

The Planning Act – Section 28

File No.: \_\_\_\_\_  
(Office Use Only)

## **APPLICATION FORM FOR THE TOWN OF INGERSOLL COMMUNITY IMPROVEMENT PLAN 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 Community  
Improvement Plan by the Town of Ingersoll.

Façade Improvement Program  
Residential, Conversion and Intensification Program  
Update to Building Code Loan Program  
Tax Grant Back 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:  
Town of Ingersoll  
Economic Development Office  
130 Oxford Street (2<sup>nd</sup> Floor)  
Ingersoll, ON N5C 2V5

## Part A: GENERAL INFORMATION AND INSTRUCTIONS

Before filling out this application, please read the attached Program Guidelines and arrange for a pre-application meeting with Staff. The Program Guidelines describes the purpose, basic terms and conditions of the 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 Town 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:

Town of Ingersoll  
Economic Development Office  
130 Oxford Street (2<sup>nd</sup> Floor)  
Ingersoll, ON N5C 2V7  
Attention: Curtis Tighe, Economic Development Officer

8. For more information, please contact Curtis Tighe at 519-485-0120 Ext. 2225, or via email at [curtis.tighe@ingersoll.ca](mailto:curtis.tighe@ingersoll.ca)

Details are also available on our website at <http://www.ingersoll.ca/>

**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, which attached 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 No.: \_\_\_\_\_

Current Uses: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Size of Property: \_\_\_\_\_

Is the property designated under Part IV of the Ontario Heritage Act?      Yes: \_\_\_\_\_      No: \_\_\_\_\_

Are there any outstanding work orders on this property?      Yes: \_\_\_\_\_      No: \_\_\_\_\_

Are there any outstanding violations under the Fire Code?      Yes: \_\_\_\_\_      No: \_\_\_\_\_

Have grants previously been received from the Town for the subject property?      Yes: \_\_\_\_\_      No: \_\_\_\_\_

Please describe including total amounts of grants? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are there existing building(s) on the property?      Yes: \_\_\_\_\_      No: \_\_\_\_\_

If yes, please specify size(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 building: \$ \_\_\_\_\_

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

|                                 | Amount Owning | Owed to | Maturity Date | Annual Payment | Arrears |
|---------------------------------|---------------|---------|---------------|----------------|---------|
| 1 <sup>st</sup> Loan / Mortgage |               |         |               |                |         |
| 2 <sup>nd</sup> 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 No. for each parcel

2.3 PROGRAM CHECKLIST

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

- Façade Improvement Program
- Residential Conversion, Rehabilitation and Intensification Program
- Update to Building Code Loan 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 number and size of existing units to be rehabilitated and/or number and size of units to be constructed. (Please attach site plan/survey and architectural/design drawings).

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If additional space is required, please attached 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 through the addition of new building space? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
b) are you demolishing existing building(s) to create a new building with new residential units? 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 \_\_\_\_\_

**5.0 CONSTRUCTION COST BREAKDOWN**

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

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: \_\_\_\_\_