

A. General Information and Instructions

1. Before filling out this application form, **please read the attached Program Guide** and arrange for a pre-application meeting or consultation with staff. The Program Guide describes the purpose and basic terms and conditions of the Environmental Site Assessment Grant Program.
2. If the applicant is not the property owner, please ensure that written authorization from the property owner to make application for, conduct the environmental site assessment, and receive the grant is attached to the application form.
3. If an agent is acting for the property owner, please ensure that the required authorization is completed and signed by the owner as provided in Section C below.
4. If you find insufficient space on this form to respond to questions, please provide additional information on a separate page and attach to your completed application form. It is suggested that any additional or required information be contained within an application covering letter.
5. **Please attach to the application the required supporting documents as requested by City staff, including:**
 - a) a Phase I ESA; and,
 - b) a detailed work plan and cost estimate (excluding G.S.T) for the specified environmental site assessment, prepared by a “qualified person” as defined by the Environmental Protection Act and Ontario Regulation 153/04.
6. **Please note that any work carried out or cost incurred prior to City planning staff approval of a particular grant application may not be eligible for funding.**
7. Please ensure that the application form is complete and that all required documents and signatures have been supplied. An application will not be considered complete until all required documents have been submitted.
8. **FEES**
Fees subject to change. Payment options will be provided when the CIP application is ready to be deemed complete. Planning CIP Application Fee per project (Council Decision B3/2026):

Base Fee	\$ 500.00
GIS Fee	\$ 50.00
<u>E-Permitting Fee</u>	<u>\$ 40.00</u>
TOTAL	\$ 590.00

Please submit a complete application to:
 Planning & Development Services
 Email: CIP@citywindsor.ca

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



**ENVIRONMENTAL SITE ASSESSMENT
GRANT APPLICATION FORM**

-- PLEASE PRINT --

Application No. _____
(Office Use Only)

Sections B, C (if applicable), D and F to be completed by the owner/applicant/agent.
Section E to be completed by the environmental consultant (qualified person).

B. Owner/Applicant Information

Name of Registered Property Owner

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Mailing Address of Property Owner

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Phone:

Fax:

Email:

If the person/corporation applying for this grant is not the legally registered owner of the property for which the application is being made, please fill in the section below and attach written consent from the property owner to make this application, conduct the environmental site assessment and receive the grant.

Name of Applicant if different from
Registered Property Owner

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Mailing Address of Applicant if different from
Registered Property Owner

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Phone:

Fax:

Email:

C. Agent Authorization and Information

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

I, _____ am the owner of the land that is subject of this application,
and I hereby authorize my agent _____ to make this application and to
act on my behalf in regard to this application.

Dated at the _____, this _____ of _____, _____
(City/Town of...) Day Month Year

Name of Owner/Applicant

Signature of Owner/Applicant

Agent Information (if any)

Name of Agent _____

Mailing Address of Agent _____

Phone: _____ Fax: _____

Email: _____

D. Property Information

Municipal Address(es) of Property for which this Application is being submitted

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Assessment Roll Number(s)

.....

Legal Description of Property (Lot and Plan Numbers)

.....

Existing Property Use

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Size of Property _____ acres

Existing Buildings on Property? Yes No (If yes, specify building size below)

Building 1 sq. ft.

.....

Building 2 sq. ft.

.....

Building 3 sq. ft.

.....

(Please list all additional buildings on a separate sheet)



**ENVIRONMENTAL SITE ASSESSMENT
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Is this property in tax arrears? Yes No

If yes, specify value of tax arrears \$

Have tax arrears been cancelled (in whole or in part) on this property under any City program? Yes No

Has or will this property receive grants/loans or other financial assistance from the City under any other City program? Yes No

If yes, please specify program and amount of financial assistance received from the City

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Specify reason for conducting the above-noted environmental study on this property, including a description of the planned redevelopment/rehabilitation of the property being contemplated at this time, and any planning applications that have been submitted/approved.

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E. Environmental Information (this section to be completed by a Qualified Person as defined by the Environmental Protection Act and Ontario Regulation 153/04)

Name of Qualified Person

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Company

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Mailing Address of Qualified Person

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Phone:

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Fax:

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Email:

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Has a Phase I Environmental Site Assessment (ESA) been conducted on the property? Yes No

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If yes, please attach to this application.

Has a Phase II ESA ever been conducted on the property? Yes No

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If yes, please attach to this application.

Has a Designated Substances Survey/ Hazardous Materials Survey ever conducted on the property? Yes No

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If yes, please attach to this application.

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Has a Remedial Work Plan ever been conducted on the property? Yes No

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If yes, please attach to this application.

Has a Risk Assessment/Risk Management Plan ever been conducted on the property? Yes No

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If yes, please attach to this application.

This application for an Environmental Site Assessment Grant is for a:

- Phase II ESA
- Designated Substances and Hazardous Materials Survey
- Remedial Work Plan
- Risk Assessment/ Risk Management Plan

Describe any known or suspected environmental contamination issues (soil, groundwater) affecting the property in Section D, including:

- a) type of contaminants;
- b) extent of contamination;
- c) causes of contamination (include brief site use history);
- d) underground storage tanks and current/previous contents;
- e) above-ground storage tanks, and current/previous contents; and,
- f) other details.

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Estimated Cost of Phase II ESA (excluding GST)	\$
Estimated Cost of Designated Substances and Hazardous Materials Survey (excl. GST)	\$
Estimated Cost of Remedial Work Plan (excluding GST)	\$
Estimated Cost of Risk Assessment/Risk Management Plan (excluding GST)	\$

(Please attach a detailed work plan and cost estimate prepared by a qualified person for each environmental site assessment being applied for).

F. Sworn Declaration

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

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

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

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

I/WE HEREBY AGREE that the grant may be delayed, reduced or cancelled if the environmental site assessment is not completed, not completed as approved, or if the qualified person conducting the study is not paid.

I/WE HEREBY AGREE that any environmental assessment work carried out prior to written receipt from the City of grant approval is not eligible for the grant.

I/WE HEREBY AGREE to provide the City with one (1) electronic copy and one (1) hard copy of the completed study to which this application applies.

I/WE HEREBY AGREE that should I/WE chose not to proceed with environmental remediation/risk management of the property, the City may notify subsequent property owners and project proponents of the existence of the environmental site assessment(s) for which this application is being made.

I/WE HEREBY GRANT PERMISSION to the City or its agents to inspect the property to which this application applies.

I/WE HEREBY AGREE that the program(s) for which application has been made herein is/are subject to cancellation and/or change at any time by the City in its sole discretion, subject to the terms and conditions specified in the program.

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



ENVIRONMENTAL SITE ASSESSMENT GRANT APPLICATION FORM

Dated at the _____, this _____ of _____,
(City/Town of...) Day Month Year

Name of Owner/Applicant or Authorized Agent

Signature of Owner/Applicant or
Authorized Agent