

## **INSTRUCTIONS**

This application form relates to the financial incentive programs under the Municipality of Grey Highlands Community Improvement Plan. Eligible property owners and tenants are encouraged to explore the Municipality's website to determine if their property and project are eligible for financial incentives under the Community Improvement Plan.

Once the application and any pertinent supporting documentation has been submitted to the Municipality, it will be subject to review and further discussion with the applicant. Applications can be submitted in person, by mail/courier, or via email to the contact noted below.

If the application is approved, agreement executed and works completed, payment will be made in accordance with the Community Improvement Plan.

If the application is not approved, applicants will be contacted by the Municipality to discuss options for revising and resubmitting the application in order to address any deficiencies in the application.

### **Eligible Applicants and Projects**

Only eligible applicants will be able to apply for financial incentives, and only eligible community improvement projects will be approved for funding. The eligibility requirements for the financial incentives are detailed in the Municipality of Grey Highlands Community Improvement Plan.

The applicant should confirm, at a minimum:

- Whether the subject property is location within the Municipality of Grey Highlands (the entire Municipality has been designated a Community Improvement Area);
- Whether the proposed works will be subject to obtaining a building permit and/or a planning approval (Zoning Bylaw Amendment, Official Plan Amendment, Minor Variance). The application for financial incentive(s) should be completed prior to the application for any of these permits and approvals;
- That the proposed project has not commenced. Projects that have been initiated prior to making an application to the Community Improvement Plan will not be eligible for financial incentives; and
- That the property owner has no outstanding property tax arrears and be in good standing with regard to taxation at the time of the application.

All applications for financial incentives must be accompanied by relevant supporting documentation. Applicants are encouraged to submit photographs, drawings, and other information as may be available.

Typically, this will include:

- Photos of the existing property/building/features;
- Drawings/sections/elevations/plans of the proposed work;
- A work plan and specific details for the proposed work; and
- At least one cost estimate/quote for the proposed work.

### **Authorization by Owner is Required**

If the applicant is not the owner of the subject property (i.e., the applicant is a tenant or agent), a written statement by the owner, which illustrates that the owner is aware of the applicant's intended project and intention to obtain financial incentive(s) to cover the cost of the project, must be completed.

### **Subject to Change**

Program criteria may change over time, and all unapproved applications will be subject to the Community Improvement Plan parameters that are current at the time of Council consideration.

Submitted (unapproved) applications are subject to Council discretion, including (but not limited to) changes in program priorities, available grants, maximum allocations, and annual budgets.

### **For Further Information and Submission**

If you have any questions or would like to arrange a meeting, please contact:

Department of Economic and Community Development

519-986-1216 x 113

[ecdev@greyhighlands.ca](mailto:ecdev@greyhighlands.ca)

Office Address:

50 Lorne Street

Markdale, ON

N0C 1H0

Mailing Address:

PO Box 409

Markdale, ON

N0C 1H0

# **MUNICIPALITY OF GREY HIGHLANDS**

## **2024 Community Improvement Plan Application**

### **Applicant Information**

Name of Applicant	
Business Name	
Mailing Address	
Postal Code	
Telephone (Home)	
Telephone (Work/Cell)	
Email Address	

Please identify whether you are the registered owner, a tenant, or an agent authorized by the owner or tenant.

If you are an agent authorized by the owner or tenant, please complete the following:

Name of Owner	
Mailing Address	
Postal Code	
Telephone (Home)	
Telephone (Work/Cell)	
Email Address	

### **Description of Property or Unit**

Street Address	
Municipality	
Geographic Township	
Concession	
Lot	
Registered Plan No.	
Block or Lot No. Plan	
Reference Plan No.	
Part No(s).	
Lot Area	
Frontage	
Depth	

Describe the current (existing) use of the property, and list the buildings and structures located on the property.

Is your property designated under Part IV or Part V of the Ontario Heritage Act?

If not, is the property listed or otherwise identified as being of architectural or historical interest?

If you answer yes to either of the questions above, have you consulted with the Municipality regarding the Heritage Designation or architectural or historical interest of the property?

If yes, please briefly explain the outcome of the discussion:

**Description of Project (Please Attach Additional Information if Necessary)**

Describe the current condition of your building, unit, or property.

Describe your proposed project in detail.

Have you recently completed or started any improvement works to your property? If so, please describe.

**Eligibility**

Have you discussed your application with the Municipality? If so, please indicate the date and who you met with.

## **Incentive Programs**

Please indicate which programs you are applying for; each program component is associated with specific eligibility criteria as outlined in the corresponding sections of the Community Improvement Plan.

### ***Portable Accessibility Ramp Reimbursement Program***

To help make businesses more accessible to persons with mobility issues by supporting the purchase of a portable access ramp.

- Maximum reimbursement of \$250, up to 100% of total costs (not including HST).

### ***Heritage Property Tax Rebate***

To assist owners of designated heritage properties offset the costs of upkeep and maintenance.

- Reimbursement of 20% of the taxes for lower-tier municipal and school purposes.

### ***Façade and Signage Improvement Micro-Grants***

To encourage high-impact visual improvements on the part of property owners and tenants. Improvements will focus on facades, along with signage, which includes pedestrian-scaled, blade signs.

#### **Façade**

- Reimbursement of up to a maximum of \$1,000 (or 50% of eligible costs (excluding HST), whichever is less), focusing on the following areas of improvement:
  - painting of exterior doors and trim
  - installing wall-mounted flagpoles and flags/banners
  - installing awnings

#### **Signage**

- Reimbursement of up to a maximum of \$500 (or 50% of eligible costs (excluding HST), whichever is less), focusing on the following:
  - designing and installing blade signage

## **Project Budget**

Please provide an estimated cost of your project. List the tasks or items (goods/services) required to complete your project and provide at least one quote for the cost of each task or item.

## **Description of project elements and estimated cost of each, including supporting material (as applicable):**

- Cost estimate(s) for all supplies and construction work
- Photographs of existing building/property
- Photographs of adjacent buildings/properties or the streetscape
- Historic photographs or reference materials
- Drawings/sketches of proposed work

*To the best of your knowledge, does the property have any known outstanding property taxes arrears or other issues of non-compliance (including but not limited to Building, Planning, NEC, etc.)? Please note, if issues of non-compliance are discovered, this application may be denied.*

## Affidavit

I/we \_\_\_\_\_ of the (town/village) of \_\_\_\_\_  
in the Municipality of \_\_\_\_\_, do solemnly declare that all information  
provided, and the statements contained in the application are true and I/we 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 and by virtual of the Canada Evidence Act.

Declared before me at the \_\_\_\_\_ of \_\_\_\_\_  
in the Municipality of Grey Highlands this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

## Consent of Owner

**Consent of owner(s) to the use and disclosure of personal information (including but not  
limited to tax arrears and/or other regulatory non-conformities related to the subject  
property) and permission to allow site visits to be conducted**

It is the policy of the Municipality of Grey Highlands to provide the public access to all  
development applications and supporting documentation, including applications made to the  
Community Improvement Plan program.

In submitting or endorsing this application (including all supporting documentation), I/we  
\_\_\_\_\_ the owner(s), hereby acknowledge the above-noted policy and provide  
my/our consent, in accordance with the provisions of the Municipal Freedom of Information and  
Protection of Privacy Act, and that the information on this application and any supporting  
documentation provided will be part of the public record and will also be available to the  
general public.

I/we hereby authorize Municipality of Grey Highlands staff to access the subject site and/or  
property records for the purposes of evaluation of the subject property.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature