



The Planning Act – Section 28

File No.: _____
(Office Use Only)

APPLICATION FORM FOR THE CITY OF WOODSTOCK DOWNTOWN AREA FINANCIAL INCENTIVE PROGRAMS

This application form is being used by persons wishing to apply for Community Improvement Plan funding for the incentive programs offered under the Downtown Area Community Improvement Plan by the City of Woodstock.

Façade Improvement Programs

Tax Grant Back Program

Residential, Conversion and Intensification Programs

Awning/Signage/Lighting Improvement Program

Non-Street Front

Grant in Lieu of Permit Fees Program

Parking Fee Grant Back Program

Update to Building Code Loan Program

Design Grant Program

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



Part A: General Information and Instructions

Before filling out this application, please read the attached Program Guide and arrange for a pre-application meeting with Staff. The Program Guide describes the purpose, basic terms and conditions of the Downtown Area Financial Incentive Program.

1. If the applicant is not the property owner, please ensure that written authorization is obtained by the applicant from the property owner to make this application and attached to the application form.
2. If an agent is acting for a property owner, please ensure that Form 1 (attached) is completed and signed by the owner.
3. If you find insufficient space on this form to respond to questions, please provide additional information on a separate page and attach to the application form.
4. Please attach to the application the required supporting documents as requested by City Staff.

An application will not be considered complete until all required documents have been submitted.

5. Please ensure that the application form is complete and that all required signatures have been supplied.
6. Please print (blue or black ink) or type the information requested on the application form.

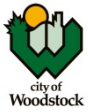
PLEASE PRINT CLEARLY

7. You may deliver your application in person, or send it by mail to:

City of Woodstock
Economic Development Office
P.O. Box 1539
500 Dundas Street
Woodstock, ON N4S 0A7
Attention: Brad Hammond, Economic Development Officer

8. For more information, please contact Brad Hammond at 519-539-2382 ext 2113, or via email at bhammond@cityofwoodstock.ca

Details are also available on our [City of Woodstock](#) website and [Economic Development](#) website.



Part B: Application

1.0 Applicant Information

1.1 Registered Owner(s):

Mailing Address

City:

Province:

Postal Code:

Telephone:

Email:

Fax:

Signature of Owner:

Date:

1.2 Authorization

If the property owner/application is authorizing an agent to act on his or her behalf in making this application, please complete Form 1, and attach to this application and provide the information requested below. If an agent is authorized, all correspondence will be sent to the authorized agent unless otherwise specified. If no agent is authorized, all correspondence will be sent to the property owner/applicant.

Owner's Authorized Agent (if any):

Mailing Address:

City:

Province:

Postal Code:

Telephone:

Email:

Fax:

1.3 Name of Solicitor:

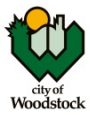
Mailing Address:

Postal Code:

Telephone:

Email:

Fax:



2.0 Property Information

2.1 Address of Subject Property:

Legal Description:

Assessment Roll Number:

Current Uses:

Size of Property:

Is the property designated under Part 14 of the Ontario Heritage Act ?

Yes: No:

Are there any outstanding work order on this property?

Yes: No:

Are there any outstanding violations under the Fire Code?

Yes: No:

Have grants previously been received from the city for the subject property?

Yes: No:

If yes, please describe including amounts of grants:

Are there existing buildings(s) on the property? Yes: No:

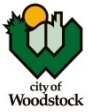
If yes, please specify sizes(s) below:

Building 1 (sq m; sq ft) Building 2 (sq m; sq. ft)

Building 3 (sq m: sq ft) Building 4 (sq m; sq ft)

Is this property in tax arrears: Yes: No:

If yes, please specify the value of tax arrears: \$



2.2 Indebtedness

Appraised value of the downtown area building:

List all existing mortgages/liens on this property as of the date of application:

Loan	Amount Owing	Owed to	Maturity Date	Annual Payment	Arrears
1 st Loan / Mortgage					
2 nd Loan / Mortgage					
Other					

Please note: Should this application involve more than one (1) parcel of land, the Owner shall provide the Legal Description and Assessment Roll Number for each parcel.

2.3 Program Checklist

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

Façade Improvement Program

Awning/Signage/Lighting Improvement Grant Program

Non-Street Façade Improvement Loan Program

Residential Conversion, Rehabilitation and Intensification Program

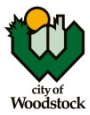
Grant in Lieu of Permit Fees Program

Parking Fee Grant Program

Tax Grant Back Program

Design Grant Program

Fill out the following sections with regard to the program you are applying for.



3.0 Project Description

3.1 Please describe the proposed works and construction that are eligible for the grant/loan. For residential intensification include the number and size of existing units to be rehabilitated and/or number and size of units to be constructed. (Please attaché site plan/survey and architectural/design drawings.) If additional space is required, please attach the additional information on a separate sheet.



4.0 General Application Details

4.1 What is the current status of the building?

Vacant Occupied Underutilized

If other, please explain:

4.2 Are you converting and/or rehabilitating this space? Yes: No:

If yes:

- a) are you creating new residential units? Yes: No:
- b) are you rehabilitating vacant residential units? Yes: No:
- c) are you bringing occupied residential units to code? Yes: No:

How many new residential units are being created in total?

4.3 Are you intensifying and/or redeveloping this space? Yes: No:

If yes:

- a) are you creating new residential units? Yes: No:
- b) are you rehabilitating vacant residential units? Yes: No:
- c) are you bringing occupied residential units to code? Yes: No:

How many new residential units are being added?

4.4 Are you adding commercial space? Yes: No:

If yes, please provide the square footage.

4.5 Please specify the financial incentives you are interested in if applying for:

a) Residential Conversion, Rehabilitation and Intensification Program

Grant Loan Both

b) Façade Improvement Program

Grant Loan Both

If you are applying for the Façade Improvement Program, are you also applying for the following programs?

- a) Awning/Signage/Lighting Improvement Grant Yes: No:
- b) Non-Street Façade Improvement Loan Yes: No:



5.0 Construction Cost Breakdown

5.1 Please attach two detailed cost estimates from bona fide licensed contractors for work to be performed.

- a) Total Construction Cost for Residential Project:
- b) Total Construction Cost for Façade Improvement Project:
- c) Estimated Total Design and Other Professional Costs:
- d) Total Amount Being Applied For:
- e) Other sources of government funding (includes Federal, Provincial, County, Municipal, Municipal Heritage Committee, CMHC, etc.):
- f) Please provide details of preliminary construction lending (if any):

5.2 Building Permit Details

Building Permit Number:

Permit Application Date:

Value of Project (from Building Permit):

Building Permit Fees Paid:

Other Fees Paid: