

City of Woodstock
Permit Fee Grant
Program Guidelines

PROGRAM GUIDELINES FOR THE CITY OF WOODSTOCK DOWNTOWN AREA GRANT IN LIEU OF PERMIT FEES PROGRAM

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

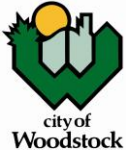
The Applicant is required to provide appropriate answers to all questions on the application form. If all prescribed information is not provided, the application will not be accepted.

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. 2113
bhammond@cityofwoodstock.ca



City of Woodstock Permit Fee Grant Program Guidelines

Grant in Lieu of Permit Fees Guidelines

1.0 Purpose

The Grant in Lieu of Permit Fees Program is intended to:

- provide financial assistance to property owners within the identified community improvement project area with property improvements;
- provide additional incentive to stimulate development and renovation of downtown area business; and,
- augment incentive programs available in the Downtown Area Community Improvement Plan as detailed in Section of 8 of the CIP.

2.0 Funding

Granting commitments will be provided subject to funding availability within the supporting reserve fund. Should there not be adequate funding to meet demand for the program, applications will be held and processed in chronological order of their application date as funding becomes available. Applicants must apply for this program prior to the building permit closing. This is an upfront grant that is taken at the time of the application.

3.0 Eligible Areas

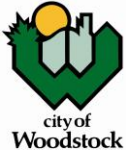
The Grant in Lieu of Permit Fees Program applies to:

- All property owners within the 'Central Area' as defined on Schedule W-2 of County Official Plan as shown on Figure 1 in the Downtown Area CIP where an approved application is accessing any of the CIP programs.

4.0 Eligible Funding

Eligible permit fees would include:

- Building Permits/Occupancy Permits.
- Demolition Permits.
- Sign Permits.



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- Site Plan Applications/Zone Change Applications/Minor Variance Applications.

Permit fees not eligible through program include:

For work carried out to the interior of the building not applicable to a CIP funding program that may result in the need for additional permits.

5.0 Eligibility for Grant

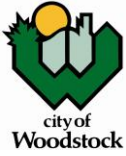
To be eligible for the Grant in Lieu of Permit Fees Program, the applicant must meet all conditions detailed in this program description including:

- 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 loan is issued and remain so for the lifetime of the loan;
- 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;
- payments will be made on the basis of the actual cost of the eligible work and will be approved at the sole discretion of the City.

6.0 General Terms of the Grant

6.1 Grant Amount

The grant shall be the equivalent to the cost of normal application and permit fees in accordance with the provisions of Section 69 of the *Planning Act*.



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6.2 Grant Disbursement

The grant will be paid to the property owner upon the submission of receipts and upon completion and final inspection of renovation/construction of works.

There will be no progress payments.

7.0 Relationship to other Financial Incentive Programs

It is intended that the Grant in Lieu of Permit Fees 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.

8.0 Procedures

The following procedures must be completed in entirety prior to the disbursement of funds under the Grant in Lieu of Permit Fees Program.

8.1 Grant Application

The applicant is required to submit a complete application form and submit the form to the Development Commissioner or designate prior to the building permit closing.

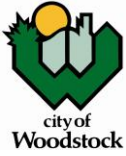
8.2 A "Complete" Application

To be eligible for Grant in Lieu of Permit Fees funding, the applicant will be required to submit a complete application. A complete application may include:

- Submission of receipts for required permits.
- Any or other information that may be deemed necessary by the Development Commissioner or designate.

8.3 Building Department Inspection

Prior to the issuance of the grant, the Building Department will perform a final inspection of the proposed renovations/construction for completion.



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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.