



FOR OFFICE USE ONLY	
File#	
Assessment Roll #	
Assessed Property Value	
Property Address	
Date Received	

BROWNFIELD STRATEGY AND COMMUNITY IMPROVEMENT PLAN FINANCIAL INCENTIVES APPLICATION FORM FOR URBAN PROPERTIES

Please note that all applicants are to complete each and every section of this application form, unless otherwise noted. Failure to fully complete the application form may result in the application not being considered. Please PRINT in all areas of the application except signature areas. All questions and requests for additional information should be directed to:

Melissa Riou, MCIP, RPP, Senior Planner, Telephone (705) 674-4455 ext. 4292, Fax (705) 673-2200,
E-mail melissa.riou@greatersudbury.ca / www.greatersudbury.ca/brownfields

1. Property Owner Information

Name:

First Name	Surname

Mailing Address:

Telephone

Number:

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Cell Phone

Number:

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Fascimile:

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E-mail:

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2. Applicant Information (if not same as owner)

Name:

First Name

Surname

Mailing Address:

Telephone

Number:

Cell Phone

Number:

Fascimile:

E-mail:

3. Property Information

3.1. *Legal Description of Property* (Township, Lot and Concession, PIN, Parcel, Subdivision Plan No., and Lot Reference No., Parts, Municipal Address)

Township

Lot and Concession

PIN

Parcel

Subdivision Plan No.

Lot Reference No.

Parts

Municipal Address

3.2. *Lot Dimensions*

Area (m²):

Frontage (m²):

Depth (m²):

3.3 Existing Conditions

Please describe the current condition of the property including all uses, buildings and structures. Please attach additional information, as necessary.

Please describe the past use(s) of the property. Please attach additional information, as necessary.

3.4 Existing Assessment and Taxation

Property Tax Class(es):

Assessed Value(s):

Annual Taxes – Municipal Portion:

Annual Taxes – Provincial Portion:

4. Proposal Information

Please describe the proposed residential or mixed-use re-use or redevelopment proposal and include a sketch plan (drawn to scale) showing the siting, size, height of building(s), setbacks, access and egress, parking and landscaping, etc.

5. Application Information

Please indicate the program being applied for and complete all relevant subsections.

1. Tax Assistance Program
2. Landfill Tipping Fee Rebate Program
3. Planning and Building Fee Rebate Program
4. Tax Increment Equivalent Grant Program

5.1. Tax Assistance Program

The Tax Assistance Program includes the municipal portion of the property tax and may include the provincial portion of the property tax.

Please indicate the portion of the property tax included in this application.

- Municipal portion
- Provincial portion
- Both portions

Please indicate the estimated rehabilitation and development periods:

Estimated rehabilitation period (months):

Estimated development period (months):

Please indicate the estimated amount of incentive being applied for:

Estimated amount (\$):

Note: Tax Assistance Program applications must be accompanied by:

**Photos in the required format depicting the current condition of the eligible property; and,
Plans and other information in the required format necessary to understand the proposed development concept for the eligible property.**

5.2. Landfill Tipping Fee Program

Please estimate the amount of impacted soil being removed from the property to reduce the contaminant concentration on, in or under the property to permit a Record of Site Condition to be filed in the Environmental Site Registry under the *Environmental Protection Act*.

Amount (Metric Tonnes):

Please indicate the estimated amount of incentive being applied for:

Estimated Amount (\$):

5.3 Planning and Building Permit Fee Program

Please indicate the type of *Planning Act* and *Ontario Building Code* applications that will be applied for in connection with the re-use or development of the property:

Application Type:	Check one or all that apply	File No.	Amount (\$)
Official Plan Amendment:	<input type="checkbox"/>	_____	_____
Zoning By-Law Amendment:		_____	_____
Site Plan Control:		_____	_____
Plan of Subdivision:	<input type="checkbox"/>	_____	_____
Plan of Condominium:	<input type="checkbox"/>	_____	_____
Consents:	<input type="checkbox"/>	_____	_____
Building Permits:	<input type="checkbox"/>	_____	_____
Occupancy Permits:	<input type="checkbox"/>	_____	_____
	<input type="checkbox"/>	_____	_____

Please indicate the estimated amount of incentive being applied for:

Estimated Amount (\$): _____

5.4 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: _____

Post-project assessed value: _____

Pre-project annual taxes – municipal portion: _____

Post-project annual taxes – municipal portion: _____

Please indicate the estimated amount of incentive being applied for:

Estimated amount (\$): _____

Note: Tax Increment Equivalent Grant Program applications must be accompanied by:

- 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 improvements with this Plan.**

5.5. Other Incentive Programs

Please describe any other financial incentives offered by the City of Greater Sudbury and/or any other level of government and /or association that may be used by the owner in connection with the proposed development (e.g. incentive name, incentive source and incentive amount). Please attach additional information, as necessary.

6. Budget Summary

A	Estimated Eligible Costs	_____
B	Total Estimated Incentive	_____
B1	Tax Assistance Program	_____
B2	Landfill Tipping Fee Program	_____
B3	Planning and Building Permit Fee Program	_____
B4	Tax Increment Equivalent Grant Program	_____
B5	Other Financial Incentive Programs	_____

7. Other Information:

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

8. Evaluation of Applications

Applications will be evaluated according to a number of criteria available from the City of Greater Sudbury's Planning Services Division. The City of Greater Sudbury reserves the right to evaluate applications based on additional criteria of its choosing. Applicants may be contacted by the City of Greater Sudbury during the evaluation process to clarify this application or to provide further information.

The City of Greater Sudbury is not bound to accept any application and may proceed as, in its sole discretion, it determines following the receipt of applications. 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.

9. 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 program. 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.

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.

10. 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.

Applicant's Name
(Print)

Applicant's Signature

Date

11. Owner's Authorization

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