

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 Feasibility Study 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 project feasibility study and receive the grant is attached to the application form.
3. If an agent is acting for the property owner/applicant, 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.
5. Please attach to this application the required supporting documents as requested by City staff. An application will not be considered complete until all required documents have been submitted.
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 signatures have been supplied.
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
E-Permitting Fee	\$ 40.00
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

-- PLEASE PRINT --

Application No. _____
(Office Use Only)

B. Applicant Information

Name of Registered Property Owner

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Mailing Address of Property Owner

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Phone:

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Fax:

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Email:

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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 feasibility study 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:

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Fax:

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Email:

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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/applicant for 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/City 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)

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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)

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

Is the property designated under the Ontario Heritage Act? 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 project feasibility 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. Project Feasibility Study Information (this section to be completed by a Qualified Professional as defined by the City)

Name of Qualified Professional
Conducting the Study

.....

Company

.....

Mailing Address of Qualified
Professional

.....

Phone:

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Fax:

.....

Email:

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Have any project feasibility studies been conducted on the property?

Yes

No

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If yes, please attach these feasibility studies to this application.

This application for a Project Feasibility Study is for a:

- Structural Analysis
- Evaluation of Mechanical and/or Electrical Systems
- Concept Plan
- Urban Design Study
- Market Analysis
- Other (please describe)

Estimated Cost of Feasibility Study (excluding GST)

.....
\$
.....

(Please attach a detailed work plan and cost estimate prepared by a qualified professional for the project feasibility study 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 GRANT permission to the City, or its agents, to inspect my/our property that is subject of this application.

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 feasibility study is not completed, not completed as approved, or if the qualified professional conducting the study is not paid.

I/WE HEREBY AGREE to provide the City with one (1) electronic copy and one (1) hard copy of the completed feasibility study for review.

I/WE HEREBY AGREE that should I/WE chose not to proceed with the works contemplated in the feasibility study, the City may provide the feasibility study to a subsequent owner of the property.

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 all grants/loans 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/loan arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the program and the grant/loan agreement. The City is not responsible for any costs incurred by the Owner/Applicant in any way relating to the program, including, without limitation, costs incurred in anticipation of a grant/loan.



**FEASIBILITY STUDY GRANT
APPLICATION FORM**

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

Name of Owner/Applicant or Authorized Agent

Signature of Owner/Applicant or
Authorized Agent