



Industrial Community Improvement Plan Application Form

GENERAL INFORMATION AND INSTRUCTIONS

Pre-Consultation Meeting

- Prior to submission of this application form, you must arrange for a pre-application meeting with staff to discuss and confirm program eligibility, application requirements including supporting documentation, proposed scope of work, cost, and project timing.

Complete Application Form

- Please ensure that this application is complete, all required signatures have been provided, and all required supporting documentation has been submitted. Failure to do so may result in refusal by the Municipality to accept the application as complete or application processing delays.
- If you find insufficient space on this form to respond to questions, please provide additional information on a separate page and attach to your completed application form.

Are you Leasing the Land?

- As part of the TIEG program, the Township may assist or facilitate the construction or redevelopment project by leasing lands owned by the Township to the proponent for short term use at less than market rates. Any applicant that wishes to lease Township land must include in their application a request to lease with a description of the proposed lease and a rationale for the proposal.

Documents to Submit

- As part of this application, please submit plans, estimates, contracts, reports, a description of existing site conditions, including the current value assessment and taxation rates for the subject property, and other details requested by the Township for purposes of satisfying the Township with respect to costs, design, performance and conformity of the project with the Industrial CIP.
- Applications may also include documentation such as a business plan, detailing the proposed development, including a site plan or concept plan and confirmation of any planning approvals being sought to facilitate the industrial use.

Review of Eligibility

- Please submit an evaluation of an application and supporting materials against program eligibility requirements.

1.0 Contact Information

Name of Registered Property Owner

Name of Registered Property Owner:	
Mailing Address of Property Owner:	
Phone:	
E-mail Address:	

If Corporation, Name or Signing Officer for Property Owner:

Corporation Name: _____

Name of Signing Officer: _____

Name of Business Owner (if different from the Registered Property Owner)

Name of Registered Property Owner:	
Mailing Address of Property Owner:	
Phone:	
E-mail Address:	

If Corporation, Name or Signing Officer for Property Owner:

Corporation Name: _____

Name of Signing Officer: _____

Who is the applicant for the CIP Grant request?

- Business Owner
- Property Owner
- Both Business & Property Owner

Name of Agent (if applicable)

Name of Agent:	
Mailing Address:	
Phone:	
E-mail Address:	

Authorization of Owner for Agent to Make the Application

If the property owner is authorizing an agent to act on their behalf in making this application, please complete and sign this section. If an agent is authorized, all correspondence will be sent to the authorized agent. If no agent is authorized, all correspondence will be sent to the property owner.

I, _____ am the owner of the land that is the subject of this I authorize _____ to make this application on my behalf as my agent and to provide any of my personal information that will be included in this application or collected during the processing of the application

Dated at the _____, this ____ of _____,
(Municipality) (Day) (Month) (Year)

Name of the Owner (Please Print) _____

Signature of Owner _____

Name of Solicitor

Name of Solicitor:	
Mailing Address:	
Phone:	
E-mail Address:	

2.0 Property Information

Municipal Property Address(es):	
Assessment Roll Number:	
Legal Description of the Property (Lot & Plan Number(s)):	

Zoning Description		
Description of Existing Property Uses(s):		
Description of Proposed Property Use(s):		
Size of Property	____ feet of frontage & ____ Feet of depth ____ # of hectares	
Existing Building on Property	Yes	No
Property Taxes Paid in Full	Yes	No
Any Outstanding Orders on the Property:	Yes	No

Please describe the current condition of the property and provide/attach photographs:

3.0 Previous Financial Assistance Received

Please provide details of any financial assistance you have previously received for this property under this Community Improvement Plan (CIP):

4.0 Project Description

Describe the scope/ reason you are completing this Project Work:

Description of Project Work to be undertaken during this Incentive Program (include photographs if needed):

Describe the Business:

Describe the economic benefits of the project (ie. Contributions to local/regional market)

How many jobs will the proposed project generate?	# of Jobs: _____
Describe the jobs being created:	

Are there proposed buildings on the Property?	Yes	Or	No
If yes, please specify building size:			
Building 1: _____ sq. ft			
Building 2: _____ sq. ft			

5.0 Project Investment

Planned date to start the Project Work:	
Planned date to complete the Project Work:	
Estimated annual cost for the all full-time positions:	
Project Budget for this Incentive Program:	
Names of External Grants-Applied for or secured:	
Dollar Value of External Grants-Applied/Secured:	

Property and/or Business Encumbrances:

Liens:	Yes	Or	No	If yes, please explain:
Covenants:	Yes	Or	No	If yes, please explain:
Judgements:	Yes	Or	No	If yes, please explain:

Project Expenses	Estimated Amount
Capital Costs	\$
Value of Land Acquisition	\$
Value of Site Preparation	\$
Value of site construction of new facility	\$
Total Expenses	

Note: Please attach detail budget breakdown of this project work excluding HST.

Project's Financing Plan: The applicant must provide a written statement on their business letter head reporting on the project financing plan. If borrowing funds, a letter from the lending institution or lender reflecting the amount of the loan & business mortgage provided.

Requested Documentation

Has the applicant pre-consulted with the Planning Division staff to determine the eligibility criteria and application process? Yes Or No

Please list the documents and any approvals that were requested below (example list below):

Supporting Project Documents as applicable to your Project:

- Concept design/drawings of proposed improvements (11"x 17")
- Front of building elevation photo
- Proposed front of building elevation and detailed drawings
- Project Site Plan
- List of what your project is going to remove from the building
- List any structural changes inside the building or demolition that will be undertaken
- List any proposed additions to the building with specifications
- Describe any changes to the building exterior finishes and your colour schemes if they are changing

Have you submitted the above documents? Yes or No

REVIEW, ACCEPTANCE & SWORN DECLARATION

The applicant hereby agrees:

- To apply for the incentive programs as indicated in this application form.
- To abide by the terms and conditions of this incentive program.
- To enter into an agreement(s) with the Township of Stone Mills that specifies the terms and conditions of this incentive program and abide by the terms and conditions of said agreements.
- That if any statements or information in this application or submitted in support of this application are untrue, misleading, or there is a material omission, the application may be rejected or not approved, or the tax grant may be delayed, reduced, cancelled, or repayment of the property tax grant may be required.
- That development must conform to approved Official Plan, Zoning By-law and all other municipal by-laws, legislation, and supporting regulations/approvals by other levels of government.
- That if a building(s) erected on the property participating in this incentive program is demolished before the grant period expires, or if all or any of the minimum required full-time paid employment positions are eliminated, all grant payments shall cease.
- That the Township of Stone Mills has the absolute discretion to approve or refuse any incentive in this incentive program.
- That the program for which application has been made herein is subject to cancellation and/or change at any time by the Township of Stone Mills in its sole discretion, subject to the terms and conditions specified in the program. Participants in the program whose application has been approved and who have entered into a tax grant agreement with the Municipality will continue to receive tax grant payments, subject to meeting the terms and conditions in their tax grant agreement.
- That all property tax grants will be calculated and awarded in the sole discretion of the Township of Stone Mills. Notwithstanding any representation by or on behalf of the Township, or any statement contained in the program, no right to any property tax grant arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the programs and corresponding agreements. The Township of Stone Mills is not responsible for any costs incurred by the Owner/Applicant in any way relating to the program, including, without limitation, costs incurred in anticipation of a property tax grant.

The applicant hereby acknowledges and certifies:

- That any additional information and/or materials may be required, and therefore, the application may not be deemed complete, nor processed unless the additional information and/or materials are submitted.
- that the information contained in this application is true, correct, and complete in every respect and may be verified by the Township of Stone Mills by such inquiry as it deems appropriate, including the inspection of the property for which this application is being made.

Dated at the _____, this _____ of _____, _____.
(Municipality)

Name of Owner or Authorized Agent (Please Print)

Signature of Owner or Authorized Agent

Applicant Acceptance of Grant Program Terms & Conditions:

1. A Community Improvement Plan (CIP) application must be submitted and approved before any work begins on your improvement project. The Township of Stone Mills reviews each application and determines funding/ incentives appropriate to individual projects based on the relevant costs allowed through the CIP program;
2. CIP incentive funding is not a maintenance and repair program and any such narrow application requests for funding will not be approved;
3. All CIP applications after review will receive a letter on the Township of Stone Mills' funding decision. If approved, the letter to the building owner/tenant/agent will outline the basic terms and conditions of approval by Township of Stone Mills' Council. If you undertake work prior to your application being granted incentives and receiving your approval letter, you risk your project being disqualified;
4. CIP incentives will not be released to the applicant until the project work has been completed and all required inspection of the site work has been completed and approval received from the Township of Stone Mills (Building Official & Fire Prevention Official) and other required agencies;
5. CIP incentives will not be released to the applicant until an audit of the project financials have been reviewed by Township of Stone Mills' staff to confirm final invoices and payment of contractors that will be the basis on final grant funding or rebates for the project work completed;
6. You must not be in default of any municipal taxes, local improvements or any other money payable to the Township of Stone Mills (fees or penalties). Failure to meet this requirement will result in disqualification from the program; and
7. You hereby agree to the terms and conditions of this CIP incentive program and agree to execute the Township of Stone Mills CIP Project Agreement.

Applicant Approval

Dated

AFFIDAVIT

I, _____, _____, _____ of the _____
acknowledge that the information contained in this application is true and that the information contained
in the documents that accompany this application is respect of the application is true.

Sworn (or declared before me) at _____, this _____ day of _____, _____.

Signature of Notary

Signature of Solicitor or Authorized Agent

FOR OFFICE USE

Application Number:	
Date Received:	
Date Complete	

Is the subject property under a Part IV or Part V designation under the Ontario Heritage Act?
Yes or No

Current Assessment Value of the subject property		
Current property tax paid annually (municipal portion only)		
Current education taxes		
Current County taxes		
Current Total Taxes		
Is this property in tax arrears	Yes, \$ value: _____	No

Have you confirmed the jobs created/retained through annual corporate documents?
Yes or No

Have you received proof of completion of the project, fulfillment of conditions of the grant and the post-development notice of assessment prepared by Municipal Property Assessment Corporation (MPAC)?

Yes or No

Are there any outstanding work orders with the property (fire code, property standards or by-law infraction)?

Yes or No

Recommended	<p style="text-align: center;">Conditions (if any)</p> <hr/>
Not Recommended	<p style="text-align: center;">Reasons (if any)</p> <hr/>

Decision of the Township of Stone Mills Council (Office Use Only)

Accepted	<p style="text-align: center;">Conditions (if any)</p> <hr/>
	<p style="text-align: center;">Reasons (if any)</p> <hr/>
Not Accepted	<p style="text-align: center;">Reasons (if any)</p> <hr/>