



Application Form

*** Please Print in Blue or Black Ink Only ***

Application No. _____
(Office Use Only)

Section 1.0 Applicant Information

1.1 Name of Registered Property Owner:

Surname _____ Given Name _____ Phone No. _____

Address _____ Postal Code _____ Email _____

1.2 Name of Tenant (if applicable)

Surname _____ Given Name _____ Phone No. _____

Address _____ Postal Code _____ Email _____

1.3 Name of Agent/Applicant (if different than Property Owner)

Surname _____ Given Name _____ Phone No. _____

Address _____ Postal Code _____ Email _____

If you are not the owner, has the owner signed the authorization form included with this application? Yes No

Section 2.0 Property Information

2.1: Municipal Address _____

2.2: Legal Description _____

2.3: Assessment Roll # _____

2.4: Existing Use _____

2.5: Lot Area in ha (acres) _____

2.6: Property Taxes _____



Application Form

Property taxes paid annually \$ _____

Is this property in tax arrears? _____

If yes, specify value of tax arrears: \$ _____

Have tax arrears been cancelled under any Township program? Yes No

Section 3.0 Project Specific Information

3.1 Provide a detailed description (building size/type, number of storeys, construction materials, etc.) of the proposed development or construction project. Attach a sketch/plan of the proposed improvements:

3.2 Estimated value of construction: \$ _____

3.3 Proposed start date of construction: _____

3.4 Proposed completion date of construction: _____

Section 4.0 Community Improvement Plan (CIP) Financial Incentive Programs

Please indicate which CIP Financial Incentive Program(s) you wish to apply for:

Program	Check all that apply	How does the proposed development meet the eligibility criteria (see CIP, Section 5.0)?	Project cost (labour, materials, exclude HST)	Total Eligible Costs (staff use only)
Façade Improvement Grant				



Application Form

Program	Check all that apply	How does the proposed development meet the eligibility criteria (see CIP, Section 5.0)?	Project cost (labour, materials, exclude HST)	Total Eligible Costs (staff use only)
Accessibility Grant				
Municipal Fees Grant Program				
Residential Intensification and Rehabilitation Grant or Loan				
Commercial Space Conversion Grant or Loan				
Revitalization Tax Increment Program				
Commercial Building Improvement Loan				
Brownfields Initial Study Grant				
Brownfields Financial Tax Incentive Program (BFTIP)				

4.1 Have you applied for or will you be obtaining any other sources of government funding (includes Federal, Provincial, etc.)? **Yes** **No**

If Yes, please list other sources and amounts of government funding:



Application Form

Program Name	Approval No.	Dollar Value



Application Form

Section 5.0 Municipal Tax Information

Contact MPAC/Township of Havelock-Belmont-Methuen to access assessment and tax information.

5.1 Are the pre-construction and post-construction property assessments established and certified? Yes No

5.2 Has the cost of any environmental clean-up been identified and certified?

Yes No

5.3 What is the estimated value of pre-construction taxes? \$ _____

5.4 What is the estimated value of post-construction taxes? \$ _____

5.5 What is the difference (eligible portion) for a full or partial tax increment based grant? (OFFICE USE ONLY) \$ _____

5.6 What is the estimated increase in assessment and property tax revenues for the property? \$ _____

5.7 Starting year of program: _____

Total Eligible Costs for Municipal Tax Increment Programs: \$ _____

Section 6.0 Brownfields

The following section must be completed by a Qualified Person as defined by the Environmental Protection Act and Ontario Regulation 153/04, as amended from time to time.

Qualified Person

Surname

Given Name

Company Information

Name of Company

Phone

Address

Postal Code

Email



Application Form

Declaration of Qualified Person

A Phase II Environmental Site Assessment (ESA) has been conducted on the property described in Section 2.0 of this application, and as of the date the Phase II ESA was completed, this property did not meet the standards that must be met under subparagraph 4i of Subsection 168.4 (1) of the *Environmental Protection Act* to permit a record of site condition to be filed under that subsection in the Environmental Site Registry.

Name of Qualified Person

Signature of Qualified Person

6.1 Describe any known or suspected environmental contamination issues (soil groundwater) affecting the property including:

a) type of contaminants;	
b) extent of contamination;	
c) causes of contamination (include brief site use history);	
d) underground storage tanks and current/previous contents;	
e) above-ground storage tanks, and current/previous contents; and,	
f) other details.	

6.2 Please provide a hard copy and a digital copy (PDF format) of the Phase II ESA report with this application.

Type of Study	Study Completion Date A	Study Cost (excluding HST) B	Total Study Grants received from all sources (excluding HST) C	Net Study Cost (excluding HST) D=B-C
Phase I ESA		n/a	n/a	n/a
Phase II ESA				
Remedial Work Plan				
Risk Assessment/ Risk Management Plan				
(Other) List				



Application Form

Total Study Costs				
Were either the Phase I ESA or the Phase II ESA funded through the Initial Study Grant program of this CIP?				
	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

6.3 Describe the proposed remediation /risk management works to take place on the property including:

a) approach (background, generic/generic stratified, risk assessment)	
b) remediation technologies to be employed	
c) amount of hazardous and non-hazardous soils/waste (tones) to be removed from the site and disposed of at a licensed facility	
d) risk management measures to be employed	
e) estimated duration in months of the remediation	
f) estimated duration of site monitoring	

6.4 Provide an estimate of eligible environmental and rehabilitation costs as shown below. (If cost estimates for items 1-6 below are not included in the attached environmental studies, please attach a detailed work plan containing elements for each of these costs as applicable).

Eligible Cost Item

1. Environmental Remediation including the cost of preparing a RSC	\$ _____
2. Placing clean fill and grading	\$ _____
3. Installing environmental and/or engineering controls/works as specified in the Remedial Work Plan and/or Risk Assessment	\$ _____
4. Monitoring, maintaining and operating environmental and engineering controls/works as specified in the Remedial Work Plan and/or Risk Assessment	\$ _____
5. Environmental Insurance Premiums	\$ _____
Total Costs Eligible for BFTIP (Sum Costs 1-5 Above)	\$ _____



Application Form

Section 6.0 Municipal Fees Grant Program

6.1 Does the proposed development require any approvals under the *Planning Act* (e.g. Site Plan Control, Minor Variance, etc.)? Yes No

6.2 Total cost of Planning Application fees? \$ _____

6.3 Total cost of Building Permit fees? \$ _____

6.4 Total cost of other municipal fees? \$ _____

6.5 Total cost of eligible municipal fees? \$ _____

Section 7.0 Sworn Declaration & Owner’s Authorization

7.1 Agent Authorization and Information

If the registered property owner is authorizing an agent to act on his/her behalf in making this application, please complete and sign this section. If an agent is authorized, all correspondence will be sent to the authorized agent. If no agent is authorized, all correspondence will be sent to the property owner.

I, _____, am the owner of the land that is subject of this application, and I hereby authorize my agent/solicitor _____ to make this application and to act on my behalf in regard to this application.

Dated at the _____ this _____ of _____,
(City/Township/Town) (Day) (Month) (Year)

Name of Owner

Signature of Owner

7.2 Affidavit or Sworn Declaration that the Information is Accurate (To be completed at the time of application submission)

I, _____, of the _____ solemnly declare that the information contained in the application is 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 and by virtue of *The Canada Evidence Act*. I acknowledge that all information provided on this form (with the exception of personal information), including supporting documentation, is collected under the authority of the *Planning Act*, and *Municipal Act*, and will be accessible to the public and governmental and technical agencies for review.



Application Form

Sworn (or Declared) before me at the _____
in the _____ this _____
day of _____, 20_____.

Commissioner of Oaths

Applicant