

FORD CITY

COMMUNITY IMPROVEMENT PLAN



GRANT PROGRAM APPLICATION GUIDE



FORD CITY

COMMUNITY IMPROVEMENT PLAN

GRANT PROGRAM APPLICATION GUIDE

TABLE OF CONTENTS

	Page
1 Program Descriptions	3
2 Geographic Eligibility	4
3 Is there a fee to apply?	4
4 How do I apply for a grant?	5

APPENDICES

	Page
A Program Specific Requirements	6
New Residential Development Grant Program	7
Building/Property Improvement Tax Increment Grant Program	10
Retail Investment Grant Program	14
Neighborhood Residential Rehabilitation Grant Program	19
Municipal Development Fees Grant Program	21
B General Incentive Program Requirements	23
C General Incentive Program Provisions	24
D Development Occuring on an Infill Catalyst Site	27
E Definitions*	29

*Words in *italics* are defined for the purposes of this guide in Appendix E: Definitions, starting on page 29.

This guide is for information purposes to assist *applicants* with applying for grants. Please reference the Ford City Community Improvement Plan (CIP) for the complete program requirements and provisions. If there is a discrepancy, the Ford City Community Improvement Plan takes precedence.

FORD CITY

COMMUNITY IMPROVEMENT PLAN

GRANT PROGRAM APPLICATION GUIDE



PROGRAM DESCRIPTIONS

The City of Windsor is offering financial incentives in the form of grants to stimulate the type of *development* that will enhance Ford City.

The following boxes briefly describe and summarize the different grant programs available in the Ford City *Community Improvement Project Area*.

For further information on these programs, please contact Kevin Alexander by phone at (519) 255-6543 extension 6732 or via e-mail at kalexander@citywindsor.ca

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. A minimum of two (2) new *residential units* must be created in order to be eligible. Projects on *Infill Catalyst Sites* are eligible for a grant increase of up to \$5,000 per unit, up to \$50,000.

Building/Property Improvement Tax Increment Grant Program

Annual grant equal to 100% of the increase in municipal property taxes for ten (10) years, after the project is completed and reassessed.

Retail Investment Grant Program

A 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.

Neighborhood Residential Rehabilitation Grant Program

A grant equal to 50% of the cost of *eligible exterior building maintenance and property improvement works* to residential properties. The minimum grant per property will be \$1,000, up to a maximum of \$15,000, with a maximum of one (1) application per property.

Municipal Development Fees Grant Program

Property owners will be eligible to receive a grant for 100% of the specified *Municipal Development Fees*, up to a maximum of \$50,000 per property. Remaining Municipal Development Charges are also eligible for the grant for projects on *Infill Catalyst Sites*.

Program for Main Streets

The city will match 50% of the costs for *eligible building facade and storefront restoration improvements* to commercial and mixed use buildings within the designated Main Street area up to a maximum of \$30,000 per project to a maximum of \$60,000 per project for larger buildings with multiple storefronts.

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Base Fee	\$ 500.00
GIS Fee	\$ 50.00
E-Permitting Fee	\$ 40.00
TOTAL	\$ 590.00

FORD CITY

COMMUNITY IMPROVEMENT PLAN

GRANT PROGRAM APPLICATION GUIDE

4

HOW DO I APPLY FOR A GRANT?

STEP 1

APPLICATION SUBMISSION

- Contact planning staff to set up a pre-application meeting
- During pre-application meeting staff will stipulate what documents are required for a complete application
- Applicant submits a complete application to the City describing in detail the development or redevelopment that is planned, including all required supporting documentation as indicated by city staff during pre-consultation meeting

STEP 2

APPLICATION REVIEW & EVALUATION

- Staff reviews application and supporting documentation for eligibility
- Staff may request clarification or additional supporting documentation
- Staff may perform an initial site visit and inspection of the property (if necessary)

STEP 3

APPLICATION APPROVAL

- A recommendation on the application is made by staff and forwarded to City Council
- If the application is approved, a Grant Agreement is then executed by the City. A copy of the executed agreement is then returned to the applicant for his or her records
- The project can now commence

STEP 4

PAYMENT OF FUNDS

- Contact City staff when the work/project is completed, so that staff can review the work and ensure contractors have been paid in full
- Payment of the grant is made to the grant recipient upon satisfaction of all terms and conditions of the procedures and completion of work within the prescribed time frame

Approval of grants is subject to availability of funds. Contact City staff to ensure funds are available for proposed project.

FORD CITY

COMMUNITY IMPROVEMENT PLAN

GRANT PROGRAM APPLICATION GUIDE

A

APPENDIX: PROGRAM SPECIFIC REQUIREMENTS

	Page
New Residential Development Grant Program	7
Building/Property Improvement Tax Increment Grant Program	10
Retail Investment Grant Program	14
Neighborhood Residential Rehabilitation Grant Program	18
Municipal Development Fees Grant Program	20



FORD CITY

COMMUNITY IMPROVEMENT PLAN

GRANT PROGRAM APPLICATION GUIDE

NEW RESIDENTIAL DEVELOPMENT GRANT PROGRAM

The New Residential Development Grant Program is intended to stimulate residential *development* within Ford City by providing a financial incentive to stimulate the construction of new *residential units*, including creating new *residential units* on *vacant land*, and/or the expansion to an existing building.

PROGRAM DETAILS

- The New Residential Development Grant is a grant of \$2,500 for every new *residential unit*, up to a maximum of \$50,000 per property.
- The New Residential Development Grant will increase to \$5,000 per unit, up to a maximum of \$50,000, for development or redevelopment occurring on an *Infill Catalyst Site*.
- The *development* or *redevelopment* must result in a minimum of two (2) new *residential units*.
- Any unit or space that was already configured and/or used for a residential use is not eligible.
- Prior to the approval of a New Residential Development Grant, *City* staff may need to inspect the building to review its condition and the proposed conversion plans.
- Only one (1) New Residential Development Grant with a minimum of two (2) new *residential units* will be available per property.
- For projects that involve an existing building, only the *residential units* that are constructed as part of an addition to the existing building will be eligible for a New Residential Development Grant.
- Determination of compliance with the requirements of this program and the amount of the property's grant (within the permitted terms of this program) is at the discretion of and subject to *City Council* approval.

ELIGIBLE COSTS

New Residential Development Grants are only available for the “*eligible costs*” specified below:

- Construct new *residential units* that are in compliance with the Ontario Building Code, Property Standards By-law and the Fire Code, including, but not limited to the following:
 - a. Construction of the foundation, building shell (walls), and roof of a building housing new *residential units*;

FORD CITY

COMMUNITY IMPROVEMENT PLAN

GRANT PROGRAM APPLICATION GUIDE

NEW RESIDENTIAL DEVELOPMENT GRANT PROGRAM

- b. Installation of safety and fire protection systems such as carbon monoxide detectors, smoke alarms, fire alarms, exit signs, etc.;
 - c. Installation of fire escapes;
 - d. Installation of new floors, ceilings and/or walls;
 - e. Installation to electrical, ventilation, heating and plumbing supply systems;
 - f. Improvements for barrier-free accessibility;
 - g. *Construction* of stairs, guard rails and/or hand rails; and,
 - h. Installation or alteration of required window openings and windows for upper storey *residential units* (of a new building addition).
- Other improvements, at the discretion of the *City Planner*, related to *construction* of new *residential units*;
 - Development application fees and building permit fees (includes application for Official Plan Amendment, Zoning By-law Amendment, Minor Variance or Permission, Consent, Site Plan Approval/Amendment/Modification/ Termination, Plan of Subdivision/ Condominium, Condominium Conversion, Part Lot Control Exemption, Removal of the “H” Holding Symbol, Demolition Permit, and Building Permit). Any other permit issued by the *City* that is not listed above, but in the opinion of the *City Planner*, advances the objectives of the CIP;
 - Upgrading on-site infrastructure including water services, sanitary sewers and storm water management facilities; and,
 - Constructing/upgrading of any off-site improvement that is required to fulfill any condition of a development/planning approval (including Site Plan Control) for the *development, redevelopment, adaptive reuse or rehabilitation* of the building and/or property.

DEVELOPMENT ON CATALYST SITES

The New Residential Development Grant will increase to \$5,000 per unit, up to a maximum of \$50,000, for *development or redevelopment* occurring on a *Infill Catalyst Site*.

GRANT CALCULATION

The amount of the grant will be determined based upon the new number of *residential units* created as a result of the *development or redevelopment* of a building or property. The grant will be for the amount of \$2,500 (or \$5,000 for *development or redevelopment* occurring on a *Infill Catalyst Site*) for every new *residential unit* created, up to a maximum of \$50,000 per property.

FORD CITY

COMMUNITY IMPROVEMENT PLAN

GRANT PROGRAM APPLICATION GUIDE

NEW RESIDENTIAL DEVELOPMENT GRANT PROGRAM

OTHER FUNDING

Projects that are eligible for the New Residential Development Grant Program are permitted to combine the incentives from any other City of Windsor approved Community Improvement Plan, provided that the total of all property tax assistance, grants and loans provided by the City in relation to the Ford City, or any other CIP, cannot exceed the approved *eligible costs* for all approved incentive programs.

SUPPORTING APPLICATION DOCUMENTS

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-application meeting):

- 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



FORD CITY

COMMUNITY IMPROVEMENT PLAN

GRANT PROGRAM APPLICATION GUIDE

BUILDING/PROPERTY IMPROVEMENT TAX INCREMENT GRANT PROGRAM

The Building/Property Improvement Tax Increment Grant Program is intended to promote the physical improvements to properties in the Ford City *Community Improvement Project Area* by providing a financial incentive that reduces the potential tax increase that can result when property and building improvements are made.

PROGRAM DETAILS

- Projects eligible for the Building/Property Improvement Tax Increment Grant Program include: Existing commercial, residential and *mixed use buildings*, and *vacant* properties where the *development, redevelopment or rehabilitation* project results in an increase in the assessed value and taxes on the property.
- Registered property owners and/or assignees will be eligible to receive a grant for 100% of the municipal portion of the *tax increment* generated from the improvements made to the building or property for a defined period of time.
- The *development, redevelopment, adaptive reuse or rehabilitation* of the building and/or property must result in an annual grant (or *tax increment*) of at least \$2,500 for properties that are taxed at the “residential” tax rate, or \$5,000 for all other tax categories.
- Determination of compliance with the requirements of this program and the amount of the property’s grant (within the permitted terms of this program) is at the discretion of and subject to *City Council* approval.
- Grants will be made upon successful completion of the approved work and documentation of the *eligible costs* associated with the work. *The City* may undertake an audit of work done and *eligible costs* if it is deemed necessary, at the expense of the *applicant*.
- The Building/Property Improvement Grant Program may be passed on to subsequent owners, including individual *residential unit* owners, for the amount and time left in the original grant payback period with *City Council*’s approval. Subsequent owners will be required to enter into an agreement with the *City* that outlines the details of the remaining grant amount, eligibility and financial obligations.
- The grant will be forfeited and repaid to the *City* if the property is demolished or altered in a manner that does not comply with the CIP before the grant period elapses.

ELIGIBLE COSTS

Building/Property Improvement Grants are only available for the “*eligible costs*” specified below:

- Any portion of the *eligible costs* that were not reimbursed as part of another CIP program;

FORD CITY

COMMUNITY IMPROVEMENT PLAN

GRANT PROGRAM APPLICATION GUIDE

BUILDING/PROPERTY IMPROVEMENT TAX INCREMENT GRANT PROGRAM

- Demolishing buildings for the purpose of preparing the site for *development* or *redevelopment* that is approved by the City (only an *eligible cost* as part of a *redevelopment* of the property);
- *Development* or *redevelopment* of a building or property, including improvements and expansion to an existing building;
- *Adaptive reuse, building rehabilitation and retrofit works*;
- Development Feasibility and Support Studies;
- Development application fees and building permit fees (includes application for Official Plan Amendment, Zoning By-law Amendment, Minor Variance or Permission, Consent, Site Plan Approval/Amendment/Modification, Plan of Subdivision/ Condominium, Condominium Conversion, Part Lot Control Exemption, Removal of the “H” Holding Symbol, Demolition Permit, and Building Permit);
- Upgrading on-site infrastructure including water services, sanitary sewers and stormwater management facilities; and,
- Constructing/upgrading of any off-site improvement that is required to fulfill any condition of a development/planning approval (including Site Plan Control) for the *development, redevelopment, adaptive reuse or rehabilitation* of the building and/or property.

GRANT CALCULATION

The amount of the grant will be determined based upon the incremental increase in the *municipal taxes* that result from the *eligible work* being completed. The *tax increment* will be established after the final inspection of the improvements in accordance with the Ontario Building Code and when MPAC has established a new assessment value. The total amount of the grant provided cannot exceed the value of the *eligible work* that resulted in the *reassessment*.

The payment schedule for the Building/Property Improvement Grant Program will be as follows, or until the total of all grants that are provided in respect of the lands and buildings are equal to the approved *eligible costs*:

The amount of the grant will be recalculated every year based on the *tax increment* for that particular year.

For *development* or *redevelopment* occurring in a *mixed use building*, the Building/Property Improvement Grant will be calculated using MPAC’s method of apportioning the assessed value of mixed-use properties into different classes.



FORD CITY

COMMUNITY IMPROVEMENT PLAN

GRANT PROGRAM APPLICATION GUIDE

BUILDING/PROPERTY IMPROVEMENT TAX INCREMENT GRANT PROGRAM

GRANT PAYMENT

The *applicant* will be required to pay the full amount of property taxes owing for each year of the program's applicability and will receive a Building/Property Improvement Grant for the amount of the *Municipal tax increment* after the final tax bills for each year have been collected, provided all other eligibility criteria and conditions continue to be met. Grants will not be applied as tax credits against property tax accounts. If the tax bill is not paid in full, the *City* may cancel all future grants and collect past grants made as part of this program.

In case of an assessment appeal, the *City* reserves the right to withhold any forthcoming Building/Property Improvement Grant payments pending final disposition of the appeal. If necessary, the grant will be adjusted and paid once a decision regarding the appeal is rendered.

This program does not exempt property owners from an increase in *municipal taxes* due to a general tax rate increase or a change in assessment for any other reason after the *eligible work* has been completed.

GRANT ADJUSTMENTS

The City of Windsor reserves the right to adjust the amount of the Building/Property Improvement Grant to:

- If it ceases to meet the objectives outlined in the Ford City CIP;
- Recover grant payments that were made under one or more of the other programs contained within the Ford City CIP where the *development* or *redevelopment* no longer complies with the Purpose or Program Details of the program for which the grant was made;
- Reflect the amount of all reductions to *municipal taxes* paid to the *applicant* following the commencement of the grant program, including property tax rebates to reflect vacancy, charitable status, heritage status, etc; and,
- Account for a reduction of *municipal taxes* payable resulting from a successful assessment appeal.

OTHER FUNDING

Projects that are eligible for the Building/Property Improvement Grant Program are permitted to combine the incentives from any other City of Windsor approved Community Improvement Plan provided that the total of all property tax assistance, grants and loans provided by the *City* in relation to the Ford City, or any other CIP, cannot exceed the approved *eligible costs* for all approved incentive programs.

In no instances can the application of the Ford City, or any other CIP program, exceed 100% of the *Municipal tax increment* generated by the approved *development* or *redevelopment*.



FORD CITY

COMMUNITY IMPROVEMENT PLAN

GRANT PROGRAM APPLICATION GUIDE

BUILDING/PROPERTY IMPROVEMENT TAX INCREMENT GRANT PROGRAM

SUPPORTING APPLICATION DOCUMENTS

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):

- 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

FORD CITY

COMMUNITY IMPROVEMENT PLAN

GRANT PROGRAM APPLICATION GUIDE

RETAIL INVESTMENT GRANT PROGRAM

The Retail Reinvestment Grant Program aims to encourage business and property owners to invest in tenant and building improvements by offering matching grants up to \$15,000 to assist with the capital costs associated with renovating the interior of retail spaces occupied by retail businesses.

PROGRAM DETAILS

- Registered property owners and/or assignees will be eligible to receive a grant for 50% of *eligible costs* per *retail unit* for improvements that result in one or more new *retail units*.
- The *development* or *redevelopment* must result in new or refurbished ground floor *retail units* that have direct access from the adjacent street.
- New *retail units* being created in existing buildings must be taking over existing ground floor retail and commercial use storefront(s) that have been *vacant* for at least six (6) months immediately prior to application to the program.
- *Assignees* must be able to demonstrate that they have a five (5) year or longer lease in place to be an eligible *applicant* for the Retail Reinvestment Grant.
- Prior to the approval of an Commercial/Retail Reinvestment Grant, *City* staff may inspect the building to review its condition and the proposed conversion plans.
- Personal property (furniture, racks and shelves that can be easily removed and sold etc.) is not eligible for the Retail Reinvestment Grant Program and will not be counted toward the required matching contribution.
- Determination of compliance with the requirements of this program and the amount of the property's grant (within the permitted terms of this program) is at the discretion of and subject to *City Council* approval.
- *City Council* at its sole discretion can deny a Retail Reinvestment Grant to any category of *retail store* that it deems to be inappropriate, not in the public interest and/or not contributing to the goals and objectives of the CIP.

ELIGIBLE COSTS

Commercial/Retail Reinvestment Grants are only available for the "*eligible costs*" specified below:

- Construct new *retail unit(s)* that are in compliance with the Ontario Building Code, Property Standards By-law and the Fire Code, including, but not limited to the following:
 - a. Installation of safety and fire protection systems such as carbon monoxide detectors, smoke alarms, fire alarms, exit signs, etc.;
 - b. Installation of fire escapes;

FORD CITY

COMMUNITY IMPROVEMENT PLAN

GRANT PROGRAM APPLICATION GUIDE

RETAIL INVESTMENT GRANT PROGRAM



- c. Installation of new or reinforcement of floors, ceilings and/or walls;
 - d. Improvements to electrical, ventilation, heating and plumbing supply systems;
 - e. Improvements for barrier-free accessibility;
 - f. HVAC, electrical, or plumbing improvements;
 - g. Loading dock, storage, store room repairs and *construction*;
 - h. AODA compliance improvements;
 - i. The *construction* of customer restrooms;
 - j. *Construction* or alteration of stairs, guard rails and/or hand rails; and,
 - k. HVAC, electrical, or plumbing improvements.
- *Adaptive reuse, building rehabilitation and retrofit works*;
 - Design and architectural fees associated with the *construction*;
 - Other improvements, at the discretion of the *City Planner*, related to *construction* of new *retail units*; and,
 - Development application fees and building permit fees (includes application for Official Plan Amendment, Zoning By-law Amendment, Minor Variance or Permission, Consent, Site Plan Approval/Amendment/Modification/ Termination, Plan of Subdivision/ Condominium, Condominium Conversion, Part Lot Control Exemption, Removal of the “H” Holding Symbol, Demolition Permit, and Building Permit). Any other permit issued by the *City* that is not listed above, but in the opinion of the *City Planner*, advances the objectives of the CIP;

In addition to the costs listed above, the following costs associated with the promotion of interesting and dynamic retail concepts will also be considered *eligible* costs for the purposes of the Retail Reinvestment Grant Program. Such eligible interior improvements would include, but are not limited to, the following:

- a. Permanent fixtures and fittings;
- b. Installation or alteration of required window openings and windows for improved product visibility;
- c. *Rehabilitation* of the space to basic “white-box conditions”, such as repairing or replacing cracked plaster walls, structural improvements or ceilings;
- d. New flooring, lighting, and/or doors;
- e. Restoration of deteriorated interior historic/architectural elements; and,
- f. Other build-out costs associated with customizing the space to the specific needs of the retailer provided that the items are not likely to be removed from the *retail unit* should the unit become *vacant*.

RETAIL INVESTMENT GRANT PROGRAM

In an effort to increase the geographic concentration of retail businesses in the core areas of Ford City, the Retail Reinvestment Grant Program is applicable to the part of the *Community Improvement Project Area* that is defined by the map:



FORD CITY

COMMUNITY IMPROVEMENT PLAN

GRANT PROGRAM APPLICATION GUIDE

RETAIL INVESTMENT GRANT PROGRAM

GRANT CALCULATION

The amount of the grant will be determined based upon the new number of *retail units* created as a result of the *development* or *redevelopment* of a building or property. The grant will be for the amount of \$15,000 for every new *retail unit* created, up to a maximum of \$30,000 per property.

GRANT RECOVERY

The City may recover any grants provided by the Retail Reinvestment Grant Program should the *retail units* created as part of this program become *vacant* for a period longer than six months within five years of the grant being approved by *City Council*. Recovery of grants provided by the Retail Reinvestment Grant Program may also include a partial or total reduction of a grant provided by the Building/Property Improvement Tax Increment Grant Program.

OTHER FUNDING

Projects that are eligible for the Retail Reinvestment Grant Program may be combined with the incentives from any other City of Windsor approved Community Improvement Plan provided that the total of all property tax assistance, grants and loans provided by the City in relation to the Ford City, or any other CIP, cannot exceed the approved *eligible costs* for all approved incentive programs.

Any exterior building improvements made as a result of creating the new retail units will be eligible for a grant under the current The Mainstreets Facade Improvement Program provided that the improvements comply with the requirements of the The Mainstreets Facade Improvement Program.

SUPPORTING APPLICATION DOCUMENTS

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)



FORD CITY

COMMUNITY IMPROVEMENT PLAN

GRANT PROGRAM APPLICATION GUIDE

- 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*.

FORD CITY

COMMUNITY IMPROVEMENT PLAN

GRANT PROGRAM APPLICATION GUIDE

NEIGHBORHOOD RESIDENTIAL REHABILITATION GRANT PROGRAM

The Neighborhood Residential Rehabilitation Grant Program aims to promote the maintenance and improvement of residential properties within the predominantly residential areas of Ford City in order to help improve the aesthetic quality of and living condition in this important residential neighbourhood.

PROGRAM DETAILS

- The following types of exterior building maintenance and property improvement works are considered eligible for a grant under this program:
 - a. Cleaning, painting, repair or replacement of exterior facade materials;
 - b. Repair/replacement of front doors, windows and porches;
 - c. Repair/replacement of cornices, parapets, eaves and other architectural details; and,
 - d. Other improvements, at the discretion of the *City Planner*, related to *rehabilitation* of existing *residential units*.
- All *eligible* works must be visible from the road right-of-way and must be acceptable to and approved by the *City*.

GRANT CALCULATIONS

The amount of the grant will be determined based upon the total value of the defined *eligible* costs divided by two (2), with the amount of the grant capped at \$15,000 per property.

OTHER FUNDING

Projects that are eligible for the Neighbourhood Residential Rehabilitation Grant Program are permitted to combine the incentives from any other City of Windsor approved Community Improvement Plan, provided that the total of all property tax assistance, grants and loans provided by the *City* in relation to the Ford City, or any other CIP, cannot exceed the approved *eligible* costs for all approved incentive programs.

SUPPORTING APPLICATION DOCUMENTS

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):

- Elevation drawings
- Details of the materials/elements being removed
- Material samples



FORD CITY

COMMUNITY IMPROVEMENT PLAN

GRANT PROGRAM APPLICATION GUIDE

NEIGHBORHOOD RESIDENTIAL REHABILITATION GRANT PROGRAM

- Product details and specifications
- Current photographs of the property
- 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



FORD CITY

COMMUNITY IMPROVEMENT PLAN

GRANT PROGRAM APPLICATION GUIDE

MUNICIPAL DEVELOPMENT FEES GRANT PROGRAM

The Municipal Development Fees Grant Program is intended to encourage *development* within Ford City by providing a financial incentive to offset the costs associated with seeking the appropriate planning approvals and building permits for a project.

PROGRAM DETAILS

- The Municipal Development Fees Grant is only available for the *Municipal Development Fees* that are directly associated with a project that results in the *development, redevelopment, adaptive reuse or rehabilitation* of a building or property.
- The following types of planning/development applications and building permits are eligible for the Municipal Development Fees Grant: Official Plan amendment, Zoning By-Law amendment, Minor Variance, Consent to Server, Site Plan Control, Plan of Subdivision/Condominium, Encroachment Agreement, Demolition Permit, Building Permit, and Sign Permit. Other development related municipal fees that are not listed above, that advance the purpose of this program, may be considered at the discretion of the *City Planner*.
- Parkland Dedication Fees that are associated with the *development, redevelopment, adaptive reuse or rehabilitation* of a building or property are not included in the grant.
- Building permit fees for newly created single family lots resulting from a Plan of Subdivision approval are not eligible for a Municipal Development Fees Grant.
- Determination of compliance with the requirements of this program and the amount of the grant (within the permitted terms of this program) is at the discretion of and subject to the approval of the *City Planner*.
- The *City Planner* at his/her sole discretion can deny a Municipal Development Fees Grant in whole or part for any project that is deemed to be inappropriate; does not represent sound planning principles; is not consistent with the Official Plan; does not meet the intent of this program; is not in the public interest; and/or, does not contribute to the goals and objectives of the CIP. The *City Planner's* decision can be appealed to *City Council* for a final decision.

DEVELOPMENT ON INFILL CATALYST SITES

The Ford City CIP is located within the boundaries of *Council's* existing Development Charges Reduction program for infill projects. Development Charges are significantly reduced in these areas to encourage infill development that contributes to the intensification of existing core areas of the city. Any remaining Municipal Development Charges that are assessed as a result of the *development or redevelopment* will also be eligible for the Municipal Development Fees Grant Program for projects located on an *Infill Catalyst Site* only. The Educational Development Charge will still apply to all developments or redevelopments.



FORD CITY

COMMUNITY IMPROVEMENT PLAN

GRANT PROGRAM APPLICATION GUIDE

MUNICIPAL DEVELOPMENT FEES GRANT PROGRAM

APPROVAL AUTHORITY

In an effort to expedite the approval process, the *City Planner* will be the approval authority for the Municipal Development Fees Grant Program.

The *City Planner* will document each approval and submit a description of each approval as a Communication agenda item to *City Council* for informational purposes.

GRANT CALCULATION

The amount of the grant will be determined based upon the total dollar value of all of the *Municipal Development Fees* owing to the *City*. The grant will be for 100% of the eligible *Municipal Development Fees*, up to a maximum of \$50,000 per property.

OTHER FUNDING

Projects that are eligible for the Municipal Development Fees Grant Program are permitted to combine the incentives from any other City of Windsor approved Community Improvement Plan, provided that the total of all property tax assistance, grants and loans provided by the *City* in relation to the Ford City, or any other CIP, will not exceed the approved *eligible costs* for all approved incentive programs.

SUPPORTING APPLICATION DOCUMENTS

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
- Site plans
- Cost estimates (prepared by a bona fide contractor)
- Contracts
- 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

FORD CITY

COMMUNITY IMPROVEMENT PLAN

GRANT PROGRAM APPLICATION GUIDE

B

APPENDIX: GENERAL INCENTIVE PROGRAM REQUIREMENTS

The general and program specific requirements are not necessarily exhaustive and the City reserves the right to include other requirements and conditions as deemed necessary on an application specific basis. All of the financial incentive programs contained in the CIP are subject to the following general requirements in addition to the individual requirements specified under each program.

1. If the *applicant* is not the owner of the property, the *applicant* must provide written consent from the owner of the property on the application. The property owner may also be required to be a party to any agreements for the financial incentive programs.
2. *Applicants* approved for the programs contained in the CIP will be required to complete the *eligible works* and have the property reassessed by MPAC within specified timeframes.
3. The *applicant* must address all outstanding work orders and/or other fees from the City (including tax arrears) against the subject property to the satisfaction of the municipality prior to the grant being paid, or be addressed as part of the proposed work.
4. Any *applicant* that is purchasing City owned property as part of the proposal must enter into a written agreement with the City stating that they will keep and maintain the land, building and the use in conformity with the Community Improvement Plan. The agreement will also include the specific details (amount, duration, performance expectations, legal remedies, etc) of the incentive programs that will be made available to *development*. The agreement entered into will be registered against the land to which it applies and the City will enforce the provisions of the agreement against any party to the agreement and all subsequent owners or tenants.

FORD CITY

COMMUNITY IMPROVEMENT PLAN

GRANT PROGRAM APPLICATION GUIDE

APPENDIX: GENERAL INCENTIVE PROGRAM PROVISIONS

All projects that are approved for financial incentives are subject to the following terms and conditions, in addition to the individual provisions specified under each program.

1. Windsor City Council is the sole approval authority for all applications submitted under the financial incentive programs included in the CIP. Council may delegate its approval authority to approve financial incentive applications to either a Committee of the Council or to an appointed officer of the municipality by position subject to the requirements of the individual financial incentive program.
2. As a condition of approval of an application for any of the financial incentive programs contained within the CIP, the *applicant* must enter into an agreement with the City. The agreement will be registered against the land to which it applies and will specify the terms, duration and default provisions of the grant.
3. Approved grants being received through one or more of the financial incentive programs contained within the CIP can be transferred to the new owners of the property or other *assignee* at the sole discretion of the City subject to the new owner entering into an agreement (where applicable) with the City that fulfills the requirements of the original agreement, plus any new requirements.
4. All proposed works approved under the incentive programs and associated improvements to buildings and/or land shall conform to all provincial laws, municipal by-laws, policies, procedures, standards and guidelines, including applicable Official Plan and zoning requirements and approvals.
5. The *applicant* will be required to submit a complete application to the City describing in detail the work that is planned. This may include reports, floor plans, conceptual site plans, business plans, estimates, contracts and other details as may be required to satisfy the City with respect to conformity of the project with the CIP. The application must be submitted to the City prior to City Council's approval of financial incentives for the project.
6. All studies, drawings, reports and/or materials submitted to and/or requested by the City to support a financial incentive program application shall be prepared by qualified professionals to the satisfaction of the City. The individual financial incentive programs may have specific requirements for information, as well as outline the specific professional qualifications necessary to complete the prescribed work.
7. The City may undertake an audit of work done and *eligible costs* if it is deemed necessary, at the expense of the *applicant*.
8. City staff, officials, and/or agents of the City may inspect any property that is the subject of an application for any of the financial incentive programs offered by the City.

FORD CITY

COMMUNITY IMPROVEMENT PLAN

GRANT PROGRAM APPLICATION GUIDE

APPENDIX: GENERAL INCENTIVE PROGRAM PROVISIONS

9. *The City* is not responsible for any costs incurred by an *applicant* in relation to any of the programs, including without limitation, costs incurred in anticipation of a grant.
10. The total of all grants provided in respect of the particular lands and buildings of an *applicant* under the programs contained in the CIP shall not exceed *eligible* costs with respect to these lands and buildings.
11. Grants will not apply to any portion of the personal property, inventory or land purchase value of the project.
12. The financial incentive programs approved by *City Council* will take effect as of the date of *City Council* adoption and will not be applied retroactively to any work that has taken place prior to the adoption of the CIP.
13. Approval of financial incentive program applications will not be applied retroactively to any work that has taken place prior to the *City Council*'s or delegate's approval to participate in an incentive program. However, *Council* or its delegate may at its discretion approve including *eligible* costs incurred between the time that the *City* receives a complete application for a financial incentive program(s) and the date of the final approval to participate in the program. The *applicant* assumes all of the risks associated with beginning the *eligible* works prior to final approval, including the potential for denial of a financial incentive program application.
14. *City Council* at its discretion may at any time discontinue a program; however, any participants in the program prior to its discontinuance will continue to receive grants as approved for their property in accordance with the agreement signed with the *City of Windsor*.
15. If the *applicant* is in default of any of the general or program specific requirements, or any other requirements of the *City*, the *City* may delay, reduce or cancel the approved grant, and any grant amount paid will be recovered by the *City*.
16. If a building that was erected or improved with a program grant is demolished prior to the expiry of the grant period, the grant is terminated and will be recovered by the *City*.
17. *The City* has the right to perform annual inspections to ensure compliance with the agreement and make adjustments to the incentive levels to reflect the current situation in relation to the agreement signed with the *City*.
18. Grants will be paid in accordance with the specific requirements and payment terms of each individual financial incentive program offered by the Community Improvement Plan.

FORD CITY

COMMUNITY IMPROVEMENT PLAN

GRANT PROGRAM APPLICATION GUIDE

APPENDIX: GENERAL INCENTIVE PROGRAM PROVISIONS

19. Unless otherwise stated, the financial incentive programs described in the CIP are designed to be funded by a capital budget established for the purposes of implementing the financial incentive programs according to the payment conditions and schedule outlined for each program, and subject to the availability of funding as approved by *Council*.
20. The Building/Property Improvement Tax Increment Grant Program described in the CIP is designed to be funded by the *tax increment* generated by the *development, redevelopment, adaptive reuse or rehabilitation* according to the payment schedule outlined for the program.
21. *City Council*, at its sole discretion, may evaluate an incentive application and decide on a case-by-case basis to adjust the level of the incentives (not to exceed the *eligible costs*), provide for an alternative payment schedule, and/or identify and use alternative sources of funding to pay the grants. *Council* will prepare additional implementation criteria and/or policies to assist with determining when one or more of these options may be necessary and/or desirable. *Council* modified incentives must comply with the eligibility criteria of the individual incentive program.
22. Financial incentives are available for the *eligible costs* of the *development, redevelopment, adaptive reuse or rehabilitation* of a building and/or property, and are not based on occupancy or changes in occupancy.

FORD CITY

COMMUNITY IMPROVEMENT PLAN

GRANT PROGRAM APPLICATION GUIDE

D APPENDIX: DEVELOPMENT OCCURING ON AN INFILL CATALYST SITE

The *vacant* lots along the main corridor of Drouillard Road present a prime opportunity to encourage new *development* that has the potential to influence the type and timing of possible investments in surrounding properties and buildings.

The *development* of one or more of these infill sites would represent a highly visible investment in the community that conveys a message of neighbourhood progress and stability. It also sends a strong signal to potential investors that Ford City is a good place to invest in real estate. Some of the additional benefits associated with the *development* of one or more of these infill sites include:

- Spurring additional investment in the immediate surrounding area and wider CIP project area;
- Filling in missing holes along Drouillard Road, the neighbourhood's main street and centre of activity;
- Increasing the overall assessment value of the properties fronting Drouillard Road;
- Increasing the number of people living in close proximity to the heart of the community; and,
- Providing additional retail or service opportunities in a location that is convenient and central to the neighbourhood.
- Providing both visual and functional improvement to the street

In light of the significant benefits that are possible, there are a number of specific properties that have been identified as “*Infill Catalyst Sites*” and defined as “a *vacant* property that is highly visible and its *development* or *redevelopment* is anticipated to result in a corresponding and complementary development reaction in the immediate and surrounding properties.”

As such, some of the financial incentive programs include specific enhancements or “bonuses” in recognition of the potential of these sites to have a catalytic effect on the revitalization of the surrounding neighbourhood.



D APPENDIX: DEVELOPMENT OCCURING ON AN INFILL CATALYST SITE



FORD CITY

COMMUNITY IMPROVEMENT PLAN

GRANT PROGRAM APPLICATION GUIDE

APPENDIX: DEFINITIONS

Adaptive Reuse: is the process of adapting old buildings or infrastructure by *development, redevelopment, rehabilitation* and/or *construction* for the purposes of using them for new *eligible* uses.

Applicant (or Applicants): may include registered owners, assessed owners and tenants of land and buildings within the *Community Improvement Project Area*, and to any other person to whom such an owner or tenant has assigned the right to receive a grant.

Assignee (or Assignees): is a person to whom an owner or tenant has legally assigned the right to receive a grant and/or loan pursuant to the CIP.

Base Rate: is the total amount of municipal taxes payable in the calendar year that *City Council* approves the financial incentives for the *eligible works*. The Base Rate may be reduced to reflect a *vacancy tax rebate* where such a rebate was issued for the previous tax year and the subject property, or a portion thereof, is vacant at the time of an application. The base rate may be adjusted annually to reflect overall market value.

City (or The City): is The Corporation of The City of Windsor.

City Council (or Council): is the legislative body that governs the business and affairs of The Corporation of The City of Windsor. It includes the Mayor and Ward Councilors.

City Planner: is the position of the “City Planner” within the Corporation of The City of Windsor’s organizational hierarchy. He or She is the head of the Planning and Building Services Department.

Community Improvement Project Area: refers to the Ford City C.I.P study area identified on maps throughout this document. This study area will be designated by Windsor City Council as the Community Improvement Project Area in accordance with Section 28(1) of the Planning Act. For the purpose of the Financial Incentive programs in this plan and to encourage the development of the Seminole Street Neighbourhood Gateway Area, grants will apply to the adjacent property on both the North and South side (beyond the Project Area boundary) of Seminole Street from the intersection of Drouillard Road to Walker Road.

Construction: is the erection or physical improvements of the whole or any part of a building or structure for the purpose of *development, redevelopment, rehabilitation* and/or *adaptive reuse*.

Designated Heritage Building: is a building that is designated under Part IV of the Ontario Heritage Act.

FORD CITY

COMMUNITY IMPROVEMENT PLAN

GRANT PROGRAM APPLICATION GUIDE

APPENDIX: DEFINITIONS

Development: is investment that results in the productive use of lands and/or buildings within the *Community Improvement Project Area*, and includes but is not limited to new building *construction* or improvements made for the purposes of establishing new residential, commercial or institutional uses, or the expansion of existing buildings to realize more effective use of the land's potential.

Eligible Costs: are the costs related to *development, redevelopment, rehabilitation* and/or *adaptive reuse* of a building or property in conformity with the CIP, and as described by the individual financial incentive programs.

Eligible Use: is a use that meets the eligibility criteria of one or more of the financial incentive programs described by the CIP.

Eligible Works: includes all *development, redevelopment, rehabilitation* and/or *adaptive reuse* of a use that meets the eligibility criteria of one or more of the financial incentive programs described by the CIP.

Infill Catalyst Project: is a *development, redevelopment* or *adaptive reuse* of an *Infill Catalyst Site*. The project is anticipated to result in a corresponding and complementary *development* reaction in the immediate and surrounding properties. The project must be eligible for one or more of the financial incentive programs included in the CIP and must result in the *development, redevelopment* or *adaptive reuse* of an *Infill Catalyst Site*.

Infill Catalyst Site: is a vacant property that is specifically identified on Schedule XX in the CIP, and is highly visible and its *development* or *redevelopment* is anticipated to result in a corresponding and complementary *development* reaction in the immediate and surrounding properties.

Mixed Use Building: is a building that contains a combination of residential, commercial, cultural, and/or institutional uses.

MPAC: is the Municipal Property Assessment Corporation established by the Ontario Property Assessment Corporation Act, 1997.

Municipal Development Fees: the fees charged by and paid to the City related to *development, redevelopment, rehabilitation* and/or *adaptive reuse* of a building or property. More specifically, the following eligible types of development applications and building permits: Official Plan amendment; Zoning By-law amendment; Minor Variance; Consent to Sever; Site Plan Control; Plan of Subdivision/Condominium; Encroachment Agreement; Demolition Permit; Building Permit; Sign Permit; and, other development related municipal fees that are not listed above, that advance the purpose of the CIP, may be considered at the discretion of the *City Planner*.

FORD CITY

COMMUNITY IMPROVEMENT PLAN

GRANT PROGRAM APPLICATION GUIDE

APPENDIX: DEFINITIONS

Municipal Heritage Register: is the publicly accessible register of properties that are of cultural heritage value or interest situated in Windsor as required by Section 27 of the Ontario Heritage Act.

Municipal Taxes: is the City of Windsor (i.e. the municipal) portion of property taxes payable and does not include Educational portion payable to the Province.

Reassessment: is a change in assessed value or a change in the tax class, as determined MPAC, that results in an increase in property taxes.

Redevelopment: is *development* of a property or properties that have been previously developed, or for the expansion, *rehabilitation* or *adaptive reuse* of an existing building. This can include the acquisition and wholesale changeover in the use of a large site or several smaller neighbouring sites, and may involve some land assembly or demolition activity.

Rehabilitation: is the returning of an existing building and/or land to a useful state by *adaptive reuse*, *development*, *redevelopment* and/or *construction*.

Residential Unit(s): is any living accommodation used or intended for use as residential premises. More specifically it means a room or suite of rooms used by or designed to be used by one (1) or more individuals as an independent and separate housekeeping unit. For a room or apartment to be defined as a *residential unit*, it must be distinctly separated from other living spaces within the building. It must also be directly accessible from an outer door or through an interior door in a shared building corridor.

Retail Unit(s): is the portion of a building and/or property that is occupied by a *retail store*. More specifically it means a room or suite of rooms used by or designed to be used by one (1) *retail store*. For a space to be defined as a *retail unit*, it must be distinctly separated from other common areas within the building.

Retail Store: is the use of a building, property or part thereof for the retail sale of goods or merchandise, including the lease or rental of goods or merchandise directly to the public, usually in small quantities.

Retrofit Works: are improvements and/or upgrades to a building's infrastructure to improve energy efficiency and performance (i.e. to reduce utility and/or maintenance costs) and/or work that is done for the sole purpose of complying with the Ontario Building Code.

Tax Increment: is the difference between the *base rate* at the time of *City Council's* approval of financial incentives for the project and the *municipal taxes* after the completion of the approved *eligible works*, occupancy and *reassessment* by MPAC. The *tax increment* will be calculated on an annual basis and will include increases and decreases resulting from tax rate changes and *reassessments*.

FORD CITY

COMMUNITY IMPROVEMENT PLAN

GRANT PROGRAM APPLICATION GUIDE

APPENDIX: DEFINITIONS

Vacancy Tax Rebate: is a tax rebate issued under Section 364 of the Municipal Act.

Vacant: is property or space in a building that is unoccupied, currently receives the *Vacancy Tax Rebate*, and/or classified as *vacant* by MPAC. The property or building will have had to been unoccupied for at least 6 months prior to the application date to be considered *vacant* for the purposes of the financial incentive programs.

