

CITY OF WOODSTOCK DOWNTOWN AREA COMMUNITY IMPROVEMENT PLAN GENERAL INCENTIVE PROGRAM REQUIREMENTS

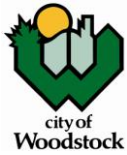
All of the financial incentive programs contained in the City of Woodstock Downtown Area Community Improvement Plan are subject to the following requirements as well as the individual requirements specified under each program. The general and program specific requirements contained in the Downtown Area CIP are not necessarily exhaustive and the City reserves the right to include other requirements and conditions as deemed necessary on a program specific or property specific basis.

SUBMISSION OF APPLICATION:

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

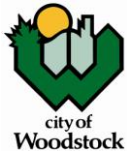
City of Woodstock
Economic Development Office
P.O. Box 1539
500 Dundas Street
Woodstock, ON N4S 0A7

Attention: Brad Hammond, Economic Development Officer
Phone: 519-539-2382 Ext. 2113
bhammond@cityofwoodstock.ca

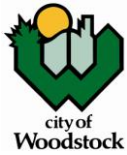


All of the financial incentive programs contained in the Woodstock Downtown Area CIP are subject to the following general program requirements as well as the individual requirements specified under each program. The general and program specific requirements contained in the Downtown Area CIP are not necessarily exhaustive and the City reserves the right to include other requirements and conditions as deemed necessary on a property specific basis:

- a) Application for any of the incentive programs contained in the CIP can be made only for properties within the Downtown Area Community Improvement Project Area (as shown as Figure 1 of the Downtown Area Community Improvement Plan).
- b) It is at the discretion of Council to establish priority areas, property targets and limits of funding for CIP projects within the Downtown area;
- c) With the exception of the Grant in Lieu of Permit Fees Program, an application for any financial incentive program contained in this CIP must be submitted to the City prior to the commencement of any works to which the financial incentive program will apply and prior to application for building permit;
- d) If the applicant is not the owner of the property, the applicant must provide written consent from the owner of the property to make the application;
- e) An application for any financial incentive program contained in the CIP must include plans, estimates, contracts, reports and other details as required by the City to satisfy the City with respect to costs of the project and conformity of the project with the CIP;
- f) As a condition of grant/loan application, the City may require the applicant to submit for approval as deemed necessary by the City's Economic Development Commissioner or designate:
 - i) A Business Plan, with said plan to the City's satisfaction;
 - ii) Professional urban design studies/architectural drawing(s) which shall have regard to the City's Central Area Design Guidelines;
 - iii) Impact studies such as but not necessarily limited to traffic studies and studies of microclimatic conditions (sun, shadow, wind);
- g) Review and evaluation of an application and supporting materials against program eligibility requirements will be done by City staff, who will then make a recommendation to City Council or Council's designate. The application is subject to approval by City Council or Council's designate;



- h) Each program in the CIP is considered active if Council has approved implementation of the program, and Council has approved a budget allocation for the program (as applicable);
- i) As a condition of application approval, the applicant shall be required to enter into a grant/loan agreement with the City. This Agreement will specify the terms, duration and default provisions of the incentive to be provided;
- j) Where other sources of government and/or non-profit organization funding (Federal, Provincial, County, CMHC, Federation of Canadian Municipalities, etc...) that can be applied against the eligible costs are anticipated or have been secured, these must be declared as part of the application. Accordingly, the grant/loan may be reduced on a prorated basis;
- k) The City reserves the right to audit the cost of any and all works that have been approved under any of the financial incentive programs, at the expense of the applicant;
- l) The City is not responsible for any costs incurred by an applicant in relation to any of the programs, including without limitation, costs incurred in anticipation of a grant and/or loan;
- m) If the applicant is in default of any of the general or program specific requirements, or any other requirements of the City, the City may delay, reduce or cancel the approved grant and/or loan, and require repayment of the approved grant and/or loan;
- n) The City may discontinue any of the programs contained in this CIP at any time, but applicants with approved grants and/or loans will still receive said grant and/or loan, subject to meeting the general and program specific requirements, and applicants with approved loans will still be required to repay their loans in full;
- o) All proposed works approved under the financial incentive programs and associated improvements to buildings and/or land must conform to any Façade Design Guidelines put in place by the City, and all other City guidelines, by-laws, policies, procedures, and standards;
- p) All works completed must comply with the description of the works as provided in the application form and contained in the program agreement, with any amendments as approved by the City;



- q) Existing and proposed land uses must be in conformity with applicable Official Plan(s), Zoning By-law and other planning requirements and approvals at both the local and regional level;
- r) All improvements made to buildings and/or land shall be made pursuant to a Building Permit, and/or other required permits, and constructed in accordance with the Ontario Building Code and all applicable zoning requirements and planning approvals;
- s) When required by the City, outstanding work orders, and/or orders or requests to comply, and/or other charges from the City must be satisfactorily addressed prior to grant and/or loan approval/payment;
- t) Property taxes must be in good standing at the time of program application and throughout the entire length of the grant/loan commitment;
- u) City staff, officials, and/or agents of the City may inspect any property that is the subject of an application for any of the financial incentive programs offered by the City;
- v) Eligible applicants can apply for one, more or all of the incentive programs contained in the Downtown Area CIP, but no two programs may be used to pay for the same eligible cost. Also, the total of all grants and loans provided in respect of the particular property for which an applicant is making application under the programs contained in the Downtown Area CIP and any other CIPs, shall not exceed the eligible cost of the improvements to that property under all applicable CIPs;
- w) The total of all grants and loans provided in respect of the particular lands and buildings of an applicant under the programs contained in this CIP shall not exceed the cost of rehabilitating said lands and buildings.