

Application Form
Community Improvement Plans
Annual Deadline: June 30



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Planning
Services
Division

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Applicant Information

Applicant Name:

First Name

Surname

Name of Owner:

(if different from applicant)

First Name

Surname

Applicant's Mailing Address:

Applicant Daytime Telephone:

Applicant Cell:

Applicant Email:

Property Information

Municipal Address:

Common Name:

(e.g. business or building name)

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Community Improvement Plan

Please indicate under which Community Improvement Plan you are applying:

☐

Town Centre Community Improvement Plan

☐

Downtown Sudbury Community Improvement Plan

Financial Programs

The following financial incentive programs are available:

1. Tax Increment Equivalent Grant Program;
2. Multi-Residential Interest-Free Loan Program;
3. Façade Improvement Grant Program;
4. Planning and Building Permit Fee Rebate Program;
5. Residential Incentive Program; and,
6. Feasibility Study Grant Program

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;*
- *an application for a Building Permit may require a study or report (e.g. an engineering study) which may qualify under the Feasibility Study Grant Program. The City recommends that you contact the Building Services Department prior to applying;*
- *signage improvements will only be considered as part of a comprehensive façade improvement project. The total amount of funding allocated to the signage component of a comprehensive façade improvement project will be limited to \$2,500.*

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Project Description

Please describe what the property looks like and how the property is used today (e.g. 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, in detail, how the property will be improved (e.g. how will the existing building be improved to allow it to accommodate new residential uses, how will the existing building façade be improved).

Please describe when the proposed improvements are expected to start and when the proposed improvements are expected to be complete.

Please note that works commenced prior to submitting an application are ineligible. Works commenced after submitting an application but prior to application approval do so at the applicant's risk.

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

Tax Increment Equivalent Grant Program

Please indicate the pre and post project assessed value of the property and municipal portion of the property tax:

Pre-project assessed value:	<hr/>
Post-project assessed value:	<hr/>
Pre-project annual taxes – municipal portion	<hr/>
Post-project annual taxes – municipal portion	<hr/>

Please indicate the estimated amount of incentive being applied for:

Estimated amount (\$):	<hr/>
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Note: Tax Increment Equivalent Grant Program applications must be accompanied by:

- ☐ Post-development reassessment value prepared by the Municipal Property Assessment Corporation (MPAC);
- ☐ Photos in the required format depicting the current condition of the eligible property;
- ☐ Plans and other information in the required format necessary to understand the proposed development concept for the eligible property; and,
- ☐ Plans, reports, estimates and contracts and other details as may be required to satisfy the City with respect to the eligible costs and conformity of the proposed improvement with the applicable Community Improvement Plan.

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Multi-Residential Interest-Free Loan Program

Estimated Cost of Construction: _____

Estimated Loan Request: _____

(25% of project cost up to \$250,000 max)

Note: Multi-Residential Interest-Free Loan applications must be accompanied by:

- ☐ **Cost to Construct Budget prepared by an architect/engineer and addressed to the City of Greater Sudbury and dated within 6 months of the date of application;**

Facade Improvement Grant

Please attach two estimates from arms-length contractors/consultants capable of completing the proposed work that correspond to the above summary.

Preferred Contractor/Consultant Name: _____

Price Quoted: _____

Second Contractor/Consultant Name: _____

Price Quoted: _____

Please note that any funding shall be based on the lowest bid.

Eligible costs shall include materials, equipment and contracted labour to complete the proposed improvements. Labour provided by the owner/tenant/applicant is not an eligible cost.

Façade Improvement Grant Program applications must be accompanied by a photo(s) that clearly depict the existing condition of the façade(s) that is (are) proposed to be improved.

Façade Improvement Grant Program applications must be accompanied by a schematic elevation view with sufficient information to understand the proposed façade improvements and anticipated visual outcome of the improvements.

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Planning and Building Permit Fee Rebate Program

Please indicate the type of Planning Act and Ontario Building Code applications that will be applied for in connection with the proposal:

Application Type:

Amount (\$)

Official Plan Amendment:

Zoning By-Law Amendment:

Site Plan Control:

Plan of Subdivision:

Plan of Condominium

Consent:

Building Permit:

Demolition Permit:

Occupancy Permit:

Please indicate the estimated amount of incentive being applied for:

Estimated Amount (\$):

Feasibility Study Grant Program

The intent of this program is to stimulate private sector investigation of the potential adaptive re-use or redevelopment of buildings or vacant land within the project area. Financial assistance for feasibility studies, building renovation design, and business plans will be provided through this program.

Please indicated the type(s) of study and estimated amount of incentive being applied for:

Studies

Estimated Amount (\$)

Residential Incentive Program

Please indicate the number of newly-created units and newly-created habitable space:

Number of new dwelling units: _____

Newly habitable residential space (sq ft): _____

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Summary of Project Financing

Please indicate the amount of incentive being applied for, broken down as follows:

Tax Increment Equivalent Grant Program _____

Multi-Residential Interest-Free Loan Program _____

Façade Improvement Grant Program _____

Planning and Building Permit Fee Rebate Program _____

Residential Incentive Program _____

Feasibility Study Grant Program _____

TOTAL: _____

Please note that this section is to be completed by applicants except for Feasibility Study Grant Program applicants.

A. Estimated Total Cost of Project _____

B. Estimated Planning Fee Rebate Amount _____
(\$5,000 max)

C. Estimated Building Permit Fee Rebate Amount _____
(\$30,000 max)

D. Estimated Residential Incentive Program Amount _____
(\$10 per sq foot, or \$20,000 unit, whichever is lesser)

E. Estimated Façade Improvement Grant Application _____
(50% of estimated cost up to \$15,000 max)

F. Estimated Multi-Residential Loan Application _____
(25% of project cost up to \$250,000 max)

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

H. Source Financing For Difference _____

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Evaluation of Applications

Applications will be evaluated according to adopted policies and by-laws of the City of Greater Sudbury. The City reserves the right to evaluate applications based on additional criteria developed from time to time. Applicants may be contacted by the City of Greater Sudbury during the evaluation process to clarify their application or to provide further information.

The City of Greater Sudbury is not bound to accept any application. The City of Greater Sudbury 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 City of Greater Sudbury with additional information to demonstrate their creditworthiness and business track record.

Second Phase Evaluation

At the City's discretion, proponents may be subject to a Second Phase Evaluation where the estimated total project costs exceed **\$1,000,000**, and where the financial request includes **Tax Increment Equivalent Grants** or a **Multi-Residential Interest Free Loan**. The information requirements at the time of the application include, and may be not limited to, the following:

- A conceptual design proposal for the redevelopment of the property describing the location, siting and the massing of buildings; the location and number of parking spaces; and, access and internal circulation;
- An outline of other key features such as density and height and any required regulatory approvals;
- A written statement describing how the proposal meets the objectives of the applicable Community Improvement Plan, the Official Plan for the City of Greater Sudbury, and other applicable strategic and economic development plans such as the Downtown Master Plan, and From the Ground Up;
- A development strategy, including phasing and construction;
- A proposed development schedule;
- A business proposal including financial arrangements and other details;
- A preliminary pro forma;

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- Other relevant financial matters;
- Firm independent evidence from a recognized reputable source as to the developer's creditworthiness and ability to obtain financing;
- Additional materials that the proponent(s) consider necessary to assist the City in the evaluation of their proposal.

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Program Conditions

Good Standing

I/we confirm and agree that municipal tax and utility accounts are and will remain current throughout the term of this agreement. I/we also confirm that I/we are not currently involved in any action or proceeding involving a claim for same with the City of Greater Sudbury.

Please place a check next to any of the following with outstanding work orders (you may be asked to provide a copy of any outstanding work orders):

- ☐ Fire Prevention
- ☐ Property Standards
- ☐ Building Code
- ☐ By-Law Enforcement

Please place a check next to any of the following with amounts more than 30 days in arrears (you may be asked to provide proof of payment):

- ☐ Property Taxes
- ☐ Mortgage Payment(s)
- ☐ Utilities

I/we confirm that any outstanding work orders and/or orders or requests to comply, and/or other charges from the City (including tax arrears) have been satisfactorily addressed prior to making this application.

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Permits

Work to be completed under this application cannot be started until written approval for the requested funding assistance is received from the City of Greater Sudbury. All required permits (i.e. building, demolition, etc.) must be obtained prior to the initiation of the proposed works.

Confidentiality

Subject to the “Municipal Freedom of Information Act”, all information provided in this application will become part of public record.

Program Funding Announcements

I/we consent to the City of Greater Sudbury using our name and address in connection with any funding program announcement.

Signatures and Declarations

I/we agree that this application and all attached materials will become the property of the City of Greater Sudbury upon submission.

I/we agree to abide by the terms and conditions of this program. I/we understand that the amount provided can be reduced or cancelled if the proposed work is not completed, or if contractors or suppliers are not paid in full. I/we hereby certify that the information given herein is true, correct and complete in every respect and may be verified by the City of Greater Sudbury. If any information provided is, or subsequently becomes untrue, incorrect and/or incomplete, the City of Greater Sudbury reserves the right to end its further commitment under this agreement and full repayment of any money already advanced, with interest, shall become due and payable. Any failure on behalf of the City of Greater Sudbury to verify the information provided is not a waiver of the City of Greater Sudbury's rights. I/we are aware that under the loan program, lien may be registered on title of the subject property at the discretion of the City of Greater Sudbury.

Applicant's Name
(Print)

Applicant's Signature

Date

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Owner's Authorization

(Complete only if Applicant is not Property Owner)

I/We, _____ the Owner of the Subject property hereby authorize
(Print)

_____ to act on my/our behalf with respect to this
application.
(Print)

Owner's Signature

Date

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Checklist

Please ensure that the following information is included with your application, in an 8.5"x11" format:

- ☐ Application form filled out, with required signatures
- ☐ Proponent contact information and project team (if applicable)
- ☐ Property details
- ☐ Proposed improvements, in detail
- ☐ Pictures and Sketches (including massing, elevation, if applicable)
- ☐ Conceptual design proposal describing location, siting and massing of buildings; location and number of parking spaces; and, access and internal circulation (if applicable)
- ☐ Development strategy, including phasing and construction (if applicable)
- ☐ Development schedule
- ☐ Proposed start and completion times
- ☐ Work estimates and project financing
- ☐ Financial incentives applied for, amounts broken down by program
- ☐ Other relevant financial matters (if applicable)

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