



COMMUNITY IMPROVEMENT PLAN

INCENTIVE PROGRAM

GUIDELINES AND APPLICATION FORM

Municipality of Sioux Lookout Community Improvement Plan

General Information and Instructions

1. Before filling out this application form, please read the Grant Eligibility Guidelines and arrange for a pre-application meeting with staff. The Grant Eligibility Guidelines describe the purpose and basic terms and conditions of the Community Improvement Plan (CIP).
2. If the applicant is not the registered owner please ensure that the required authorization is completed and signed by the registered owner as provided in Schedule A.
3. Complete and attach Schedule B to your application.
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 all requested supporting documentation to the application.
6. Please ensure that the application form is complete and that all required signatures have been supplied. The application must include a signature by a commissioner of oaths/affidavits in the Declaration section. Applicable fees may apply for this service.
7. Please print (black or blue ink) or type the information requested on the application form.
8. The Applicant is responsible to complete all information. Incomplete applications will be returned to the Applicant and will not be reviewed by the CIP Committee until all information is submitted.

You may hand-deliver your application or send it by mail to:

The Municipality of Sioux Lookout, CIP Review Committee
Box 158, 25 Fifth Avenue
Sioux Lookout, ON P8T 1A4
Attention: Planning Administrator

For further information on this program, please contact the Planning Administrator at (807) 737-2700 or via e-mail at planning@siouxlookout.ca

Please note that faxed or emailed forms will not be accepted.

Grant Eligibility Guidelines

1. A Council-appointed Staff Committee will review all applications based on the eligibility requirements and the degree to which the project implements the Official Plan, Downtown Revitalization Plan and Community Improvement Plan (CIP). The final decision on any application will be made by Council.
2. No improvements carried out prior to the approval of the application will be eligible for funding. Only approved projects will be eligible for grants. Applicants will be notified in writing that their project has been approved.
3. Grants are available to a property owner or business owner occupying an assessed building in the Community Improvement Area upon satisfactory completion of the project. Assistance granted under any of the financial incentive programs to a particular property is not transferable to any other property.
4. Façade Improvement Grants will be granted based on a primary grant for the building façade that forms the primary entrance to the building. A secondary grant for a building side that faces the street or back lane but is not the primary entrance to the building may be provided after the primary grant. Where a building has more than two building faces abutting a street or a lane the Municipality may consider a further secondary grant based on funding availability. Where the primary building entrance is deemed by the Committee to comply with the objectives of this CIP, and no previous Façade Improvement Grants have been given, the primary grant may be eligible for improvements to the rear of a building facing the street.
5. Façade Improvement Grants will only be available for entire building faces. Partial improvements to a portion of a building face will not be eligible. However, one façade may be improved on buildings that have side or rear façades that are also eligible for grants.
6. Façade Improvement Grants will only be provided to the building owner.
7. The building owner or business owner and the Municipality of Sioux Lookout will be required to enter into an agreement specifying the conditions under which a grant is provided, the amount to be paid and the payment period. Where the agreement is between a business owner and the Municipality, the building owner must consent to the agreement in writing.
8. Properties and buildings shall not have any tax arrears, outstanding utility charges or any other legal claim, lien or order that may affect the title of the land.
9. The grant programs outlined in Section 5.0 of the CIP may be combined in a manner that will permit more than one grant per property. Where this is done, the total grant amount shall be based on the amounts listed in Section 5.0, however, the expenditure on each element of the grant shall be flexible, subject to the approval of the Municipality. In no instance shall grants exceed 50% of the cost of rehabilitation or a total of \$15,000 per property.
10. Grants will be available to business or property owners on the basis of one grant or combined grant (for example Improved Signage and Façade Improvement) per assessed building.
11. Grant applications will be evaluated against the Objectives in Section 4.0 of the Community Improvement Plan and the Design Guidelines attached to the Plan as Appendix 1.
12. The Property Tax Increment Grant will only be available where the property and building improvements undertaken result in an increase in the Municipal share of taxes resulting from increased assessment and where the additional tax levy exceeds \$200 per year. The actual costs associated with an individual application may be subject to an independent audit at the request of the Municipality and at the expense of the property owner.
13. The total of the grants made in respect of particular lands and buildings under this CIP, and the tax assistance that is provided in respect of the lands and buildings in this CIP shall not exceed the total cost of rehabilitating the lands and buildings.

General Requirements

The Participant acknowledges that they are applying for a grant under the Community Improvement Plan and if approved shall enter into an agreement to abide by the terms and conditions of the grant program, including but not limited to the following:

- A grant shall not be made pursuant to this application until all requirements for the grant have been met in full and the participant has entered into a grant agreement with the Municipality which specifies the terms and conditions under which the grant is made.
- 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 may be required.
- The grant may be delayed, reduced or cancelled if the work is not completed, not completed as approved, or if the contractors are not paid.
- The program for which application has been made herein is subject to cancellation and/or change at any time by the Municipality in its sole discretion, subject to the terms and conditions specified in the Program. Participants in the program where an application has been approved, and who have entered into a grant agreement with the Municipality, will continue to receive their grant, subject to their grant agreement.
- All grants will be calculated and awarded at the sole discretion of the Municipality. Notwithstanding any representation by or on behalf of the Municipality, 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 and the grant agreement. The Municipality is not responsible for any costs incurred by the applicant in any way relating to the program, including, without limitation, costs incurred in anticipation of a grant.

The applicant certifies that the information contained in this application is true, correct and complete in every respect and may be verified by the Municipality by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.

Evaluation of Applications

Applications will be evaluated according to a number of criteria available from the Municipality of Sioux Lookout and as identified through the Sioux Lookout Community Improvement Plan.

The Municipality of Sioux Lookout reserves the right to evaluate applications based on additional criteria of its choosing. Applicants may be contacted by the Municipality of Sioux Lookout during the evaluation process to clarify their application or to provide further information.

The Municipality of Sioux Lookout is not bound to accept any application and may proceed as, in its sole discretion, it determines following the receipt of applications. The Municipality of Sioux Lookout reserves the right to consider any, none or all of the applications, to accept applications in whole or in part, and to elect not to proceed with this process at any given time.

Successful applicants may be required to provide the Municipality of Sioux Lookout with additional information to demonstrate their creditworthiness and business track record.

1. Applicant Information

(written authorization from owner is required if applicant is a tenant)

Ownership Information

Name of Property Owner	
Address (include postal code)	
Phone	
Fax	
Email	

Applicant Information (if different from owner)

Name of Applicant (if different from Property Owner)	
Address (include postal code)	
Phone	
Fax	
Email	

Municipal Address and Legal Description of subject property

Address	
Postal Code	
Roll Number	Staff to complete
Legal Description of Property	Staff to complete

Please indicate which Community Improvement Incentive Programs you are applying for:

- Façade Improvement Grant
- Improved Signage Grant
- Landscaping
- Application Fees Grant
- Residential Intensification Grant
- Cash In Lieu of Parking
- Tax Increase Increment Grant
- Municipal Land Development Grant

*Please note that no more than one application (which can include one or more of the above programs) will be accepted for each individual property.

2. Property Improvement Information

Please describe what the property looks like and how the property is used today. Include photographs of the property. Be sure to include the following information:

- building height
- building/façade condition
- what business is conducted on the property
- who does the business serve
- how long has the business been established

Please describe the proposed façade improvements/restoration works/signage improvements that are eligible for the grant (see attached Program in Appendix 1 – design guidelines of the CIP). Please include drawings or mock-ups if available.

Please describe the benefits that the proposed improvements will have on the property, the business and Community Improvement Plan (e.g. improve the visual appearance of the building, improve business image, create new jobs)

3. Project Financing

Please provide a summary of project financing

Proposed start date of construction

Proposed end date of construction

A. Estimated Total Cost of Project

\$

**Complete All That Apply To A Maximum Of \$15,000.
Please refer to the CIP Guidelines for specific information:**

B. Estimated Façade Improvement Grant Amount (maximum 50% grant up to \$10,000)

\$

C. Estimated Improved Signage Grant Amount (maximum 50% grant up to \$2000)

\$

D. Estimated Landscaping Grant Amount (maximum 50% grant up to \$1000)

\$

E. Estimated Application Fees Grant Amount (see CIP Guidelines for specific grant amounts)

\$

F. Estimated Residential Intensification Grant Amount (\$3000 per residential unit)

\$

G. Estimated Cash-In-Lieu of Parking Grant Amount (maximum 50% grant up to \$2000 per space)

\$

H. Estimated Tax Increase Increment Grant Amount

\$

Difference [A - (B+C+D+E+F+G+H)]

\$

Applicant's Share of Financing

\$

STATUTORY DECLARATION (registered owner)

I, _____, of the Municipality of Sioux Lookout, Province of Ontario

DO SOLEMNLY DECLARE that:

1. I am the Registered Owner of the Property, and as such I have knowledge of the facts herein declared. **OR**
I am the _____ of the Corporation named _____ and as such have personal knowledge of facts herein declared. The Corporation is the Registered Owner of the Property.

2. All of the statements in this Application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

DECLARED before me at the Municipality _____) _____
of Sioux Lookout, Province of Ontario) Signature
this _____ day of _____, 20__.

.....
A Commissioner, etc.,

NOTE: If the Registered Owner is a firm or corporation, affix the corporate seal or provide proof of legal corporate name.

STATUTORY DECLARATION (applicant for the registered owner)

I, _____, of the Municipality of Sioux Lookout, Province of Ontario

DO SOLEMNLY DECLARE that:

1. I am the Applicant for the Registered Owner of the Property, and as such I have knowledge of the facts herein declared.

2. All of the statements in this Application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

DECLARED before me at the Municipality _____) _____
of Sioux Lookout, Province of Ontario) Signature
this _____ day of _____, 20__.

.....
A Commissioner, etc.,

SCHEDULE A

APPOINTMENT AND AUTHORIZATION OF APPLICANT

To: The Community Improvement Plan – Review Committee
Municipality of Sioux Lookout
25 Fifth Avenue, PO Box 158
Sioux Lookout ON P8T 1A4

LOCATION OF THE SUBJECT LAND: _____

I/We, _____
Please print/type the full name of the Registered Owner(s)

the undersigned, being the Registered Owner(s) of the subject lands, hereby authorize

Please print/type the full name of the applicant(s)

to make application to the Municipality of Sioux Lookout in the matter of an application under the Community Improvement Plan Program with respect to the subject land.

Dated this _____ day of _____, 20_____.

Signature of the Registered Owner(s), or where the Registered Owner is a corporation, the signature of an officer of the Registered Owner

I/we have authority to bind the Corporation

Where the Registered Owner is a firm or corporation, please print or type the full name of the person signing.

NOTE: If the Registered Owner is a firm or corporation, affix the corporate seal or provide proof of legal corporate name.

SCHEDULE B

PERMISSION TO ENTER

To: The Community Improvement Plan – Review Committee
The Municipality of Sioux Lookout
25 Fifth Avenue, PO Box 158
Sioux Lookout ON P8T 1A4

LOCATION OF THE SUBJECT LAND: _____

I/We, _____
Please print/type the full name of the Registered Owner(s)

the undersigned, being the Registered Owner(s) of the subject land, hereby authorize The Municipality of Sioux Lookout staff members, to enter upon the above noted property for the purpose of conducting a site inspection with respect to the attached application under the Community Improvement Plan.

Dated this _____ day of _____, 20____.

Signature of the Registered Owner(s), or where the Registered Owner is a corporation, the signature of an officer of the Registered Owner

I/we have authority to bind the Corporation

Where the Registered Owner is a firm or corporation, please print or type the full name of the person signing.

NOTE: If the Registered Owner is a firm or corporation, affix the corporate seal or provide proof of legal corporate name.

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Version: June 2014, Municipality of Sioux Lookout