

Application Requirements Checklist: Don't Forget to include the following with your application submission:

Applications for any of the Financial Incentive Programs must include the following:

- A completed application(s) form;

Supporting documentation as identified in the pre-application meeting or by the Community Improvement Committee, such as:

- Project Description (i.e. proposal, conceptual elevation plan, materials / colours of the street oriented facade, exterior lighting, other drawings and reports / studies). A Business Plan may be required);
- Photograph(s) of the existing building / property;
- Three reliable cost estimates for eligible work from qualified contractors (i.e. must be acceptable to the Community Improvement Committee) and any other requirements;
- Any additional forms of funding must be identified at the time of the application.



GRANT APPLICATION FORM

FINANCIAL INCENTIVES FOR THE BELLE RIVER BUSINESS IMPROVEMENT AREA

COMMUNITY IMPROVEMENT PLAN

Instructions:

Note:

- All participants / applicants are required to have a pre-consultation meeting with Planning Services staff to determine program / participant eligibility.
- Please fill out this application with supporting documentation and submit it to the address below and a pre-consultation meeting will be arranged with you if your application is deemed complete (you will be notified in writing if the application is not complete).
- As part of the review, staff may perform an inspection of your property / building. Any deficiencies will be required to be addressed before your application is considered further by the Community Improvement Committee.
- Should the application be approved, a Financial Incentive Program Agreement will be required which will outline the terms, duration, default and any other provisions of the incentive program. Costs incurred prior to written approval of the Town will be deemed ineligible and will not be reimbursed.
- Payment will be issued as specified in the agreement with the Municipality, following proof that the project is complete. Applicants may be contacted during the evaluation process to clarify their application or to provide further information.

Original copies of completed forms can be submitted to the Town of Lakeshore Development Services office, Planning Division:

419 Notre Dame Street,
Belle River, ON
N0R 1A0

Questions can be directed to Maureen Lesperance at (519) 728-1975 x 286

Please refer to the [Belle River Business Improvement Area Community Improvement Plan](#) for details of incentive programs and grant eligibility requirements: www.lakeshore.ca (Click Business Resources, Planning, Community Improvement Plan). Applications that do not adhere to the details of the incentive programs will not be considered.

Applicant: *(written authorization from the building owner is required if applicant is tenant)*

Name: _____	
Business Name: _____	
Address: _____	Postal Code: _____
Home Phone #: _____	Work Phone #: _____
E-mail Address: _____	Fax #: _____

Registered Owner: *(if different from applicant)*

Name: _____	
Business Name: _____	
Address: _____	Postal Code: _____
Home Phone #: _____	Work Phone #: _____
E-mail Address: _____	Fax #: _____

Owner's Authorization: *(to be completed if an applicant is used to represent the owner)*

I, _____ being the registered owner of the subject property hereby authorize _____ to prepare and submit this application for the Community Improvement Financial Incentive Program(s).	
Signature of Owner _____	Date _____

Financial Incentives

Please indicate the programs you are applying for and the grant amount requested:
(Refer to CIP document for permitted amounts. Unqualified or excessive requests will be returned without consideration)

Program

Amount Requested

DC Charges Grant Back _____

Planning Application and Permit Fee Grant Back _____

Cash-in-lieu of Parkland / Parkland Dedication Exemption _____

Exemption from Parking _____

Property Tax Increment Grant _____

Are you the registered owner: Yes _____ or No _____

(You must be the registered owner)

(Does not apply to condos)

(This incentive cannot be used in conjunction with the Façade Improvement Program Grant)

Façade Improvement Program _____

Accessibility Improvement Program _____

Public Art Program _____
(promotion of a waterfront theme is required)

TOTAL: _____

***Note:** Incentive Programs highlighted in "Bold" are the only grants available in Area 1 (Western Entrance). Please see the map attached to this application for eligible areas.

What is the use of the building after the improvements? _____

What is the existing use? _____

What is the completion date for the improvements? _____

Number of parking spaces: provided (existing) _____ + proposed _____ = total (required) _____

Number of parking spaces required for cash-in-lieu of parking? _____

Is the property designated under the Ontario Heritage Act? _____

Is there any additional funding available that you are using for improvements? _____

Project Description

Please describe what the property looks like now and how the property is used today (e.g. building height, building / façade condition, what business is conducted on the property, who does the business serve, how long has the business been established etc).

Please note that in addition to the description, Façade Improvement Grant applications must be accompanied by a photo(s) that clearly depicts the existing condition of the façade(s) that is (are) proposed to be improved.

Please describe, in detail, how the property will be improved (e.g. how will the existing building be improved to allow it to accommodate any new uses or the existing use, how will the existing building façade be improved).

Please note that in addition to the description, Façade Improvement Grant applications must be accompanied by a schematic elevation view with sufficient information to understand the proposed façade improvements and anticipated visual outcome of the improvements. This component of the program, may operate in a staged fashion, based on the timing of the request for improvements, and may be considered in advance of the completion of the Façade Improvement Guidelines / Urban Design Guidelines, subject to: The owner/operator hiring its own architect or designer to the satisfaction of the Community Improvement Committee and the plans being reviewed and approved by the Committee.

Please describe when the proposed improvements are expected to start and when they proposed improvements are expected to be complete.

Please note that incentives will only be provided to projects that have been given formal written approval by the Town of Lakeshore prior to their commencement.

Please describe the benefits that the proposed improvements will have on the property, the business and Community Improvement Plan's area (e.g. improve the visual appearance of the building or streetscape, improve business image, and create new jobs or investment in the community, contribute to the community's culture (i.e. art), improve accessibility for persons with disabilities etc).

Work Estimates and Project Financing

Attach at least three written estimates from qualified independent contractors / suppliers for each grant program (if applicable). Please indicate your preferred estimate (the lowest estimate does not necessarily have to be selected).

Summary of estimates:

Preferred Contractor / Consultant Name: _____
Price Quoted: _____

Second Contractor / Consultant Name: _____
Price Quoted: _____

Third Contractor / Consultant Name: _____
Price Quoted: _____

Project Timeline

Project Start Date: _____
Project Completion Date: _____

Owner Permission

If you are not the property owner, has the owner signed this form to authorize you to make this application: Yes ____ No ____

Permits

Work to be completed through this application cannot be started until written approval for the requested funding assistance is received from the Town of Lakeshore. All required permits must be obtained prior to initiation of the proposed works.

Eligible Cost

Refer to the Community Improvement Plan document for details.

Confidentiality and Consent

All information included in this application will be kept strictly confidential under the Municipal Freedom of Information Act.

The applicant consents to the use of his or her name and their business name and address in connection with any program funding announcements.

This application is being made in accordance with the Town of Lakeshore Community Improvement Plan. The undersigned hereby applies for the Community Improvement Incentive Programs in accordance with the application herewith submitted and acknowledges that the proposed work must comply with the provisions of the Planning Act, Building Code Act and the Ontario Building Code and any other statutes or regulations of the Province of Ontario, and all by-laws of the Town of Lakeshore. The undersigned also acknowledges that it is understood that work carried out prior to the approval of this application will not be eligible for funding. I certify the truth of all statements or representations herein.

Signature of Owner or Authorized Applicant
(Applicant must have owner's authorization)

Date