



MUNICIPALITY OF MEAFORD Community Improvement Plan Incentive Program Application

NOTE: PLEASE READ THE ENTIRE APPLICATION FORM PRIOR TO COMPLETING

General Information and Procedures

The attached application is to be used by persons or public bodies as an application for grants or loans under the Community Improvement Plan (CIP) Incentives for the Municipality of Meaford. The application and any attached supporting documentation contain information collected and maintained specifically for the purpose of creating a record available to the general public and is open to inspection by any person during normal office hours. Personal information on this application is collected under the authority of the *Municipal Act*, as amended, and will be used in the processing of the application. Questions regarding this collection should be directed to: Clerk, Municipality of Meaford, 21 Trowbridge Street West, Meaford Ontario N4L 1A1.

Community Improvement Plan – Program Listing

The Municipality adopted a new [Community Improvement Plan](#) in 2022 which included the following programs:

- Buildings and Land Improvement Grant or Loan Program
- Energy Efficiency Retrofit Grant or Loan Program
- Study and Business Plan Grant Program
- Development Charge and Municipal Fee-Equivalent Grant Program
- Tax Increment Equivalent Grant Program
- Brownfields Tax Assistance Program
- Affordable Housing Loan Program
- Surplus Lands and Buildings Program
- Tourism Destination Loan Program

Please refer to the applicable section of the Community Improvement Plan for details of the programs.

PROGRAM APPLICATIONS – GENERAL QUESTIONS

Who Can Apply?

- Commercial building / property owners (or their agents)
 - Commercial tenants **must** have a minimum 5-year lease agreement and owners' approval.
- Property has not received approval in previous 5 years.

What requirements must be met?

To avoid any delays, discuss your proposed improvements in their preliminary stages of planning with the Municipality of Meaford and your design professional or contractor. Consideration will also need to be given as to whether you will require a Heritage Permit. This will be considered by the Director of Development Services at the time of application.

The Section "What supporting documents are required?" highlights additional program-specific supporting documentation that are required for certain types of applications.

You may require a building permit to undertake your proposed improvements. If a building permit is required for the work, the project will be deemed complete upon final inspection by the Chief Building Official or designate.

If required, please ensure that a Road Occupancy Permit is obtained before construction has commenced. If any sidewalk closures are necessary, it will be dealt with through the Transportation Services department.

Contact: Building Department building@meaford.ca (519)538-1060 ext. 1113

Transportation Services transportation@meaford.ca (519)538-1060 ext. 1309

How do the grants work?

The approved funds for most grant programs will be issued to the applicant when the approved work is completed, contractors have been paid and the invoices are submitted to the Municipality of Meaford.

Once the application is approved by Council, work can commence immediately. Grants may be considered for completed works at the discretion of the Municipality. Work must proceed in a timely manner and except for

multi-phase or complex remediation or redevelopment projects, must be completed within the calendar year to receive the funding. The Municipality may grant discretionary extensions when justified.

A partial advance of a grant at substantial completion may be considered but will be provided at the sole discretion of the Municipality.

For the Tax Incremental Equivalent Grant, an annual grant schedule will be established, with payment occurring each year only after all property tax installments have been paid.

How do the loans work?

The Façade Improvement & Upgrade to Building Code for Accessibility Loans are interest free with an amortization of 10 years.

- Loans may be secured by a lien registered against title.
- Loan funds will be advanced on signing of the related loan agreement.
- Loan payments are deferred for 6 months (Façade Improvement) & 8 months (Accessibility) after funds have been advanced and are then due monthly.
- A 2.5% reduction per year will be awarded for early payment in full after three years.
- The loans are fully open and may be paid in full at any time, however loan forgiveness will be calculated as of May 31st each calendar year.

What is the application process?

1. Consult with Municipal Planning Staff regarding the proposed project to ensure eligibility.
2. Fill out the attached application form.
3. Attach all required supporting documents.
 - required municipal / agency approvals (see section, "What requirements must be met").
 - a quote from qualified contractor / professional for the work.
4. Return application form with accompanying photographs, drawings/sketches, supporting documents, approvals, and contractor quotes to the Development & Environmental Services Department.

Application for Community Improvement Funding

SHADED AREAS FOR OFFICE USE ONLY	
Date Received:	Program Type:
Date Approved:	Amount Approved:
Approved by (initials):	Notes:

Owner/ Applicant / Agent / Architect:

Please list the Contact information for each of the following (if applicable):

Name	Mailing Address & Postal Code	Contact Information
Applicant: *		Telephone:
		Fax:
		Email:
Owner: **		Telephone:
		Fax:
		Email:
Agent or Solicitor: *		Telephone:
		Fax:

		Email:
Architect/Contractor / Other Professional		Telephone:
		Fax:
		Email:

* An Owner's authorization is required if the applicant is not the owner. If the applicant is a prospective purchaser, also attach a copy of the Offer to Purchase.

** If there is more than one owner, attach a list of each owner. If the owner is a company, provide the name and address of company owner(s).

Primary Contact:

Correspondence relating to this application should be sent to (select **one** only):

- Owner
 Applicant
 Agent / Solicitor
 Architect / Contractor

Property & Project Information:

Location and Description of Subject Land(s):

Municipal Address (Street # and Street Name)		Assessment Roll #	
Registered Plan(s)	Lot(s)/Block(s) #	Reference Plan(s)	Part(s) #
Lot(s)	Concession(s)	Approximate Area (hectares)	

Heritage Designation (ex. designated heritage, designated in a heritage conservation district, significant or non-heritage):

Please select the program(s) that you are making application for:

- Buildings and Land Improvement Grant or Loan Program – Section 4.1
- Energy Efficiency Retrofit Grant or Loan Program – Section 4.2
- Study and Business Plan Grant Program – Section 4.3
- Development Charge and Municipal Fee-Equivalent Grant Program - Section 4.4
- Tax Increment Equivalent Grant Program – Section 4.5
- Brownfields Tax Assistance Program – Section 4.6
- Affordable Housing Loan Program – Section 4.7
- Surplus Lands and Buildings Program – Section 4.8
- Tourism Destination Loan Program – Section 4.9

Please provide a description of the property improvements being applied for

Note:(you will be required to provide a drawing/ sketch/ visual plan of these improvements in Section 6 of this application):

Designer / Professional Information (if applicable):

Name	Mailing Address & Postal Code	Contact Information
Designer/ Professional:		Telephone:
		Fax:
		Email:
Firm Name:		Telephone:
		Fax:
		Email:

Project Schedule:

Approximate date of commencement:

Approximate date of completion:

Current Photograph(s) of the Property & Building Façade(s)

Please attach the photograph(s) in the space provided below. If you are providing more than two pictures, please attach to a separate page or the back.

Drawings/Sketches of the Proposed Improvements to the Property

Please draw/sketch the proposed improvements to the property in the space provided below or attach it to the application.

Applicant's Acknowledgement:

The applicant hereby acknowledges:

- That this application and the attached supporting documentation, information, and materials, if any, contains information collected and maintained specifically for the purpose of creating a record available to the general public and is open to inspection by any person during normal office hours pursuant to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.
- That conceptual development plans and/or drawings submitted with this application are not reviewed for compliance with the Ontario Building Code (O.B.C.) and/or related regulations.
- That submission of this application constitutes tacit consent for authorized Municipal Staff representative(s) to inspect the subject lands or premises, and to carry out any inspections, tests and investigations as may be required.
- That additional fees and/or charges (ex. Building permit fees, parkland dedication fees, development charges) associated with any development approved in conjunction with this application may be required; and
- That any additional information and/or materials may be required, and therefore, the application may not be deemed complete, nor processed unless the additional information and/or materials are submitted.

Questions about the collection and inspection of this information should be directed to: Clerk, Municipality of Meaford, 21 Trowbridge Street West, Meaford Ontario N4L 1A1.

Owner's Authorization:

If the applicant is not the owner of the land that is the subject of this application, then written authorization by the owner, authorizing the applicant to prepare and submit the application must be attached, or the owner must complete the authorization set out below.

Is written authorization
attached?

Yes

No

If **NO**, then the following Owner's Authorization for the Agent to prepare and submit the Application must be completed:

I, _____, am the owner of the land that is the subject of this application and I authorize to prepare and submit this application on my behalf.

Signature of Owner

Date

Declaration:

I, _____, of the _____
please print (ex. Municipality of Meaford)

in the _____, make oath and say (or solemnly
declare) (ex. County of Grey)

that the information contained in this application is true and that the
information contained in the documents that accompany this application in
respect of the Sections above is true.

Sworn (or declared) before me at the _____
, in the _____ (ex. Municipality of Meaford)

day of _____, in the _____, this
(ex. County of Grey)

in the year _____.

Applicant

Commissioner of Oaths

Checklist

- Is the application form complete?
- Do you have the property owner’s authorization (if applicable)?
- Have you signed the declaration?
- Has a Heritage Permit been submitted, if required?
- Have you provided a void cheque?
- Have you provided all program-specific supporting documents (see ‘What Supporting Documents are Required?’)

Applications will not be processed where
application forms are incomplete