



## **Part One: General Information and Application Instructions**

1. Before completing the Financial Incentive Program application form, the applicant should contact the Township's Planning and Economic Development Department to conduct a pre-consultation meeting. This meeting will address application requirements, program eligibility, proposed scope of work, project timing, supporting documentation requirements etc.

### **Contact:**

Amy Martin, M.PI  
Community Planner/Economic Development Officer  
Township of North Stormont  
15 Union Street  
Berwick, ON  
K0C 1G0  
613-984-2821 ext. 226  
[amartin@northstormont.ca](mailto:amartin@northstormont.ca)

2. A complete Financial Incentive Program Application must be submitted to and approved by the Township of North Stormont prior to commencing any community improvement work(s).
3. A complete Financial Incentive Program Application must be submitted to and approved by the Township through the entering into of an agreement referenced in Item 4 below, prior to commencing any community improvement works.
4. The Township of North Stormont is not responsible for the costs associated with this application, costs related to the anticipation of an incentive program, or any other costs incurred in relation to any of the programs, including pro-forma financial information, a third party financial review (contracted by the Committee) audits, etc.
5. Prior to submission, please ensure that the application form is complete and that all required signatures are provided.
6. In order for a Financial Incentive Program Application to be considered complete, the applicant must submit a completed application form, including any supporting

documentation, required by the Committee (as determined in the pre-application consultation meeting, or through the Committee's preliminary screening of the application).

7. If there is insufficient space on this form to provide the required information, please provide additional information on a separate page(s) and attach the information with the application form.
8. Please print (black or blue ink) or type the information requested on the application form.
9. Applicants must deliver this application in person to:

Township of North Stormont  
15 Union Street  
Berwick, ON  
K0C 1G0  
Attention: Amy Martin,  
Community Planner/Economic Development Officer

10. All properly completed applications will be considered by the Community Improvement Advisory Committee on a 'first-come, first-served' basis, subject to available funding.
11. Applicants must contact the Building Department prior to commencing any improvements to ensure that proper permits have been issued, if required.

## Part Two: Application Type

Please indicate the Financial Incentive Program for which you are applying. Please Check all that apply.

### Program 1: Planning and Design

Application for a matching grant of up to 50% of eligible costs to a maximum grant of \$1,000 per commercial property, whichever is less.

The Planning and Design Program provides financial assistance for the creation of plans, models and renderings prepared by a qualified professional that are required as part of the requirements of other Financial Incentive Programs within the Community Improvement Plan.

### Program 2: Façade Improvements

Application for a matching grant of up to 50% of eligible costs to a maximum grant of \$4,000 for the primary façade and \$1,500 for the secondary façade per commercial property, whichever is less.

The Façade Improvement Program provides financial assistance for commercial property owners to upgrade their existing façade, including, but not limited to restoring of architectural elements, painting of original woodwork and repairs and maintenance costs.

The primary façade is the façade that is visible to the public from the street. The secondary façade is a façade that is visible to the public from the street.

### Program 3: Commercial Signage and Awnings

Application for a matching grant of up to 50% of eligible costs to a maximum grant of \$1,500 per commercial property, whichever is less for signage.

Applications for a matching grant of up to 50% of eligible costs to a maximum grant of \$1,000 per commercial property, whichever is less for awnings

A minimum eligible amount of \$500 must be established in order to qualify for the matching grant for signage. Eligible costs for signage could include removal of inappropriate or obsolete signs, installation of new commercial signs and lighting improvements related to signage. For ground mounted signs landscaping around the sign may also be considered as part of the grant application.

Awnings are limited to retractable canopies and cannot consume the entire length of the façade.

#### **Program 4: Accessibility**



Application for a matching grant of up to 50% of eligible costs to a maximum grant of \$4,000 per commercial property, whichever is less for exterior accessibility improvements.

Applications for a matching grant of up to 50% of eligible costs to a maximum grant of \$2,000 per commercial property, whichever is less for interior accessibility improvements.

Accessibility improvements can include the installation of ramps, lifts or automatic door openers, improvements that bring a building up to code to address health and safety concerns and any improvement that removes barriers for accessibility.

#### **Program 5: Regulatory Compliance**



Application for a matching grant of up to 50% of eligible costs to a maximum grant of \$4,000 per commercial property, whichever is less.

The Regulatory Compliance program is intended to assist commercial property owners undertake the necessary renovations and repairs that are required to meet regulatory compliance. This could be compliance with the Building Code, Fire Code or Health Unit Regulations.

**Part Three: Applicant Information**

**1. Registered Owner**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

**2. Applicant/Agent (if different from the Registered Property Owner)**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

*Please Note:*

*If the applicant is not the property owner, please ensure that the required authorization is completed and signed by the property owner as provided in this application form. In absence of the authorization of owner form, no further consideration of the application will be made.*

**3. Please specify to whom all communication will be sent.**

Property Owner

Applicant/Agent

**4. Provide the names and addresses of any holders of any mortgages, charges or other encumbrances on the subject property.**

\_\_\_\_\_  
\_\_\_\_\_

**Part Four: Location/Legal Description of Subject Property**

1. **Property Address:**\_\_\_\_\_

2. **Legal Description of Property:** \_\_\_\_\_

3. **Roll No.:**\_\_\_\_\_

4. **Are there any easements or restrictive covenants affecting the subject property?**

Yes            No

**If yes, describe the easement or covenants and its effects:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. **Describe the present use(s) of the subject property:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Part Five: Describe Your Improvement Project**

- 1. Please provide a detailed description of your proposed improvement project as it relates to the incentive programs that are offered through the Township. Please attach any additional pages that relate to the description of your project. Please attach photos of the existing building.**

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- 2. Has an application for planning approval and/or building permit, and any additional required permits related to the community improvement works, as described above, been submitted to the Township to date?**

Yes                      No

- 3. Have the necessary planning approval and/or building permit and any additional require permits related to the community improvements works been received or authorized to date?**

Yes                      No

- 4. Describe the total anticipated costs associated with the proposed community improvement works. These costs must be supported by at least two cost estimates (quotes) for eligible work provided by licensed contractors and attached to this application. Two cost estimates (quotes) for materials are required if the applicant is undertaking the proposed work with their own labour. Please attach additional pages if required.**

Proposed Property Improvement	Cost
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total</b>	\$

## Part Six: Supporting Material

In order for this application to be considered complete the application must be accompanied by all of the supporting material required by the Community Improvement Advisory Committee, which includes, but is not limited to:

- Photographs of the existing building condition;
- A site plan and/or professional design study/architectural drawings;
- Specification of the proposed works, including a work plan for the improvements and construction drawings; and
- Two cost estimates for eligible work provided by a licensed contractor or material costs.

Submission requirements will be confirmed with the applicant by staff at the time of the pre-submission consultation meeting. If additional supporting material or documentation is required or becomes necessary during the processing of this application, the applicant will be contacted and informed prior to this application proceeding.

## Part Seven: Freedom of Information

For the purposes of the *Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use of or the disclosure to any person or public body any information that is collected under the authority of the *Planning Act* for the purpose of processing this application.

Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_



T. 613-984-2821 | F. 613-984-2908  
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Berwick, Ontario K0C 1G0  
northstormont.ca