



**CORPORATION  
de la Cité de / of the City of  
CLARENCE-ROCKLAND**

**APPLICATION FOR COMMUNITY IMPROVEMENT  
PLAN FINANCIAL INCENTIVE PROGRAMS**

Personal information contained on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Individual Privacy Act* and will be used for the purpose of responding to your request. Questions about this collection should be directed in writing to the Freedom of Information and Privacy Coordinator of the City of Clarence-Rockland.

**APPLICANT'S GUIDE**

The following notes are for the assistance of the applicant(s) and should not be regarded as complete or exhaustive. Reference should be made to the City of Clarence-Rockland Community Improvement plan. In case of doubt or difficulty, enquiries should be directed to the:

Planning Department  
City of Clarence-Rockland  
1560 Laurier Street  
Rockland, Ontario  
K4K 1P7

Telephone: (613) 446-6022  
Fax: (613) 446-1497

**INSTRUCTIONS**

This application form relates to the financial incentive programs under the City of Clarence-Rockland Community Improvement Plan for the Downtown Core Area. Eligible property owners and tenants are encouraged to review the City's Website, to determine if their property and project are eligible for financial incentives under the Community Improvement Plan.

- Step 1:** Read through this application form. Arrange a pre-consultation meeting with the City to discuss your project, your eligibility and to obtain assistance for filling out this form.
- Step 2:** Complete this application form and required supporting documentation, based on instructions from the City.
- Step 3:** Submit the application form and supporting materials to the City. Supporting materials will be identified by the City at the pre-application consultation meeting. The application can be submitted in person or by mail/courier, to the contact noted below.
- Step 4:** The application will be reviewed, evaluated and a decision will be made by the approval Committee through the Manager of Development.
- Step 5:** 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 City to discuss options for revising and resubmitting the application in order to address the City's comments.

**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 City of Clarence-Rockland's Community Improvement Plan (Section 6.0 – CIP Incentives and Tools which describes the General Program Requirements and Program Specific Requirements). Eligibility will be confirmed at the pre-application consultation meeting with the City. Prior to arranging a pre-application consultation meeting with the City, the applicant should confirm, at a minimum:

- Whether the subject property is located in the currently designated Community Improvement Project Area (only properties located within the Community Improvement Project Area are eligible for financial incentives);
  - Whether the proposed works will be subject to obtaining a building permit, heritage approval and/or a planning approval (Zoning By-law Amendment, Official Plan Amendment, Minor Variance, etc.). The application for financial incentive 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 application approval will not be eligible for financial incentives;
  - That the applicant is the Owner or has written authorization from the Owner; and
  - That the property owner has no outstanding tax arrears and be in good standing with regard to taxation at the time of application.
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All applications for financial incentives must be accompanied by supporting documentation. Applicants are encouraged to bring photographs, drawings and other information as may be available to the pre-application consultation meeting with the City. During the pre-application consultation meeting, City staff will identify any materials that should be submitted with the application. 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 three (3) cost estimates (quotes) will be provided for the proposed work, if requested by the City.

### **AUTHORIZATION BY OWNER IS REQUIRED**

If the applicant is not the owner of the subject land (i.e., the applicant is a tenant or agent), a written statement by the owner, which indicates that the owner is aware of the applicant's intended project and intention to obtain financial incentive(s), must be completed (Part 27 of the application form).

### **SUBJECT TO CHANGE**

Note that the availability of funding and the types of financial incentive programs which are available are subject to change. The boundaries of the Community Improvement Project Area are also subject to change. Applicants should contact the City to confirm funding availability.

### **FOR FURTHER INFORMATION AND SUBMISSION**

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

The City of Clarence-Rockland  
Infrastructure and Planning Department  
1560 Laurier Street  
Rockland, ON K4K 1P7  
Phone: (613) 446-6022 ext. 2250  
Fax: (613) 446-1497  
E-mail: [mbelanger@clarence-rockland.com](mailto:mbelanger@clarence-rockland.com)

This application should only be submitted once the applicant has completed a pre-application consultation meeting. It is recommended that applications be submitted in person so that City staff can immediately review the application for completeness and reduce unnecessary delays. Applications may also be submitted by mail/courier to the address above.

**CITY OF CLARENCE-ROCKLAND  
Application for Financial Incentives  
under the Community Improvement Plan**

<i>OFFICE USE ONLY</i>	
Application No.	Application Received
Date of Pre-consultation Meeting	Staff Person Present
Date of Application Deemed Complete	Fee Received

**A. Owner/Applicant and application information**

Registered Owner:		
Address:	City/Province:	Postal Code:
Telephone: Home (    )	Work (    )	Fax (    )
Email Address:		

If the application will be represented, prepared or submitted by someone other than the registered owner(s) please specify

Tenant or Authorized Agent(s):		
Address:	City/Province:	Postal Code:
Telephone: Home (    )	Work (    )	Fax (    )
E-mail Address:		

NOTE: Unless otherwise requested, all communication will be sent to the tenant/agent if any.

**B. Property Description**

Municipal Address:		
Lot:	Concession:	Reference Plan No:
Lot area:	Width:	Depth:

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1. Date the subject land was acquired by the current owner: \_\_\_\_\_

2. Describe any easements, mortgages charges, or other encumbrances in respect to the subject land: \_\_\_\_\_

3. Describe the current (existing) use of your property and list the buildings and structures on the property:

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4. Proposed use of Land: \_\_\_\_\_

5. Zoning: \_\_\_\_\_ Is an amendment to the Zoning by-law required for proposed work? **Yes**  **No**

6. Official Plan: \_\_\_\_\_ Is an amendment to the Official Plan required for the proposed work? **Yes**  **No**

7. Is your property designated under Part IV or Part V of the Ontario Heritage Act?  
**Yes**  **No**

8. If no, is the property listed or otherwise identified as being of architectural or historical interest?  
**Yes**  **No**

9. If you answered yes to either of the questions in Question 7. and 8. above, have you consulted with the City regarding the Heritage Designation or architectural or historical interest?  
**Yes**  **No**

10. If yes please briefly explain the outcome of the discussion.

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**C. Taxes and Outstanding Work Orders:**

11. Current Assessed Value of Property: \_\_\_\_\_

12. Is current tax receipt attached?                      **Yes**                       **No**

13. Is the property in tax arrears?                      **Yes**                       **No**

14. Are there outstanding work orders on the property?   **Yes**                       **No**

15. If “Yes”, please describe: \_\_\_\_\_

\*note that outstanding charges must be satisfactorily addressed prior to the application processing and grant/or tax assistance payment

**D. Description of Your Project**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. Describe your proposed project in detail (add additional sheets if necessary)

\_\_\_\_\_  
\_\_\_\_\_

18. Are copies of plans /drawings/renderings showing the proposed improvement attached?                      **Yes**                       **No**

19. Have you recently completed or started any improvement works to your property? Please describe.

\_\_\_\_\_  
\_\_\_\_\_

**E. Eligibility**

20. Have you discussed your application with the City (i.e., have you arranged for a pre-application consultation meeting?) Note: A meeting with the City is required for your application to be considered.

**Yes**                       **No**

\_\_\_\_\_

21. If yes, please indicated the date and who you met with: \_\_\_\_\_

22. Is your property or unit located within the currently designated Community Improvement Project Area? Note: Your property must be within the current Community Improvement Area in order to be eligible for financial incentives.

**Yes**       **No**

23. Have you previously applied for a financial incentive through the City of Clarence-Rockland's Community Improvement Plan?

**Yes**       **No**

24. If you answered yes to (23) above, please explain your previous application and how it relates to this application.

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25. Has an application for a building permit or planning approval (e.g., a minor variance or consent) been submitted or approved in relation to your project?

**Yes**       **No**

26. If you answered no to (25) above, please confirm whether any City approvals are required for your project. If you answered yes to (25) above, please indicate the approvals you have received or the applications you have submitted.

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**F. Incentive Programs**

27. Please indicate which programs you are applying for. Refer to the Community Improvement Plan or discuss the programs with the City. Each program is associated with specific eligibility criteria. Applicants are encouraged to apply for more than one program if they are eligible to do so.

<b>Programs</b>			<b>Amount</b>
Façade Improvement Grant	I want to apply for a grant up to \$7,000, or up to 50% of the eligible costs of my façade improvement project	<input type="checkbox"/>	
Signage Improvement Grant Program	I want to apply for a grant up to \$1,000, or up to 50% of the eligible costs of my signage improvement project.	<input type="checkbox"/>	
Accessibility Improvement Grant	I want to apply for a grant up to \$1,000, or up to 50% of the eligible costs of my accessibility improvement project.	<input type="checkbox"/>	
Residential Conversion to Commercial Use Grant	I want to apply for a grant up to \$5,000 or 50% of the eligible costs of my residential conversion to commercial use improvements.	<input type="checkbox"/>	
Parking area and Landscaping Improvement Grant	I want to apply for a grant up to \$3,000 or 50% of the eligible costs of my property, landscaping and parking area improvement project.	<input type="checkbox"/>	
Architectural / Engineering Design Grant	I want to apply for a grant up to \$1,000 or 50% of the eligible costs of my architectural / engineering design work associated with my improvement project.	<input type="checkbox"/>	
Heritage Improvement Grant Program	I want to apply for a grant up to \$10,000 or 50% of the eligible costs of my heritage improvement project.	<input type="checkbox"/>	
Energy Efficiency Improvement Grant Program	I want to apply for a grant up to \$3,000 or 50% of the eligible costs of my energy efficiency improvement project.	<input type="checkbox"/>	
Municipal Application / Permit Fees Rebate	My project requires a building permit and I want to apply for a rebate on the fees that I will pay (maximum of \$1,000 or 50% of eligible costs).  My project requires planning approvals and I want to apply for a rebate on the fees I will pay (maximum of \$400 or 50% of eligible costs).	<input type="checkbox"/>	
<b>TOTAL</b>			



28. Using the table below, please indicate the cost of your project. List the tasks or items (goods/services) required to complete your project, and provide three quotes for the cost of each task or item. The estimated costs should be based on quotes from contractors and vendors. City may waive the requirements to provide three quotes. If you need additional space, please attach a separate sheet. Please attach your quotes.

<b>Community Improvement Task/Item</b>	<b>Cost – Low Quote</b>	<b>Cost – High Quote</b>
<b>Example:</b> Replacement of storefront sign	\$ 1,800 from Signs Inc.	\$2,200 from ABC Signs
1.	\$	\$
2.	\$	\$
3.	\$	\$
4.	\$	\$
5.	\$	\$
6.	\$	\$
<b>TOTAL</b>		

29. Please indicate the following dates, where applicable

- a. Anticipated date of submission for any required planning approvals: \_\_\_\_\_
- b. Anticipated date of submission for any required building permits: \_\_\_\_\_
- c. Anticipated date of commencement of construction works: \_\_\_\_\_
- d. Anticipated date of completion of construction works: \_\_\_\_\_

**G. Supporting Material**

<b>Supporting Materials (where required)</b>	<b>Completed and Attached (To be checked by the Applicant)</b>	<b>Required to be Attached with Completed Application (To be checked by the City)</b>
Three (3) cost estimates for all supply and construction work		
Photographs of the existing building property		
Photographs of adjacent buildings/properties or the streetscape		
Historical photographs/reference materials		
Professional drawings/sketches of proposed work		
Information about tenants (vacancies, etc.)		
A professional site plan, construction drawings or other detailed drawings		
Environmental Site Assessment		
<i>Other required materials (City to specify at pre-application consultation meeting, using the space below)</i>		

**30. Affidavit:**

I (we) \_\_\_\_\_ of the \_\_\_\_\_ (municipality)

County of \_\_\_\_\_ Solemnly declare that all the statements contained in this Application are true, and I (we) make solemn declaration conscientiously believing it to be true, a and knowing that it is of the same force and effect as if made under oath and virtue of the Canada Evidence Act.

DECLARED before me at the City of Clarence-Rockland, United Counties of Prescott Russell,

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
**Signature of Owner**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Commissioner**

\_\_\_\_\_  
**Date**

**31. Authorization for tenant / agent / solicitor to act for Owner:**

(if application and affidavit is signed by someone other than the Owner (i.e. tenant agent or solicitor), the Owner’s written authorization below must be completed.)

I (we) \_\_\_\_\_ of the \_\_\_\_\_ (municipality),

County of \_\_\_\_\_ do hereby authorize \_\_\_\_\_

to make this application or act as my (our) agent in this application.

\_\_\_\_\_  
**Signature of Owner(s)**

\_\_\_\_\_  
**Date**