

ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM

A GENERAL INFORMATION AND INSTRUCTIONS

- 1. Before filling out this application form, **please read the attached Program Guide** and arrange for a preapplication meeting with City planning staff. The Program Guide describes the purpose, basic terms and conditions of the Community Improvement Plan grant programs.
- 2. If an agent is acting for the property owner, please ensure that the required authorization is completed and signed by the owner as provided in Section C.
- 3. If you find insufficient space on this form to respond to questions, please provide additional information on a separate page and attach to your completed application form. It is suggested that any additional or required information be contained within an application covering letter.
- 4. Please include all required supporting documents requested by City planning staff (e.g. deed, business plan, site plan, architectural/construction drawings, cost estimates). 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. You may deliver your application in person, send it by mail, or send it by email to:

City of Windsor Planning Department 350 City Hall Square, Suite 210 Windsor, ON N9A 6S1

Fax: 519-255-6544

Email: lstrahl@citywindsor. ca

Attention: Laura Strahl

If you have any questions about this program, please contact Laura Strahl by phone at (519) 255-6543 extension 6396 or via e-mail at Istrahl@citywindsor.ca

Please note that any work carried out or cost incurred prior to the City's acceptance of a complete grant application will not be eligible for funding. Any work that is done or costs that are incurred after the application has been accepted but prior to Council approval of the grants is done at your own risk.













ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM

B APPLICANT INFORMATION		
APPLICANT NAME:		
MAILING ADDRESS:		
CITY:	PROVINCE:	POSTAL CODE:
PHONE:	FAX:	
EMAIL:		
C OWNER INFORMATION		
Same as applicant information?		YES NO
OWNER NAME:		
MAILING ADDRESS:		
CITY:	PROVINCE:	POSTAL CODE:
PHONE:	FAX:	
EMAIL:		

If the applicant is the legally registered property owner, please proceed to **Section E. Property Information**.

If the applicant is not the legally registered property owner, please fill out **Section D. Owner Authorization and Information**.













ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM

D OWNER AUTHORIZATION AND INFORMATION

If the property owner is authorizing an agent to act on his/her behalf in making this application, please complete and sign this section. If an agent is authorized, all correspondence will be sent to the authorized agent. If no agent is authorized, all correspondence will be sent to the property owner.

l,		am the owne	er of the land that is subject o	f this application,
and I hereby author	rize my agent / solicitor			
to make this applica	ation and to act on my bel	nalf in regard to this ap	oplication.	
Dated at the	CITY/TOWN OF	, thiso	f	, YEAR
NAME OF OWNER		SIGNAT	TURE OF OWNER	
	s the property owner, I m registered on the title of t		e agreement regarding the inco	entives, and that the
NAME OF OWNER		SIGNAT	TURE OF OWNER	













ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM

E PROPERTY INFORMATION

Please fill in the following information about the property for which this Application is being submitted.

PROPERTY ADDRESS:					
CITY:		PROVINCE:	POSTAL CODE:		
ASSESSMENT ROLL NUMB	BER:				
LEGAL DESCRIPTION OF P (LOT AND PLAN NUMBERS					
EXISTING PROPERTY USE:					
PREVIOUS PROPERTY USE (IF KNOWN):					
Is the project within the	ne Downtown Windsor Community Improv	rement Project Area?	YES	NO	
Is property designated	d under Part IV of the <i>Ontario Heritage Act</i>	?	YES	NO	
SIZE OF PROPERTY:				m²	
Are there any existing	buildings on Property? (If yes, specify build	ding size below)	YES	NO NO	
Building 1	m²	Building 3			m²
Building 2	m²	Building 4			m²
(Please list all additional buil	dings on a separate sheet)				
CURRENT ASSESSMENT VALUE: \$					
CURRENT PROPERTY TAXE	S PAID ANNUALLY: \$				













ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM

s this property in tax arrears?		YES NO
If yes, specify value of tax arrears: \$		
Have tax arrears been cancelled (in whole or in part) on this property under any City program?		YES NO
Has this property received, or do you anticipate this property will receive, grants/loans or other financial assistance from the City under any other City program?		YES NO
If yes, please specify program and amount of financial assistance received/anticipated	from the City:	
Federal, Provincial, Federation of Canadian Municipalities, Business Improvement Areas		YES NO
etc). If yes, please list other sources and amounts of grant funding:		
Program:	Amount:	\$
Program:	Amount:	\$
FOR OFFICE USE ONLY		
DATE OF PRE- CONSULTATION:		
DATE RECEIVED:		
DATE APPLICATION DEEMED COMPLETE:		
APPLICATION FILE NUMBER:	REV	EWED BY:













ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM

To which program(s) are you applying to? Please refer to the appropriate page number.



Upper Storey Residential Conversion Grant Program

Property owners will be eligible to receive a grant of \$5,000 for every new residential unit created on the upper storey(s) of an existing mixed use building, up to a maximum of \$50,000 per property.

Please see page 7



Commercial/Mixed Use Building Facade Improvement Program

Grant for 50% of the eligible costs of the facade improvements, up to \$20,000 per property. Applicable projects can be eligible for a grant increase of up to \$10,000.

Please see page 12



Retail Investment Grant Program

Grant up to 50% of eligible costs for improvements to a maximum amount of \$15,000 per retail unit in a building, up to a maximum of \$30,000 per property.

Please see page 17

New Residential Development Grant Program

Property owners will be eligible to receive a grant of \$2,500 for every new residential unit, up to a maximum of \$50,000 per property.

Please see page 9

Building/Property Improvement Tax Increment Grant Program

Annual grant equal to 100% of the increase in municipal property taxes for five (5) years, with the possibility of an extension up to a total of ten (10) years after the project is completed and reassessed.

Please see page 14













ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM

UPPER STOREY RESIDENTIAL CONVERSION GRANT PROGRAM

G PROJECT D	DESCRIPTION			
Provide a description work/construction	on of the proposed project. proposed.	Please include size of the sp	pace (m2) to be converted,	and specify the type of
ESTIMATED CONSTRUC AND END DATE (MONT	CTION START STAR "H/YEAR):	T:	END:	
Has the space been previously used for residential use? Please submit current photographs of the interior space with the Application package. NUMBER OF NEW RESIDENTIAL UNITS PROPOSED: Unit details:				
Configuration:	Bachelor	1 Bedroom	2 Bedrooms	3+ Bedrooms
Size (m²):				
Quantity:				
Proposed rental rates/sales prices per unit (\$):				
Is this a multi-phase	e development?			YES NO
If yes, please provide a brief description of the phasing plan:				
Please attach floor	plans to the Application pac	ckage.		ATTACHED













ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM

UPPER STOREY RESIDENTIAL CONVERSION GRANT PROGRAM

H ESTIMATE OF ELIGIBLE COSTS

Please provide a list of costs that are eligible for the Upper Storey Residential Conversion Grant Program below (i.e. construction costs, development application fees, building permit fees, etc.).

Eligible Cost Item (See program guide for details of eligible costs)	Actual/ Estimated Cost
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Eligible Costs Eligible for a Grant (Sum Costs above)	\$

| REQUIRED APPLICATION ATTACHMENTS

- Floor plans
- Photographs of the property
- Cost estimates including refined cost estimates (prepared by a bona fide contractor)
- Additional/other documents as deemed necessary by City staff:
 - Incorporation Documents
 - Property Deed
 - Written Authorization from Owner to apply for the Grant
 - Reports
 - Business Plan
 - Site Plan and Survey
 - Architectural Drawings, Design Plans













ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM

NEW RESIDENTIAL DEVELOPMENT GRANT PROGRAM

G PROJECT D	DESCRIPTION			
Provide a description	on of the proposed develop	ment.		
ECTIMATED CONCEDUA	CTION START STAR	г.	END:	
ESTIMATED CONSTRUC AND END DATE (MONT			LIND.	
Is this an addition t	o an existing building?			YES NO
SIZE OF THE PROJECT:	AREA	:	HEIGHT:	
NUMBER OF NEW RES	IDENTIAL UNITS PROPOSED:		m ²	m
Unit details:				
Configuration:	Bachelor	1 Bedroom	2 Bedrooms	3+ Bedrooms
Size (m²):				
Quantity:				
Proposed rental rates/sales prices per unit (\$):				
Is this a multi-phase	e development?			YES NO
If yes, please provide a brief description of the phasing plan:				
Please attach floor	plans to the Application page	ckage.		ATTACHED













ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM

NEW RESIDENTIAL DEVELOPMENT GRANT PROGRAM

H ESTIMATE OF ELIGIBLE COSTS

Please provide a list of costs that are eligible for the New Residential Development Grant Program below (i.e. construction costs, on-site infrastructure upgrades, development application fees, building permit fees, etc.).

Eligible Cost Item (See program guide for details of eligible costs)	Actual/ Estimated Cost
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Eligible Costs Eligible for a Grant (Sum Costs above)	\$













ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM

NEW RESIDENTIAL DEVELOPMENT GRANT PROGRAM

REQUIRED APPLICATION ATTACHMENTS

- Site plans
- Elevation drawings
- Cost estimates (prepared by a bona fide contractor)
- Additional/other documents as deemed necessary by City staff:
 - Incorporation Documents
 - Property Deed
 - Written Authorization from Owner to apply for the Grant
 - Reports
 - Business Plan
 - Survey
 - Architectural Drawings, Design Plans











G PROJECT DESCRIPTION



ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM

COMMERCIAL/MIXED USE BUILDING FACADE IMPROVEMENT PROGRAM

Provide a description of the proposed project. Include the building elements to be altered and tused on the exterior of the building.	he p	roposed ma	aterials to be
ESTIMATED CONSTRUCTION START START: END: AND END DATE (MONTH/YEAR)			
Did you review, and does the application comply with, the Urban Design Guidelines?		YES	NO
Please submit current photographs of the facade with the Application package.		ATTACHE	D
H ESTIMATE OF FUGIRIE COSTS			
H ESTIMATE OF ELIGIBLE COSTS		a lesse estates es	ne out Duo que ne
Please provide a list of costs that are eligible for the Commercial/Mixed Use Building Fabelow (i.e. building facade restoration and improvement works, fees associated with fa			_
Please provide a list of costs that are eligible for the Commercial/Mixed Use Building Fabelow (i.e. building facade restoration and improvement works, fees associated with fadevelopment application fees, building permit fees, etc.). Eligible Cost Item (See program guide for details of eligible costs)		e improver	_
Please provide a list of costs that are eligible for the Commercial/Mixed Use Building Fabelow (i.e. building facade restoration and improvement works, fees associated with fadevelopment application fees, building permit fees, etc.).		e improver	ments, Actual/
Please provide a list of costs that are eligible for the Commercial/Mixed Use Building Fabelow (i.e. building facade restoration and improvement works, fees associated with fadevelopment application fees, building permit fees, etc.).	cade	e improver	ments, Actual/
Please provide a list of costs that are eligible for the Commercial/Mixed Use Building Fabelow (i.e. building facade restoration and improvement works, fees associated with fadevelopment application fees, building permit fees, etc.).	cade \$	e improver	ments, Actual/
Please provide a list of costs that are eligible for the Commercial/Mixed Use Building Fabelow (i.e. building facade restoration and improvement works, fees associated with fadevelopment application fees, building permit fees, etc.).	\$ \$	e improver	ments, Actual/
Please provide a list of costs that are eligible for the Commercial/Mixed Use Building Fabelow (i.e. building facade restoration and improvement works, fees associated with fadevelopment application fees, building permit fees, etc.).	\$ \$ \$	e improver	ments, Actual/
Please provide a list of costs that are eligible for the Commercial/Mixed Use Building Fabelow (i.e. building facade restoration and improvement works, fees associated with fadevelopment application fees, building permit fees, etc.).	\$ \$ \$	e improver	ments, Actual/





(Sum Costs above)



Total Eligible Costs Eligible for a Grant







ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM

COMMERCIAL/MIXED USE BUILDING FACADE IMPROVEMENT PROGRAM

Eligible Costs Details

Quotes from at least three (3) different qualified contractors may be required for the application. Please provide a minimum of three quotes from qualified contractors if applicable. If approved, you are not bound to choose between these contractors.

Please attach hard copies of the detailed estimates and contact information for each contractor to this application.

Ouete	Common Nome	Estir	nate
Quote	Company Name	Labour	Materials
1		\$	\$
2		\$	\$
3		\$	\$

REQUIRED APPLICATION ATTACHMENTS

- Elevation drawings
- Details of the materials/elements being removed
- Material samples
- Product details and specifications
- Current photographs of the property
- Cost estimates including refined cost estimates (three (3) quotes prepared by a bona fide contractor)
- Additional/other documents as deemed necessary by City staff:
 - Incorporation Documents
 - Property Deed
 - Written Authorization from Owner to apply for the Grant
 - Reports
 - Business Plan
 - Site Plan and Survey
 - Architectural Drawings, Design Plans













ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM

BUILDING/PROPERTY IMPROVEMENT TAX INCREMENT GRANT PROGRAM

G PROJECT DESCRIPTION		
Provide a description of the proposed project.		
ESTIMATED CONSTRUCTION START AND START:	END:	
END DATE (MONTH/YEAR):		
ESTIMATED CONSTRUCTION COSTS OF \$ THE PROPOSED DEVELOPMENT:		
Will the proposed improvement increase the	YES	NO
Gross Floor Area (GFA) of an existing building?		
If yes, please state the proposed GFA:		m²
Is the project a catalyst project (please see definition in Program Guide)?	YES	NO
Is property designated under Part IV of the <i>Ontario Heritage Act</i> ?	YES	NO
Is the project targeting LEED Bronze or higher certification?	YES	NO
Will the project include affordable housing units?	YES	NO
If yes, what percentage (%) of the units are affordable?		%
What is the ground described as follows: (6) and (6) are foundable with		70
What is the proposed rental rate/sales price (\$) per affordable unit?		
Is this a multi-phase development?	YES	NO
If yes, please provide a brief description of the phasing plan:		













ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM

BUILDING/PROPERTY IMPROVEMENT TAX INCREMENT GRANT PROGRAM

H ESTIMATE OF ELIGIBLE COSTS

Please provide a list of costs that are eligible for the Building/Property Improvement Tax Increment Grant Program below (i.e. eligible costs that were not reimbursed as part of another CIP program, construction costs, costs associated with meeting Leadership in Energy and Environmental Design standards, development Feasibility and Support Studies, development application fees, building permit fees, on-site infrastructure upgrates, etc.).

Eligible Cost Item (See program guide for details of eligible costs)	Actual/ Estimated Cost
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Eligible Costs Eligible for a Grant (Sum Costs above)	\$













ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM

BUILDING/PROPERTY IMPROVEMENT TAX INCREMENT GRANT PROGRAM

I REQUIRED APPLICATION ATTACHMENTS

- Site plans
- Floor plans
- Elevation drawings
- Written project description/report
- Cost estimates including refined cost estimates (prepared by a bona fide contractor)
- Additional/other documents as deemed necessary by City staff:
 - Incorporation Documents
 - Property Deed
 - Written Authorization from Owner to apply for the Grant
 - Business Plan
 - Survey
 - Architectural Drawings, Design Plans













ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM

RETAIL INVESTMENT GRANT PROGRAM

G PROJECT DESCRIPTION		
Provide a description of the proposed project.		
ESTIMATED CONSTRUCTION START AND START: EI END DATE (MONTH/YEAR):	ND:	
NUMBER OF NEW RETAIL UNITS PROPOSED:		
Are the new or refurbished retail or commercial units located on the ground floor?	YES NO	O
Will the new or refurbished retail or commercial units have direct access from the adjacent street?	YES NO	O
Is the space currently vacant, and has it been vacant for at least six (6) months immediately prior to this Application?	YES NO	O
If the Applicant is a Tenant, is there a five (5) year or longer lease in place for this/these unit(s)?	YES NO	O
Please submit current photographs of the interior space with the Application package.	ATTACHED	













ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM

RETAIL INVESTMENT GRANT PROGRAM

H ESTIMATE OF ELIGIBLE COSTS

Please provide a list of costs that are eligible for the Retail Investment Grant Program below (i.e. construction costs, design and architectural fees, development application fees, building permit fees, etc.).

Eligible Cost Item (See program guide for details of eligible costs)	Actual/ Estimated Cost
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Eligible Costs Eligible for a Grant (Sum Costs above)	\$

Eligible Costs Details

Quotes from at least three (3) different qualified contractors may be required for the application. Please provide a minimum of three quotes from qualified contractors if applicable. If approved, you are not bound to choose between these contractors.

Please attach hard copies of the detailed estimates and contact information for each contractor to this application.

Quote	Company Name	Estimate
1		\$
2		\$
3		\$













ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM

RETAIL INVESTMENT GRANT PROGRAM

REQUIRED APPLICATION ATTACHMENTS

The following documents/information may be required prior to the application being finalized, or at any point to verify prior to the grant being paid (City staff to indicate what is required at a pre-consultation meeting):

- Floor plans
- Interior/elevation drawings
- Material samples
- Current photographs of the existing property
- Cost estimates including refined cost estimates (prepared by a bona fide contractor)
- Additional/other documents as deemed necessary by City staff:
 - Incorporation Documents
 - Property Deed
 - Written Authorization from Owner to apply for the Grant
 - Copy of the Lease
 - Reports
 - Business Plan
 - Site Plan and Survey
 - Architectural Drawings, Design Plans¹
 - Construction Drawings (including interior)

¹The following Architectural Drawings, Design Plans may be required:

- 1. Interior renderings;
- 2. Interior design storyboards;
- 3. Concept plans;
- 4. Product specifications; and/or
- 5. Other details to the satisfaction of the City Planner.













ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM

J SWORN DECLARATION

I/WE HEREBY APPLY for a grant under this program.

I/WE HEREBY AGREE to abide by the terms and conditions of the Downtown Windsor Community Improvement Plan.

I/WE HEREBY AGREE to enter into and abide by an agreement with the City that specifies the terms and conditions of the applicable grant program.

I/WE HEREBY AGREE to abide by the terms and conditions of the agreement.

I/WE HEREBY CERTIFY that the information contained in this application is true, correct and complete in every respect and may be verified by the City by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.

I/WE HEREBY AGREE that if any statements or information in this application or submitted in support of this application are untrue, misleading or there is a material omission, the application may be rejected or not approved, or the grant may be delayed, reduced, cancelled or repayment of the grant may be required.

I/WE HEREBY AGREE that the grant may be delayed, reduced, cancelled or repayment of the grant may be required if the eligible works are not completed or not completed as approved.

I/WE HEREBY AGREE that any eligible works carried out prior grant approval by City Council may not eligible under any grant program.

I/WE HEREBY AGREE that the program(s) for which application has been made herein is/are subject to cancellation and/or change at any time by the City in its sole discretion, subject to the terms and conditions specified in the program. Participants in the program whose application has been approved and who have entered into a grant agreement with the City will continue to receive grant payments, subject to meeting the terms and conditions in their grant agreement.

I/WE HEREBY AGREE that all grants will be calculated and awarded in the sole discretion of the City. Notwithstanding any representation by or on behalf of the City, or any statement contained in the program, no right to any grant arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the programs and the grant agreement. The City is not responsible for any costs incurred by the Owner/Applicant in any way relating to the program, including, without limitation, costs incurred in anticipation of a grant.

Dated at the	CITY/TOWN OF	, this	DAY	MONTH	YEAR
NAME OF OWNER OR AUTHORIZ	ED AGENT		SIGNATURE (OF OWNER OR AUTHORIZED AGENT	









