 - Rebates can be made to property owners undertaking work consistent with the goals of the Downtown Community Improvement Plan including improving buildings and redeveloping lands as described above.
 - The following types of projects are eligible for the planning and building fees rebate:
 - Existing commercial and mixed use (residential/commercial) buildings, vacant properties and parking lots where the redevelopment or rehabilitation project results in a commercial or mixed use.
 - A completed application for the program must be submitted to the Municipality prior to the commencement of any works and either prior to, or at the same time, as planning/building applications are made.
 - The property improvements addressing the exterior of a building must be consistent with the Municipal Design Guidelines.
 - Existing or proposed land uses must be in conformity with the Official Plan.
 - Application Process:
 - Step #1 – Application Submission
 - Applicants are required to have a pre-application consultation meeting with Municipal staff in order to determine program eligibility, scope of work, project timing, etc.
 - Applicants submit completed application including require supporting documentation.
 - Staff screen the application to ensure it meets eligibility criteria. If the application clearly does not meet the program criteria, the application will not be accepted.
 - There is no application fee.
 - Step#2 – Application Review & Evaluation
 - Staff review and evaluate application and supporting documentation against eligibility requirements.
 - Staff will perform an initial site visit and inspection of the building/property.
 - Staff will make a recommendation to Council regarding the application.
 - Step#3 – Grant Approval
 - Council approves the application and directs staff to execute an agreement with the property owner/authorized agent.
 - Property owner/authorized agent signs agreement.
 - Step #4 – Payment
 - Approved applicant has 1 year to complete the approved project from the date of the planning/building permit issued. Extensions will be considered on a case by case basis.
 - Owner/Agent provides proof that the project is complete.
 - Staff inspects the property and is satisfied with all reports and documentation.

- The owner has no property tax arrears and has paid property taxes for the year and has no outstanding orders or municipal fees against the property.
- Payment will be issued by the Municipal Finance Department.

c) Parkland Dedication Exemption:

- 100% of the parkland dedication is waived or, if cash-in-lieu is being employed, 100% of the cash equivalent paid by the owner is rebated by means of a grant.
- Eligible Criteria:
 - Rebates can be made to property owners undertaking work consistent with the goals of the Downtown Community Improvement Plan including improving buildings and redeveloping lands as described above.
 - A completed application for the program must be submitted to the Municipality prior to the commencement of any works and either prior to, or at the same time, as planning application is made.
 - Existing or proposed land uses must be in conformity with the Official Plan.
- Application Process:
 - Step #1 – Application Submission
 - Applicants are required to have a pre-application consultation meeting with Municipal staff in order to determine program eligibility, scope of work, project timing, etc.
 - Applicants submit completed application including require supporting documentation.
 - Staff screen the application to ensure it meets eligibility criteria. If the application clearly does not meet the program criteria, the application will not be accepted.
 - There is no application fee.
 - Step#2 – Application Review & Evaluation
 - Staff review and evaluate application and supporting documentation against eligibility requirements.
 - Staff will perform an initial site visit and inspection of the building/property.
 - Staff will make a recommendation to Council regarding the application.
 - Step#3 – Grant Approval
 - Council approves the application and directs staff to execute an agreement with the property owner/authorized agent.
 - Property owner/authorized agent signs agreement.
 - Step #4 – Payment
 - Approved applicant has 1 year to complete the approved project from the date of the planning approval.
 - Owner/Agent provides proof that the project is complete.
 - The owner has no property tax arrears and has paid property taxes for the year and has no outstanding orders or municipal fees against the property.
 - Payment will be issued by the Municipal Finance Department.

d) Property Tax Increment Equivalent Grant:

- The grant amount is equivalent to 100% of the increase in the municipal portion of the property taxes resulting from the reassessment of the property following its restoration.
- The term of the grant is 5 years.
- Eligible Criteria:
 - Grants can be made to property owners undertaking work consistent with the goals of the Downtown Community Improvement Plan including improving buildings and redeveloping lands as described above.
 - The following types of projects are eligible for the property tax increment equivalent grant program:
 - Existing commercial and mixed use (residential/commercial) buildings, vacant properties and parking lots where the redevelopment or rehabilitation project results in a commercial or mixed use, an increase in the assessment value and taxes on the property.
 - A completed application for the program must be submitted to the Municipality prior to the commencement of any works and either prior to, or at the same time, as planning/building applications are made.
 - Existing or proposed land uses must be in conformity with the Official Plan.
 - The property improvements addressing the exterior of a building must be consistent with the Municipal Design Guidelines.
 - If the ownership of the property changes during the 5-year period, the relief is immediately cancelled. The Municipality may deem it appropriate to enter into an agreement with the new owner for continuation of the program.
- Application Process:
 - Step #1 – Application Submission
 - Applicants are required to have a pre-application consultation meeting with Municipal staff in order to determine program eligibility, scope of work, project timing, etc.
 - Applicants submit completed application including require supporting documentation.
 - Staff screen the application to ensure it meets eligibility criteria. If the application clearly does not meet the program criteria, the application will not be accepted.
 - There is no application fee.
 - Step#2 – Application Review & Evaluation
 - Staff review and evaluate application and supporting documentation against eligibility requirements.
 - If Applicant is a Designated Heritage Property the Trent Hills Heritage Advisory Committee will also review the application and provide comment to staff.
 - Staff will perform an initial site visit and inspection of the building/property.
 - Staff will make a recommendation to Council regarding the application.
 - Step#3 – Grant Approval
 - Council approves the application and directs staff to execute an agreement with the property owner/authorized agent.
 - Property owner/authorized agent signs agreement.
 - Step #4 – Payment
 - Approved applicant has 1 year to complete the approved project from the date of the building application. Extensions will be considered on a case by case basis.
 - Owner/Agent provides proof that the project is complete.



- The reassessment will be determined by MPAC and, once all appeals are resolved, the value of the incremental increase will be calculated and 'crystalized' to determine the grant equivalent for the term of the grant.
- The owner has no property tax arrears and has paid property taxes for the year and has no outstanding orders or municipal fees against the property.
- Each year the Municipality pays the grant after the property owner pays the property taxes in full.

e) Commercial Façade Improvement Grant:

- Grant amount is 50% of the construction cost to a maximum of \$5,000 per façade.
- Grant amount is 50% of the construction cost to a maximum of \$2,000 for a heritage-designated building or a building for heritage significance as listed by the Municipality.
- Grant amount is 50% of the construction cost to a maximum of \$2,000 for specific accessibility improvements.
- Grant amount is 50% of the construction cost to a maximum of \$5,000 for a second façade that has public access (ie: parking lot, waterfront).
- The maximum grant/property/application is \$14,000.
- Eligible Criteria:
 - Grants can be made to property owners undertaking work consistent with the goals of the Downtown Community Improvement Plan including improving buildings and redeveloping lands as described above.
 - The following types of projects are eligible for the façade improvement grant:
Façade improvements to commercial buildings within the Community Improvement Plan area. Eligible costs include: siding, masonry, windows, doors, signage, lighting, canopy, landscaping, paint, site preparation, and labour related to these costs.
 - A completed application for the program must be submitted to the Municipality prior to the commencement of any works and either prior to, or at the same time, as planning/building applications are made.
 - The façade improvements must be consistent with the Municipal Design Guidelines.
 - Existing or proposed land uses must be in conformity with the Official Plan.
- Application Process:
 - Step #1 – Application Submission
 - Applicants are required to have a pre-application consultation meeting with Municipal staff in order to determine program eligibility, scope of work, project timing, etc.
 - Applicants submit completed application including require supporting documentation.
 - Staff screen the application to ensure it meets eligibility criteria. If the application clearly does not meet the program criteria, the application will not be accepted.
 - There is no application fee.
 - Step#2 – Application Review & Evaluation
 - Staff review and evaluate application and supporting documentation against eligibility requirements.
 - If Applicant is a Designated Heritage Property the Trent Hills Heritage Advisory Committee will also review the application and provide comment to staff.
 - Staff will perform an initial site visit and inspection of the building/property.
 - Staff will make a recommendation to Council regarding the application.
 - Step#3 – Grant Approval
 - Council approves the application and directs staff to execute an agreement with the property owner/authorized agent.
 - Property owner/authorized agent signs agreement.
 - Step #4 – Payment
 - Approved applicant has 1 year to complete the approved project from the date of the building application. Extensions to be considered on a case by case basis.
 - Owner/Agent provides proof that the project is complete.
 - Staff inspects the property and is satisfied with all reports and documentation.
 - The owner has no property tax arrears and has paid property taxes for the year and has no outstanding orders or municipal fees against the property.
 - Payment will be issued by the Municipal Finance Department.

f) Residential Conversion and Rehabilitation Grant:

- Grant amount is equivalent to 50% of the construction costs to a maximum of \$5,000/residential unit.
- Grant amount is 50% of the construction cost to a maximum of \$2,000/residential unit for specific accessibility improvements.
- The maximum grant/property/applicant is \$28,000.
- Eligible Criteria:
 - Grants can be made to property owners undertaking work consistent with the goals of the Downtown Community Improvement Plan including improving buildings and redeveloping lands as described above.
 - The following types of projects are eligible for the residential conversion and rehabilitation grant:

The addition of new residential units or improvement of existing units above the ground floor and within existing floor space of a commercial building.

Projects that have qualified or been approved with an affordable housing program will be given priority consideration.
 - A completed application for the program must be submitted to the Municipality prior to the commencement of any works and either prior to, or at the same time, as planning applications are made.
 - The property improvements addressing the exterior of a building must be consistent with the Municipal Design Guidelines.
 - Existing or proposed land uses must be in conformity with the Official Plan.
- Application Process:
 - Step #1 – Application Submission
 - Applicants are required to have a pre-application consultation meeting with Municipal staff in order to determine program eligibility, scope of work, project timing, etc.
 - Applicants submit completed application including required supporting documentation.
 - Staff screen the application to ensure it meets eligibility criteria. If the application clearly does not meet the program criteria, the application will not be accepted.
 - There is no application fee.
 - Step #2 – Application Review & Evaluation
 - Staff review and evaluate application and supporting documentation against eligibility requirements.
 - If Applicant is a Designated Heritage Property the Trent Hills Heritage Advisory Committee will also review the application and provide comment to staff.
 - Staff will perform an initial site visit and inspection of the building/property.
 - Staff will make a recommendation to Council regarding the application.
 - Step #3 – Grant Approval
 - Council approves the application and directs staff to execute an agreement with the property owner/authorized agent.
 - Property owner/authorized agent signs agreement.
 - Step #4 – Payment
 - Approved applicant has 1 year to complete the approved project from the date of the building application. Extensions will be considered on a case by case basis.
 - Owner/Agent provides proof that the project is complete.
 - Staff inspects the property and is satisfied with all reports and documentation.
 - The owner has no property tax arrears and has paid property taxes for the year and has no outstanding orders or municipal fees against the property.
 - Payment will be issued by the Municipal Finance Department.

g) Design Studies Grant:

- Grant amount is 50% of the cost of professional design services to a maximum of \$1,000 per applicant.
- Eligible Criteria:
 - Grants can be made to property owners undertaking work consistent with the goals of the Downtown Community Improvement Plan including improving buildings and redeveloping lands as described above.
 - The following types of projects are eligible for the design studies grant:
 - Design studies prepared for heritage restoration, architectural preservation, safety & building code audits, and energy audits.
 - The design studies addressing the exterior of a building must be consistent with the Municipal Design Guidelines.
 - The design study must be completed by a qualified professional.
 - A completed application for the program must be submitted to the Municipality prior to the commencement of any works.
 - The Municipality will receive a copy of the design study and may provide the study to any subsequent owners of the property to facilitate improvement of the property.
 - Existing or proposed land uses must be in conformity with the Official Plan.
- Application Process:
 - Step #1 – Application Submission
 - Applicants are required to have a pre-application consultation meeting with Municipal staff in order to determine program eligibility, scope of work, project timing, etc.
 - Applicants submit completed application including require supporting documentation.
 - Staff screen the application to ensure it meets eligibility criteria. If the application clearly does not meet the program criteria, the application will not be accepted.
 - There is no application fee.
 - Step#2 – Application Review & Evaluation
 - Staff review and evaluate application and supporting documentation against eligibility requirements.
 - Staff will perform an initial site visit and inspection of the building/property.
 - Staff will make a recommendation to Council regarding the application.
 - Step#3 – Grant Approval
 - Council approves the application and directs staff to execute an agreement with the property owner/authorized agent.
 - Property owner/authorized agent signs agreement.
 - Step #4 – Payment
 - Approved applicant has 1 year to complete the approved project from the date of the approval. Extensions will be considered on a case by case basis.
 - Owner/Agent provides proof that the project is complete.
 - Staff inspects the property and is satisfied with all reports and documentation.
 - The owner has no property tax arrears and has paid property taxes for the year and has no outstanding orders or municipal fees against the property.
 - Payment will be issued by the Municipal Finance Department.

5. Design Guidelines:

Purpose:

This document describes the design guidelines used by Council to select eligible projects for the following Downtown Community Improvement Program: Planning & Building Fees Rebate, Property Tax Increment Equivalent Grant, Commercial Façade Improvement Grant, Residential Conversion and Rehabilitation Grant, and Design Studies Grant.

The design guidelines have been developed to encourage restoration, rehabilitation, and creation of downtown buildings in a fashion consistent with the original design downtown area and the requirements of the Ontario Building Code.

Downtown Design Character:

The Municipality's downtowns consist of a variety of architectural styles reflective of mid/late 19th century and early 20th century.

Many buildings constructed of local stone and ornate brickwork are unique structures worthy of preservation.

Other buildings more typical of 19th Century small town Ontario throughout the downtown present finely detailed façades that should also be secured and maintained.

The intention of this program is to encourage the strong architectural tradition upon which the original character of the downtown was built. The Municipality believes that the whole of the downtown can benefit from a program that confirms and maintains consistency in design. Projects that result in façade or structural improvements or redevelopment of vacant sites that build upon this tradition are encouraged under this program.



Many buildings in the downtown are over 100 years old. It is important to ensure buildings are properly maintained and all life safety and structural issues are addressed. Proper maintenance encourages

preservation of the building inventory in the downtown and provides opportunity for preservation and restoration.

General Criteria:

All projects will be assessed under three main criteria:

1. Consistencies with the Municipality's design guidelines and the original architectural design of the building.
2. The extent to which a project addresses life safety and major structural deficiencies and/or improves the overall appearance of the property.
3. Overall benefit to the downtown and consistency with the Municipality's Official Plan and other applicable policies.

Projects will not be eligible for incentives under this program to improve façades where major structural problems with the building are not addressed.

Projects addressing problems with structural integrity of a building that result in façade improvements will generally be given priority over projects that address only structural matters.

Projects that correct serious structural and life/safety problems to avoid demolition of a building may also be given priority even though the façade is not improved.



Design Guidelines:

Traditional Façades

The traditional storefront commercial façade has a variety of sizes, shapes and styles but essentially consists of the storefront, upper façade and cornice.

The storefront is the lower part of the building around the main commercial entrance use at street level. The upper façade is the middle part of the building constructed of stone, brick or wood with regularly spaced windows. The building cornice at the top of the structure decoratively caps the building.

Projects that maintain and enhance, or authentically or responsibly replicate the traditional façade will be given prime consideration under this program.

Heritage Properties

Projects undertaken on designated properties under the Ontario Heritage Act consistent with the designation and in accordance with the recommendations of the Trent Hills Heritage Advisory Committee will be given priority.

If other sources of public funding for the same project have already been secured, the Municipality may decide to apply funds to another eligible project. The pooling of funds or matching of grants is one consideration of this program.

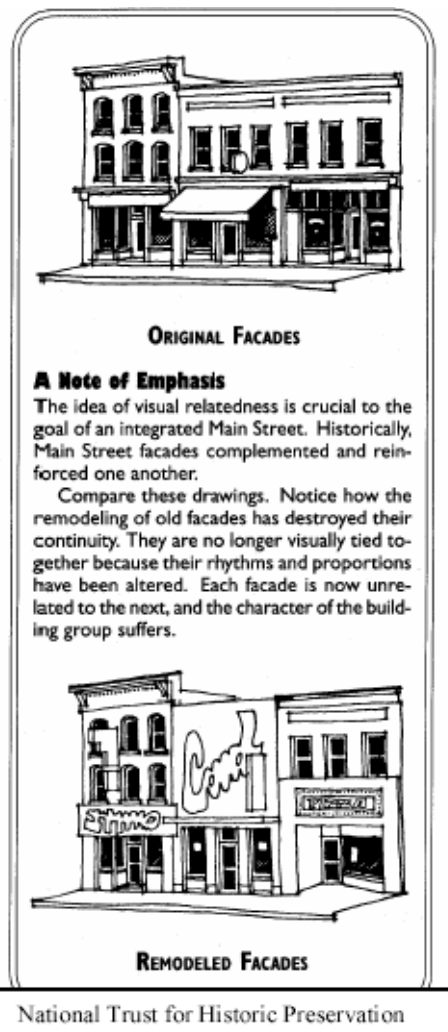
Sustainable Building Practices

The Municipality encourages property rehabilitation that utilizes energy efficient materials and techniques. Some examples that projects could address include storm water management, energy efficient fixtures, and alternative energy systems. Projects that demonstrate sustainable building practices will be given priority.

Accessibility

The Municipality encourages property rehabilitation that addresses improvements to accessibility. Projects that apply to meet the Municipality of Trent Hills Accessibility Design Guidelines will be given priority. For a copy of the accessibility guidelines contact the Trent Hills Building Department.

Façade Design



The program encourages the restoration of façades to their original state using authentic or original materials. This program encourages removal of materials such as vinyl or aluminum siding and the restoration of original brick, block or wood façades. Where it is not possible to restore the original materials of a façade, the use of siding of natural materials (real or replicated wood) is encouraged where the form and scale of the original façade is maintained.

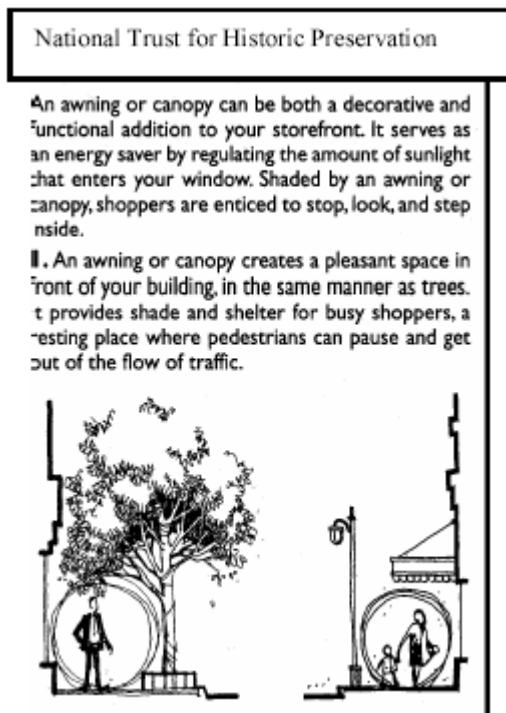
Products used in the restoration of a façade should contain low maintenance materials that match the texture, colour, size, shape and detail of the original material where possible.

Unless prohibited by a heritage designation, replacement vinyl and or other low maintenance windows and doors may be used in façade improvements provided the replacement window fits the shape of the opening and architectural detailing around the opening is not covered. Preferred projects are those that most closely replicated the original window and door design including the number of glass panes and the profiles of the sash rails and mullions.

Signs

Projects that employ natural materials in signs with external lighting are preferred. Projecting wood signs with wrought iron detailing and support are encouraged where located at the storefront level so as to avoid disrupting the window rhythm of the upper façade. All proposed signs are subject to the requirements of the Municipality's sign by-law.

Signs consisting of individual decorative letters on the façade that enhance architectural characteristics of the building are encouraged. Fascia signs that do not detract from the architectural appearance of the façade may also be permitted.



Retractable awnings are encouraged where consistent with the original building design. Non-retractable awnings that do not detract from the architectural appearance of the façade may also be permitted. Retractable awnings are preferred over fixed awnings. Where an awning is to contain signage, it is preferable that signage consist of primarily individual block letters.

Generally, projects incorporating backlit or neon signs will not be eligible for incentives under this program.

Sign colours should be restricted to original and authentic colors. Otherwise colours such as brown, green, blue, red, white or black are preferred.

Second or Double Fronting Façades

The program provides additional incentives for projects that result in a second façade for an existing building. Second façades opening towards municipal parking lots, the waterfront or other areas accessible to the public may qualify for the added incentives. The criteria for assessing the eligibility of the second façade shall be the same as that applying to the original façade in terms of architectural design, materials, signage and colours.



Structural and Life Safety Improvements

All projects to be considered shall comply with the requirements of the Ontario Building Code and applicable By-laws of the Municipality. It is intended that funds be directed towards significant structural improvements necessary to ensure the long-term viability of a building and address life safety concerns.



6. Application Form:

Instructions

1. Before completing this application please consult with Lynn Phillips (705-653-1900 ext. 239 or lynn.phillips@trenthills.ca) to obtain information regarding the Community Improvement Plan, review eligibility criteria, and application process.
2. Please print clearly in ink or type information.
3. Please keep a copy of the application for your own records.
4. Please ensure the application has been signed by the property owner or authorized agent.
5. Please attach a complete copy of the deed to the subject property.
6. Please attach 2 financial quotes, drawings or other required information as appropriate.

Applicant & Property Information

Registered Property Owner

Name: _____
 If Corporation, Signing Officer to contact: _____
 Mailing Address: _____
 City: _____ Province: _____ Postal Code: _____
 Daytime Telephone: _____ Fax: _____
 Email: _____

Authorized Agent (if any: see Appendix "A")

Name: _____
 Mailing Address: _____
 City: _____ Province: _____ Postal Code: _____
 Daytime Telephone: _____ Fax: _____
 Email: _____

Subject Property

Civic Address: _____

 Legal Description (Lot and Plan #, Assessment Roll #): _____



Current Property Use:

	Ground Floor	Second Floor	Third Floor
Existing Use			
Proposed Use			

Subject Property Continued

Are property taxes for the subject property in arrears? Yes ___ No ___
 Are there any outstanding orders or municipal fee against the subject property? Yes ___ No ___
 Current MPAC assessment value of property: \$ _____

What is the current status of the building?

Vacant _____
 Occupied _____
 Underutilized _____

If other, please explain: _____

Program Check List

Please place a check next to the programs that you are applying for. :

Section A – Exemption/Rebate Programs:

- ___ Planning & Building Fee Rebate
- ___ Development Charge Rebate
- ___ Parkland Dedication Exemption

Programs can be checked for either Section B or Section C, but not both:

Section B – Forego Tax Increase Program (Time Limited):

- ___ Property Tax Increment Equivalent Grant

Section C – Public Investment Programs:

- ___ Commercial Façade Improvement Grant
- ___ Residential Conversion and Rehabilitation Grant
- ___ Design Studies Grant

Please provide a description of proposed Residential Conversion and Rehabilitation (If Applicable). Please attach 2 financial quotes and a full set of working drawings. Please attach any photos of the subject property in its current state.



Please provide a description of proposed Commercial Façade Improvement (If Applicable). Please attach 2 financial quotes and a full set of working drawings. Please attach any photos of the façade in its current state.

Please provide a description of proposed Design Study (If Applicable). Please attach 2 financial quotes from qualified professionals. Please attach any photos of the property in its current state.

General Application Questions

Is your property a designated heritage building? Yes ___ No ___

Is your property listed by the local Municipal Heritage Committee as a building of historic or architectural value? Yes ___ No ___

Are you creating affordable housing space? Yes ___ No ___

If so, how many units? _____

If so, please outline what affordable housing programs you have qualified for and/or have been approved for funding?

Are you addressing building accessibility standards? Yes ___ No ___

Are you converting and/or rehabilitating space? Yes ___ No ___

If Yes: Are you creating new residential units? Yes ___ No ___

How many residential units are being created? _____

Are you rehabilitating vacant residential units? Yes ___ No ___

Are you bringing occupied residential units up to Code? Yes ___ No ___



Are you creating new commercial space? Yes ___ No ___
How much square footage? _____
Are you rehabilitating vacant commercial space? Yes ___ No ___
Are you bringing occupied commercial space up to Code? Yes ___ No ___

If you are applying for the Commercial Façade Improvement Grant, please specify what part of the building you are making improvements on? (Please note: Side & rear façade improvements are eligible only if the façade faces a public space – ie: parking lot or waterfront).

Front Façade _____
Side Façade _____
Rear Façade _____

Estimated total construction cost for residential project: \$ _____
Estimated total construction cost for commercial
façade improvement: \$ _____
Estimated total design and other professional costs: \$ _____

(Please note: The final calculations of grants will be based on the Building Permit Value and actual receipts)

Approximate construction start date: _____
Approximate construction end date: _____

Have you made an application for a Building Permit pertaining to the work proposed?
Yes ___ No ___



Application Agreement

I/We hereby certify that the information given herein is true, correct and complete in every respect and understand that the Municipality reserves the right to verify any information contained herein. I/We agree to the terms and conditions of the programs for which the application is being made.

This section should be signed by the property owner/s, agent or if held by a corporation, by the signing officer/s.

Dated at _____ this _____ day of _____, 201__

Signature of Owner/s _____

Or Agent _____

Signature of Witness _____
(Print Name) _____

, a duly authorized
Commissioner of Oaths.

Submit application in person or by mail to:

Lynn Phillips, Community Development Officer
Municipality of Trent Hills
Box 1030, 66 Front Street South
Campbellford, ON K0L 1L0



Appendix “A” – Agent Authorization

If this application is to be signed by an agent or solicitor on behalf of the property owner/s, complete this section. This section should be signed by the property owner/s or if held by a corporation, by a signing officer (name and position) of the corporation.

I hereby authorize _____, as agent, to act on my behalf in regard to the above application. I acknowledge that the authorized agent is to receive all correspondence and information pertaining to this application on my behalf.

Dated at _____ this _____ day of _____, 201 ____.

Signature of Owner/s _____

Signature of Witness _____
(Print name) _____

_____, a duly authorized Commissioner
of Oath.