

PROGRAM GUIDELINES FOR THE CITY OF WOODSTOCK DOWNTOWN AREA PARKING FEE GRANT PROGRAM

These guidelines are to be used by persons wishing to apply for Parking Fee Grant Program funding offered under the Downtown Area Community Improvement Plan by the City of Woodstock.

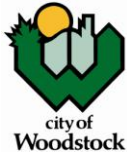
The Applicant is required to provide appropriate answers to all questions on the application form. If all prescribed information is not provided, the application will not be accepted.

SUBMISSION OF APPLICATION:

Please submit the completed application form and other information as set out herein to:

City of Woodstock
Economic Development Office
P.O. Box 1539
500 Dundas Street
Woodstock, ON N4S 0A7

Attention: Brad Hammond, Economic Development Officer
Phone: 519-539-2382 Ext. 2112
bhammond@cityofwoodstock.ca



PARKING FEE GRANT PROGRAM GUIDELINES

1.0 Purpose

The Parking Fee Grant Program is intended to:

- to encourage redevelopment of larger projects with the CIP area that may be not meet the requirements for dedicated on-site parking; and
- to provide financial assistance in the cost of municipal parking permit fees for certain larger scale targeted developments within the Downtown area.

2.0 Funding

Loan commitments will be provided subject to funding availability within the supporting reserve fund. Should there not be adequate funding to meet demand for the loan program, applications will be held and processed in chronological order of their application date as funding becomes available.

3.0 Eligible Areas

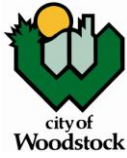
The Parking Fee Grant Program applies to:

- Targeted properties within the 'Central Area' as defined on Schedule W-2 of County Official Plan as shown on Figure 1 at the discretion of City Council.

4.0 Eligibility for Grant (Owner/Property)

To be eligible for the Parking Fees Grant Program, the applicant must meet all conditions detailed in this program description including:

- the owner must submit a complete application;
- the owner must be the registered owner of the property for which the application is being submitted;
- all City of Woodstock taxes must be paid in full when the grant is issued;
- there must be no other outstanding debts to the City of Woodstock;
- outstanding work orders for the City's Building Department or Fire Department and requests to comply must be addressed prior to approvals being granted;
- the owner must not have defaulted on any City-sponsored grant/loan program in the past.



5.0 General Terms of the Grant

The grant shall be the equivalent to the cost of an all-day parking pass (currently twelve dollars \$12 per month) per parking space within a City owned parking lot for targeted developments within the Downtown area as determined by City Council. The owner shall enter into a minimum 10-Year parking agreement with the City of Woodstock.

5.1 Grant Disbursement

The grant will be paid to the property owner on an annual basis upon the submission of receipts and signing a lease agreement between the City and the owner.

5.2 Transferable Grants

At the discretion of the City, grants may be transferable to a new owner providing that the new owner meets the eligibility criteria and agrees to the terms and conditions of the loan. The new owner must enter into a new leasing agreement with the City for the outstanding grant value at the time of purchase.

6.0 Additional Rehabilitation and Demolition

Additional work to the interior of the building can be undertaken without Economic Development Department approval subject to obtaining a building permit where required. It is noted that the inclusion of additional units may trigger the need for additional on-site parking and potential to amend the leasing agreement with the City.

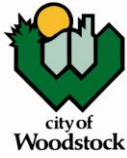
The Parking Fee Grant Program does not impose any specific restrictions on demolition except that any outstanding loan amount from other programs may be required to be repaid to the City prior to the issuance of a demolition permit.

7.0 Relationship to other Financial Incentive Programs

It is intended that the Parking Fee Grant Program will augment those accessing other incentive programs offered by the City of Woodstock. Property owners may also qualify for financial assistance under those programs specifically detailed on Section of 8 of the Downtown Area Community Improvement Plan. However, the funding from this program cannot be used to subsidize the property owner's share of the total cost of the other loan programs.

8.0 Procedures

The following procedures must be completed in entirety prior to the disbursement of grants under the Parking Fee Grant Program.



8.1 Grant Application

The applicant is required to complete a Parking Fee Grant Program application form and submit the form to the Development Commissioner or designate prior to the issuance of a Building Permit.

8.2 A "Complete" Application

To be eligible for Parking Fee Grant funding, the applicant will be required to submit a complete application. A complete application may include:

- Submission of receipts for required permits.

A signed copy of the parking space lease agreement between the City and the owner.

- Any or other information that may be deemed necessary by the Development Commissioner or designate.

8.3 Registration of Agreement/Legal Costs

The City of Woodstock shall be responsible for the cost and executing of the agreement and associated legal fees to do so.

9.0 Administration

Minor grammatical, referencing or formatting amendments in this program that do not impact of funding or eligibility requirements may be undertaken at the discretion of the City without an amendment to this program.

10.0 Termination of Program

The City may discontinue the program at any time. However, grant commitments given prior to its termination will be processed in entirety subject to the eligibility criteria detailed in the program guideline and as stipulated in the lease agreement.