GRANT APPLICATION PROGRAM GUIDE

1. Financial Incentive Programs

The Olde Sandwich Towne Community Improvement Plan (Sandwich CIP) currently contains a financial incentive program or "toolkit" to encourage new investment and assist in revitalization efforts aimed at the physical improvement of buildings within the residential and commercial areas of Sandwich Town. The Incentive Programs also provides relief to home and business owners to help offset development costs that may be incurred as a result of the higher design standard identified in the Sandwich CIP Supplemental Development and Urban Design Guidelines (Sandwich Urban Design Guidelines) and Sandwich Heritage Conservation District Plan (Sandwich HCD).

2. Program Description:

The following table briefly describes and summarizes the difference between the financial incentive programs currently available in the Sandwich Town area:

Program	Description	Available In Target Areas
Commercial/ Mixed Use Building Facade Grant Program	The purpose of this grant is to provide a financial incentive in the form of a grant to promote the rehabilitation, restoration and improvement of commercial and mixed use buildings. Grant equal to 70% of the cost of eligible façade and storefront improvement/ restoration works to commercial and mixed use buildings. Maximum grant per property/project is $15,000. At discretion of Council, the maximum grant can be increased by up to $10,000 for properties/projects that also require side and/or rear façade improvement/restoration works where said side and/or rear facades are highly visible from Sandwich Street, and for properties designated under the Ontario Heritage Act.	1 and 3
Commercial/ Mixed Use Building Improvement Loan Program	No interest loan equal to 70% of cost of eligible interior/exterior building maintenance and improvements to commercial and mixed use buildings. Minimum Loan per property/project is $10,000 Maximum Loan per property/project is $30,000	1 and 3
Revitalization Grant Program	The purpose of the grant is to provide an economic catalyst for rehabilitating or developing buildings and property by providing a financial incentive that reduces the tax increase that can result when a property is improved. Annual grant equal to 70% of the increase in the municipal portion <u>only</u> of the property taxes for up to 10 years after project completion. The project must result in an increase in assessment and property taxes.	1, 2 and 3

Program	Description	Available In Target Areas
Commercial Core Feasibility Study Grant Program	The purpose of the grant is to assist applicants with determining the feasibility and cost of adaptively reusing, rehabilitating, retrofitting, redeveloping, or developing a commercial or mixed use building. Grant equal to 50% of the cost if an eligible feasibility study. Maximum grant per property/project is $5,000 with a maximum of one feasibility study per property/project.	1
Development Charge Grant Program	The purpose of this grant is to promote redevelopment on commercial and mixed use properties. Grant equal to between 50% and 100% of the City Development Charge paid. Amount of grant depends on level of LEED certification achieved by the project, as follows: • No LEED Certification: 50% • LEED Certification: 70% • LEED Silver: 80% • LEED Gold: 90% • LEED Platinum: 100%	1
Development and Building Fees Grant Program	The purpose of this grant is to provide an additional incentive to augment the other incentive programs and to facilitate and spur adaptive re-use, redevelopment and new construction activity. Grant equal to 100% of the fees paid for a wide range of development application and building permit types.	1 and 3
Neighbourhood Residential Rehabilitation Grant Program	The purpose of this grant is to promote the maintenance and physical improvement of residential properties. Grant equal to 50% of the cost of eligible exterior building maintenance and property improvement for residential properties. . Minimum grant per property is $2,000. Maximum grant per property is $15,000. Maximum of one application per property.	3

***See Appendix 'B' for specific program requirements**

3. Who can apply?

Owners of properties (and tenants with written authorization from owners) within the Sandwich CIP Area (see attached map) that meet the program eligibility requirements. Consult the Planning Department to determine which target area your project is in. This will identify which programs you are eligible for based on land use type and location within the Sandwich CIP area.

If the applicant is not the owner of the property, the applicant must provide written consent from the owner of the property to make the application. The City retains the right and absolute discretion to reject an application received from a person or corporation which in the opinion of the City or its professional

advisers, does not possess the experience, financial, technical, personnel or other resources that may be required to carry out the obligations that the applicant proposes to assume under the terms of its application and grant/loan agreement.

4. General Program Requirements

All of the financial incentive programs contained in the Sandwich CIP are subject to the following general requirements as well as the individual requirements specified under each program. 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 a property specific basis:

i) Application for any of the incentive programs can be made only for properties within the Sandwich CIP (including the Sandwich HCD) Area as shown on the attached map;

ii) Eligible works will be guided by any municipally issued Design Guidelines, as amended from time to time, and appropriate reference material as determined by City staff.

iii) An application for any financial incentive program must be submitted to the City prior to the commencement of any works to which the financial incentive program will apply and prior to application for building permit;

iv) If the applicant is not the owner of the property, the applicant must provide written consent from the owner of the property to make the application;

v) An application for any financial incentive program must include plans, estimates, contracts, reports and other details as required by the City to satisfy the City with respect to costs of the project and conformity of the project with the CIP;

vi) Review and evaluation of an application and supporting materials against program eligibility requirements will be done by City staff, who will then make a recommendation to City Council or Council's designate. The application is subject to approval by City Council or Council's designate;

vii) As a condition of application approval, the applicant may be required to enter into a loan or grant agreement with the City. This Agreement will specify the terms, duration and default provisions of the incentive to be provided. This Agreement is also subject to approval by City Council or Council's designate;

viii) Where other sources of government and/or non-profit organization funding (Federal, Provincial, Municipal, CMHC, Federation of Canadian Municipalities, etc…) that can be applied against the eligible costs are anticipated or have been secured, these must be declared as part of the application. Accordingly, the loan/grant may be reduced on a pro-rated basis;

ix) The City reserves the right to audit the cost of any and all works that have been approved under any of the financial incentive programs, at the expense of the applicant;

x) 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 and/or loan;

xi) 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/or loan, and require repayment of the approved grant and/or loan;

xii) The City may discontinue any of the programs contained in this CIP at any time, but applicants with approved grants and/or loans will still receive said grant and/or loan, subject to meeting the general and program specific requirements, and applicants with approved loans will still be required to repay their loans in full;

xiii) All proposed works approved under the financial incentive programs and associated improvements to buildings and/or land must conform to the hollowing:

- The Sandwich CIP and HCD (if the property is within the HCD)
- Sandwich Urban Design Guidelines,
- other City guidelines, by-laws, policies, procedures, and standards;
- The City Official Plan and Zoning By-law

xiv) All works completed must comply with the description of the works as provided in the application form and contained in the program agreement, with any amendments as approved by the City;

xv) All improvements made to buildings and/or land shall be made pursuant to a Building Permit, and/or other required permits, and constructed in accordance with the Ontario Building Code and all applicable zoning requirements and planning approvals;

xvi) Approval of an application for any of the financial incentive programs contained in this Plan will be based on compatibility of the proposed use with the Vision and Goals in the Sandwich CIP, Sandwich Community Planning Study, the Sandwich Urban Design Guidelines, and any other guidelines applicable to the Sandwich CIP Area;

xvii) When required by the City, outstanding work orders, and/or orders or requests to comply, and/or other charges from the City must be satisfactorily addressed prior to grant and/or loan approval/payment;

xviii) Property taxes must be in good standing at the time of program application and throughout the entire length of the grant/loan commitment;

xix) 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;

xx) Eligible applicants can apply for one, more or all of the incentive programs contained in this CIP, but no two programs may be used to pay for the same eligible cost. Also, the total of all grants and loans provided in respect of the particular property for which an applicant is making application under the programs contained in this CIP and any other CIPs, shall not exceed the eligible cost of the improvements to that property under all applicable CIPs.

xxi) In addition to the general requirements contained in this CIP, each program has specific requirements that must be met as established in the Financial Incentive Programs Report (see Appendix B).

5. Is there a fee to apply?

Fees subject to change. Payment options will be provided when the CIP application is ready to be deemed complete. Planning CIP Application Fee: $500.00 per project (Council Decision B3/2026). Fee may be reimbursable as an eligible cost in the form of a CIP grant once the project is complete.

6. What are the default provisions?

The default provisions are contained in the Grant Agreement. Payment of the grant may be cancelled if:

- property taxes are more than three (3) months in arrears;
- the building is demolished or any of the heritage features are altered in any way that would compromise the reason for designation;
- the applicant declares bankruptcy;
- If there is a grant for a study and the applicant uses the grant for studies that are not eligible for this program;
- the applicant is in default of any of the provisions of the Grant Agreement;
- the applicant fails to maintain the improvements as required in the grant agreement;
- If improvements are being made and the applicant uses the grant for improvements of works that are not eligible for this program; and
- If the applicant has applied for the Revitalization Grant Program, the applicant has not had an increase in the property tax value/ assessment after completion of the rehabilitation/ restoration project.

7. How do I apply for a grant?

a) Arrange a pre-application meeting with staff in order to determine program eligibility, proposed scope of work, project timing, etc…

b) If authorized to apply for a grant, complete and submit an application form and ensure that your application includes all of the information requested in the application form.

8. What happens next?

- Applications and supporting documentation are reviewed by staff to ensure that they meet all of the eligibility requirements. If your application does not meet the eligibility requirements, you will be notified of this in writing.
- Staff may request clarification or additional supporting documentation.
- Staff will perform an initial site visit(s) and inspection(s) of the property (if necessary).
- A recommendation on the grant application is made by staff and forwarded to City Council, along with a Grant Agreement signed by the applicant.
- If your application is approved, the Grant Agreement is then executed by the City. A copy of the executed agreement(s) is then returned to you for your records.
- A Feasibility study may now commence.
- Contact City staff when the study is completed.
- Upon completion of the study, staff will review the submission of the study and proof that the consultant(s) have been paid in full.
- Upon review and approval of all submitted documentation, the City will issue a grant cheque to the applicant for the full amount of the approved funding.

If you have any questions about this program, please contact **Planning & Development Services** by phone at (**519) 255-6543** or via e-mail at **plannningdept@citywindsor.ca**

Appendix 'A'

OLDE SANDWICH TOWNE
COMMUNITY IMPROVEMENT PROJECT AREA
Legend
Olde Sandwich Towne Community Improvement Project Area (Special Policy Area #27 on Schedule A)
Sandwich Heritage Conservation District
Target Area 1 - Commercial Core
Target Area 2 - Waterfront
Target Area 3 - Remainder of Project Area
Meters
0 150 300
RIVERSIDE DR W
ASKIN AVE
VISTA PL
UNIVERSITY AVE W
CALIFORNIA AVE
SUNSET AVE
HURON CHURCH RD
WYANDOTTE ST W
PATRICIA RD
RUSSELL ST
DETROIT ST
ROSEDALE AVE
INDIAN RD
PETER ST
DONNELLY ST
MILL ST
PICHE ST
LAFORET ST
TOURNIER ST
BROCK ST
BABY ST
EDISON ST
CHIPPAWA ST
ST JOSEPH ST
WILKINSON LANE
SANDWICH ST
CROSS ST
HARRIS ST
SOUTH ST
BLOOMFIELD RD
MILLEN ST
HARRISON AVE
FELIX AVE
LENA AVE
WATKINS ST
QUEEN ST
KING ST
COLLEGE AVE
WIGLE AVE
BROCK ST
HILL AVE
PRINCE RD
WELLS ST
BARRYMORE LANE
GIRARDOT ST
MULFORD CRT
WOLFE CRT
MATCHETTE RD
CHAPPELL AVE
JOHN B AVE
BIRCH ST
VAUGHAN ST
MONTCALM ST
GLENFIELD ST
EUCLID AVE
PROSPECT AVE
OJIBWAY PKY
CARMICHAEL RD

Appendix 'B'

Program Specific Requirements

Commercial/Mixed Use Building Facade Grant Program

1) What are the program eligibility requirements?

The following types of facade rehabilitation, restoration and improvement works on commercial and mixed use buildings are considered eligible for a grant under this program:

i) repair or replacement of storefront, including repair or replacement of storefront doors and windows;

ii) repair or repointing of facade masonry and brickwork;

iii) repair or replacement of cornices, parapets, eaves and other architectural details;

iv) repair or replacement of awnings or canopies;

v) facade painting and cleaning/treatments;

vi) upgrading/addition of new exterior lighting fixtures on the façade, and lighting fixtures in the entrance and storefront display areas;

vii) installation/improvement of signage (as permitted by the sign by-law);

viii) landscaping, including plant materials (to a maximum of 15% of the approved grant amount);

ix) architectural/professional design fees required for eligible works (to a maximum of 10% of the approved grant amount); and

x) other similar repairs/improvements as may be approved.

The following types of facade restoration and improvement works on commercial and mixed use buildings designated under the *Ontario Heritage Act* are considered eligible for a grant under this program:

i) works that conserve or enhance façade elements specified in the Reasons for Designation accompanying the designating by-law under the *Ontario Heritage Act*;

ii) removal of modern material (e.g., synthetic siding, asphalt shingles, etc.) and replacement with documented original materials;

iii) reconstruction or construction of former and significant façade architectural features for which the appearance can be clearly determined from documentary sources (photographs, drawings, etc.);

iv) cleaning of masonry buildings if it is necessary for the preservation of the building facade; and,

v) works required to maintain or preserve significant façade architectural features.

For buildings designated under the *Ontario Heritage Act*, the facade restoration and improvement works should be supported by documentation in the form of historic photographs or drawings clearly showing the feature(s) to be restored or reconstructed. Eligible works will be guided by any municipally issued Design Guidelines, as amended from time to time, and appropriate reference material as determined by City staff.

2) What are the documents required for verification of eligibility?

The required papers/documents to be given by the Applicant include:

i) incorporation documents;

ii) **details of primary construction lending;**

iii) **details of any secondary financing;**

iv) **details of any secondary sources of government funding;**

v) **list of all other current liabilities and amounts;**

vi) **two detailed estimates of project construction costs prepared by bona fide contractors;**

vii) **any leases currently in place or letter(s) of Intent to Lease;**

viii) **projected expenses or actual if available;**

ix) **proof of ownership;**

x) **site plan or survey;**

xi) **architectural drawings/design plans;**

xii) **breakdown by sq. ft. of all uses;**

xiii) **written authorization from property owner to apply for grant; and**

xiv) **picture of existing façade and areas of building (interior and exterior) to be restored/improved**

Applications must be made in writing (see attached for Application Form) and the application must be submitted to the City and approved by the City prior to the commencement of any works to which the application will apply.

The property shall be improved such that the improvement does not compromise the reasons for heritage designation or pre-existing or existing heritage features.

The applicant will be required to submit at least two cost estimates from bona fide contractors for the facade improvements to be completed.

The applicant may be required to submit professional architectural/design drawings which shall be in conformity with any City issued urban design guidelines, heritage design guidelines, facade design guidelines and sign by-laws.

The applicant may be required to submit other supporting documents as specified by the City.

Construction of all proposed improvements is to be completed within one (1) calendar year of the date of the approval of the grant. If the work is not completed within one (1) year, the grant approval will cease and the grant will not be paid.

The subject property making application shall not be in a position of tax arrears at the time of program application and throughout the entire length of the grant commitment.

Where other sources of government and/or non-profit organization funding (Federal, Provincial, Municipal, CMHC, Federation of Canadian Municipalities, etc…) that can be applied against the eligible costs are anticipated or have been secured, these must be declared as part of the Application. Accordingly, the amount of the incentive provided by the City may be reduced on a pro-rated basis.

The applicant shall obtain all necessary development approvals in accordance with City requirements and applicable legislation.

All proposed works and associated improvements to buildings and/or land shall conform to all municipal by-laws, policies, procedures, standards and guidelines.

All works completed must comply with the description of the works as provided in the application form and contained in the program agreement, with any amendments as approved by the City.

Existing and proposed land uses must be in conformity with applicable Official Plan(s), Zoning By-law and other planning requirements and approvals at both the local and regional level.

All improvements made to buildings and/or land shall be made pursuant to a Building Permit, and/or other required permits, and constructed in accordance with the Ontario Building Code and all applicable zoning requirements and planning approvals.

When required by the City, outstanding work orders, and/or orders or requests to comply, and/or other charges from the City must be satisfactorily addressed prior to grant payment.

City staff, officials, and/or agents of the City may inspect any property that is the subject of an application.

3) What happens next

- Applications and supporting documentation are reviewed by staff to ensure that they meet all of the eligibility requirements. If your application does not meet the eligibility requirements, you will be notified of this in writing.
- Staff may request clarification or additional supporting documentation.
- Staff will perform an initial site visit(s) and inspection(s) of the property (if necessary).
- A recommendation on the grant application is made by staff and forwarded to City Council, along with a Grant Agreement signed by the applicant.
- If your application is approved, the Grant Agreement is then executed by the City. A copy of the executed agreement(s) is then returned to you for your records.
- Construction of the approved works may now commence, subject to issuance of a building permit(s).
- Contact City staff toward work completion.
- Upon completion of the works, staff will conduct a final site visit(s) and inspection(s) to ensure compliance with the Grant Agreement and any permits pursuant to the Ontario Heritage Act.
- Submit to the City, copies of paid invoices and “after” picture(s) of the completed works.
- Upon review and approval of all submitted documentation, the City will issue a grant cheque to the applicant for the full amount of the approved funding.

4) When will the grant funds be advanced?

The grant will be advanced in full when:

- a Grant agreement has been signed and executed;
- if a study is required proof of the study has been submitted to the City;
- the applicant provides proof that all consultants have been paid; and
- all steps identified in Section 3 have been completed

Revitalization Grant Program

1) What are the program eligibility requirements?

The following types of projects are considered eligible for the Revitalization Grant Program:

i) existing commercial, residential and mixed use buildings, vacant properties and parking lots where the redevelopment or rehabilitation project results in an increase in the assessed value and taxes on the property.

2) What are the documents required for verification of eligibility?

The required papers/documents to be given by the Applicant include:

i) incorporation documents;

ii) details of primary construction lending;

iii) details of any secondary funding;

iv) details of any secondary sources of government funding;

v) one detailed estimates of project construction costs prepared by bona fide contractors;

vi) project rental rates and/or sale prices per unit and per sq. ft.;

vii) estimated assessed value upon completion;

viii) proof of ownership;

ix) site plan or survey;

x) architectural drawings/design plans;

xi) breakdown by sq. ft. of all uses; and

xii) any contracts in place

Applications must be made in writing (see attached for Application Form) and the application must be submitted to the City and approved by the City prior to the commencement of works that provide an increase in City property taxes.

The applicant may be required to submit other supporting documents as specified by the City.

The subject property making application shall not be in a position of tax arrears at the time of program application and throughout the entire length of the grant commitment.

Where other sources of government and/or non-profit organization funding (Federal, Provincial, Municipal, CMHC, Federation of Canadian Municipalities, etc…) that can be applied against the eligible costs are anticipated or have been secured, these must be declared as part of the Application. Accordingly, the amount of the incentive provided by the City may be reduced on a pro-rated basis.

The applicant shall obtain all necessary development approvals in accordance with City requirements and applicable legislation.

All works completed must comply with the description of the works as provided in the application form and contained in the program agreement, with any amendments as approved by the City.

Existing and proposed land uses must be in conformity with applicable Official Plan(s), Zoning By-law and other planning requirements and approvals at both the local and regional level.

When required by the City, outstanding work orders, and/or orders or requests to comply, and/or other charges from the City must be satisfactorily addressed prior to grant payment.

City staff, officials, and/or agents of the City may inspect any property that is the subject of an application.

3) What happens next?

- Applications and supporting documentation are reviewed by staff to ensure that they meet all of the eligibility requirements. If your application does not meet the eligibility requirements, you will be notified of this in writing.
- Staff may request clarification or additional supporting documentation.
- Staff will perform an initial site visit(s) and inspection(s) of the property (if necessary).
- A recommendation on the grant application is made by staff and forwarded to City Council, along with a Grant Agreement signed by the applicant.
- If your application is approved, the Grant Agreement is then executed by the City. A copy of the executed agreement(s) is then returned to you for your records.
- Construction of the approved works may now commence, subject to issuance of a building permit(s).
- Contact City staff toward work completion.
- Upon completion of the works, staff will conduct a final site visit(s) and inspection(s) to ensure compliance with the Grant Agreement.
- Submit to the City, copies of paid invoices and “after” picture(s) of the completed works.
- Upon review and approval of all submitted documentation, the City will issue a grant cheque to the applicant for the full amount of the approved incremental increase in property tax assessment.

4) When will the grant funds be advanced?

The grant will be advanced in full when:

- a Grant agreement has been signed and executed;
- construction is complete;
- the building has been inspected by municipal staff;
- proof is provided that the redeveloped/rehabilitated project results in an increase in the assessed values and taxes on the property; and
- all steps identified in Section 3 have been completed

Commercial Core Feasibility Grant Program

1) What are the program eligibility requirements?

Eligible feasibility studies are limited to:

xxii) archaeological studies;

xxiii) structural analyses;

xxiv) evaluation of mechanical and electrical systems;

xxv) concept plans;

xxvi) market analyses; and

xxvii) any other feasibility study as approved by the City.

2) What are the documents required for verification of eligibility?

The required papers/documents to be given by the Applicant include:

i) incorporation documents;

ii) details of any secondary sources of government funding;

iii) proof of ownership;

iv) architectural drawings/design plans; and

v) written authorization from property owner to apply for grant

Eligible works will be guided by any municipally issued Design Guidelines, as amended from time to time, and appropriate reference material as determined by City staff.

Applications must be made in writing (see attached for Application Form) and the application must be submitted to the City and approved by the City prior to the commencement of any works to which the application will apply.

The applicant may be required to submit other supporting documents as specified by the City.

All studies are to be completed and the consultant(s) are to be paid in full before the Grant will be issued. If the proof is not given, the grant approval will cease and the grant will not be paid.

The subject property making application shall not be in a position of tax arrears at the time of program application and throughout the entire length of the grant commitment.

Where other sources of government and/or non-profit organization funding (Federal, Provincial, Municipal, CMHC, Federation of Canadian Municipalities, etc) that can be applied against the eligible costs are anticipated or have been secured, these must be declared as part of the Application. Accordingly, the amount of the incentive provided by the City may be reduced on a pro-rated basis.

The applicant shall obtain all necessary development approvals in accordance with City requirements and applicable legislation.

All studies completed must comply with the description of the studies as provided in the application form and contained in the program agreement, with any amendments as approved by the City.

Existing and proposed land uses must be in conformity with applicable Official Plan(s), Zoning By-law and other planning requirements and approvals at both the local and regional level.

When required by the City, outstanding work orders, and/or orders or requests to comply, and/or other charges from the City must be satisfactorily addressed prior to grant payment.

City staff, officials, and/or agents of the City may inspect any property that is the subject of an application.

3) What happens next?

- Applications and supporting documentation are reviewed by staff to ensure that they meet all of the eligibility requirements. If your application does not meet the eligibility requirements, you will be notified of this in writing.
- Staff may request clarification or additional supporting documentation.
- Staff will perform an initial site visit(s) and inspection(s) of the property (if necessary).
- A recommendation on the grant application is made by staff and forwarded to City Council, along with a Grant Agreement signed by the applicant.
- If your application is approved, the Grant Agreement is then executed by the City. A copy of the executed agreement(s) is then returned to you for your records.
- A Feasibility study may now commence.
- Contact City staff when the study is completed.
- Upon completion of the study, staff will review the submission of the study and proof that the consultant(s) have been paid in full.
- Upon review and approval of all submitted documentation, the City will issue a grant cheque to the applicant for the full amount of the approved funding.
-

4) When will the grant funds be advanced?

The grant will be advanced in full when:

- a Grant agreement has been signed and executed;
- if a study is required, proof of the study has been submitted to the City;
- the applicant provides proof that all consultants have been paid; and
- all steps identified in Section 3 have been completed

Development Charge Grant Program

1) What are the program eligibility requirements?

The following types of projects are considered eligible for the program:

i) new commercial or mixed use development on vacant lots, including parking lots;

ii) expansions to existing commercial and mixed use buildings;

iii) conversion of non-commercial space to commercial space; and

iv) redevelopment of mixed use buildings that creates additional commercial space and/or residential units.

2) What are the documents required for verification of eligibility?

The required papers/documents to be given by the Applicant include:

i) incorporation documents;

ii) proof of ownership;

iii) site plan or survey;

iv) architectural drawings/design plans; and

v) written authorization from property owner to apply for grant

Applications must be made in writing (see attached for Application Form) and the application must be submitted to the City and approved by the City prior to the commencement of any works to which the application will apply.

The City will collect the full amount of the development charge payable at the time of building permit issuance. The City will issue the Development Charge Grant only once building construction is complete and final inspection of the building has been conducted by the City.

The applicant may be required to submit other supporting documents as specified by the City.

The subject property making application shall not be in a position of tax arrears at the time of program application and throughout the entire length of the grant commitment.

Where other sources of government and/or non-profit organization funding (Federal, Provincial, Municipal, CMHC, Federation of Canadian Municipalities, etc.) that can be applied against the eligible costs are anticipated or have been secured, these must be declared as part of the Application. Accordingly, the amount of the incentive provided by the City may be reduced on a pro-rated basis.

The applicant shall obtain all necessary development approvals in accordance with City requirements and applicable legislation.

All proposed works and associated improvements to buildings and/or land shall conform to all municipal by-laws, policies, procedures, standards and guidelines.

All works completed must comply with the description of the works as provided in the application form and contained in the program agreement, with any amendments as approved by the City.

Existing and proposed land uses must be in conformity with applicable Official Plan(s), Zoning By-law and other planning requirements and approvals at both the local and regional level.

All improvements made to buildings and/or land shall be made pursuant to a Building Permit, and/or other required permits, and constructed in accordance with the Ontario Building Code and all applicable zoning requirements and planning approvals.

When required by the City, outstanding work orders, and/or orders or requests to comply, and/or other charges from the City must be satisfactorily addressed prior to grant payment.

City staff, officials, and/or agents of the City may inspect any property that is the subject of an application.

3) What happens next?

- Applications and supporting documentation are reviewed by staff to ensure that they meet all of the eligibility requirements. If your application does not meet the eligibility requirements, you will be notified of this in writing.
- Staff may request clarification or additional supporting documentation.
- Staff will perform an initial site visit(s) and inspection(s) of the property (if necessary).
- A recommendation on the grant application is made by staff and forwarded to City Council, along with a Grant Agreement signed by the applicant.
- If your application is approved, the Grant Agreement is then executed by the City. A copy of the executed agreement(s) is then returned to you for your records.
- Construction of the approved works may now commence, subject to issuance of a building permit(s).
- Contact City staff toward work completion.
- Upon completion of the works, staff will conduct a final site visit(s) and inspection(s) to ensure compliance with the Grant Agreement.
- Submit to the City, copies of paid development charges at the time of the building permit issuance.
- Upon review and approval of all submitted documentation, the City will issue a grant cheque to the applicant for the full amount of the approved funding based on the LEED certification.

4) When will the grant funds be advanced?

The grant will be advanced in full when:

- a Grant agreement has been signed and executed;
- construction is complete;
- the building has been inspected by municipal staff;
- the applicant has paid the full amount of the Development Charges; and
- all steps identified in Section 3 have been completed

Development and Building Fees Grant Program

1) What are the program eligibility requirements?

The following types of development applications building permits include:

i) Official Plan amendment;

ii) Zoning By-law amendment;

iii) Minor Variance;

iv) Consent to Sever;

v) Site Plan Control and Development Agreements;

vi) Plan of Subdivision/Condominium;

vii) Parkland Dedication Fee;

viii) Rental Housing Protection Act;

ix) Sign Permit;

x) Sidewalk Café Permit;

xi) Encroachment Agreement;

xii) Demolition Permit; and

xiii) Building Permit.

2) What are the documents required for verification of eligibility?

The required papers/documents to be given by the Applicant include:

i) incorporation documents;

ii) proof of ownership;

iii) site plan or survey;

iv) architectural drawings/design plans; and

v) written authorization from property owner to apply for grant

Other permits issued by the Building Department that are not listed above, but which advance the purpose of this program, may be considered. The Development and Building Fees Grant will be paid once, after all construction is complete and all final inspections pertinent to all permits eligible for grants has been conducted by the City.

Applications must be made in writing (see attached for Application Form) and the application must be submitted to the City and approved by the City prior to the commencement of any works to which the application will apply.

The applicant may be required to submit other supporting documents as specified by the City.

The subject property making application shall not be in a position of tax arrears at the time of program application and throughout the entire length of the grant commitment.

Where other sources of government and/or non-profit organization funding (Federal, Provincial, Municipal, CMHC, Federation of Canadian Municipalities, etc.) that can be applied against the eligible costs are anticipated or have been secured, these must be declared as part of the Application. Accordingly, the amount of the incentive provided by the City may be reduced on a pro-rated basis.

The applicant shall obtain all necessary development approvals in accordance with City requirements and applicable legislation.

All proposed works and associated improvements to buildings and/or land shall conform to all municipal by-laws, policies, procedures, standards and guidelines.

Existing and proposed land uses must be in conformity with applicable Official Plan(s), Zoning By-law and other planning requirements and approvals at both the local and regional level.

When required by the City, outstanding work orders, and/or orders or requests to comply, and/or other charges from the City must be satisfactorily addressed prior to grant payment.

City staff, officials, and/or agents of the City may inspect any property that is the subject of an application.

3) What happens next?

- Applications and supporting documentation are reviewed by staff to ensure that they meet all of the eligibility requirements. If your application does not meet the eligibility requirements, you will be notified of this in writing.
- Staff may request clarification or additional supporting documentation.
- Staff will perform an initial site visit(s) and inspection(s) of the property (if necessary).
- A recommendation on the grant application is made by staff and forwarded to City Council, along with a Grant Agreement signed by the applicant.
- If your application is approved, the Grant Agreement is then executed by the City. A copy of the executed agreement(s) is then returned to you for your records.
- Construction of the approved works may now commence, subject to issuance of a building permit(s).
- Contact City staff toward work completion.
- Upon completion of the works, staff will conduct a final site visit(s) and inspection(s) to ensure compliance with the Grant Agreement and any permits pursuant to the Ontario Heritage Act.
- Upon review and approval of all submitted documentation, the City will issue a grant cheque to the applicant for the full amount of the approved funding.

4) When will the grant funds be advanced?

The grant will be advanced in full when:

- a Grant agreement has been signed and executed;
- construction is complete;
- the building has been inspected by municipal staff;
- the applicant provides proof that all contractors have been paid; and
- all steps identified in Section 3 have been completed

Neighbourhood Residential Rehabilitation Grant Program

1) What are the program eligibility requirements?

The following types of exterior building maintenance and property improvement works are considered eligible for a grant under this program:

i) cleaning, painting, repair or replacement of exterior facade materials;

ii) repair/replacement of front doors, windows and porches;

iii) repair/replacement of cornices, parapets, eaves and other architectural details;

iv) landscaping, including walkways and permanent plant materials (to a maximum 15% of the approved grant amount); and

v) other similar repairs/improvements as may be approved by City Council or its designate.

2) What are the documents required for verification of eligibility?

The required papers/documents to be given by the Applicant include:

i) details of any secondary sources of government funding;

ii) two detailed estimates of project construction costs prepared by bona fide contractors;

iii) project rental rates and/or sale prices per unit and per sq. ft.;

iv) projected expenses or actual if available;

v) proof of ownership;

vi) site plan or survey;

vii) architectural drawings/design plans;

viii) written authorization from property owner to apply for grant; and

ix) picture of existing areas to be restored/improved.

All eligible works must be visible from the road right-of-way and must be acceptable to and approved by the City.

Applications must be made in writing (see attached for Application Form) and the application must be submitted to the City and approved by the City prior to the commencement of any works to which the application will apply.

The applicant will be required to submit at least two cost estimates from bona fide contractors for the residential improvements to be completed.

The applicant may be required to submit professional architectural/design drawings which shall be in conformity with any City issued urban design guidelines and facade design guidelines.

The applicant may be required to submit other supporting documents as specified by the City.

Construction of all proposed improvements is to be completed within one (1) calendar year of the date of the approval of the grant. If the work is not completed within one (1) year, the grant approval will cease and the grant will not be paid.

The subject property making application shall not be in a position of tax arrears at the time of program application and throughout the entire length of the grant commitment.

Where other sources of government and/or non-profit organization funding (Federal, Provincial, Municipal, CMHC, Federation of Canadian Municipalities, etc…) that can be applied against the eligible costs are anticipated or have been secured, these must be declared as part of the Application. Accordingly, the amount of the incentive provided by the City may be reduced on a pro-rated basis.

The applicant shall obtain all necessary development approvals in accordance with City requirements and applicable legislation.

All proposed works and associated improvements to residential properties and/or land shall conform to all municipal by-laws, policies, procedures, standards and guidelines.

All works completed must comply with the description of the works as provided in the application form and contained in the program agreement, with any amendments as approved by the City.

Existing and proposed land uses must be in conformity with applicable Official Plan(s), Zoning By-law and other planning requirements and approvals at both the local and regional level.

All improvements made to residential properties and/or land shall be made pursuant to a Building Permit, and/or other required permits, and constructed in accordance with the Ontario Building Code and all applicable zoning requirements and planning approvals.

When required by the City, outstanding work orders, and/or orders or requests to comply, and/or other charges from the City must be satisfactorily addressed prior to grant payment.

City staff, officials, and/or agents of the City may inspect any property that is the subject of an application.

3) What happens next?

- Applications and supporting documentation are reviewed by staff to ensure that they meet all of the eligibility requirements. If your application does not meet the eligibility requirements, you will be notified of this in writing.
- Staff may request clarification or additional supporting documentation.
- Staff will perform an initial site visit(s) and inspection(s) of the property (if necessary).
- A recommendation on the grant application is made by staff and forwarded to City Council, along with a Grant Agreement signed by the applicant.
- If your application is approved, the Grant Agreement is then executed by the City. A copy of the executed agreement(s) is then returned to you for your records.
- Construction of the approved works may now commence, subject to issuance of a building permit(s).
- Contact City staff toward work completion.
- Upon completion of the works, staff will conduct a final site visit(s) and inspection(s) to ensure compliance with the Grant Agreement.
- Submit to the City, copies of paid invoices and “after” picture(s) of the completed works.
- Upon review and approval of all submitted documentation, the City will issue a grant cheque to the applicant for the full amount of the approved funding.

4) When will the grant funds be advanced?

The grant will be advanced in full when:

- a Grant agreement has been signed and executed;
- construction is complete;
- the building has been inspected by municipal staff;
- the applicant provides proof that all contractors have been paid; and
- all steps identified in Section 3 have been completed