



# Community Improvement Plan (CIP) Intake Form

## Office Use Only

File Number: \_\_\_\_\_

Address: \_\_\_\_\_

Submission Date: \_\_\_\_\_

Before submitting an application to utilize some of the incentive programs offered under the City's Community Improvement Plan (CIP), applicants are required to pre-consult with Planning Staff, by appointment, to ensure that both the applicant and the City have a clear understanding of the proposal. Pre-Consultation is **not** required for the second unit programs (Programs 4 and 5 in the CIP) or the façade improvement programs (Programs 10, 11 and 12).

The City of Belleville reserves the right to correct, modify and/or add to the information and materials as the process moves forward.

**Important:** The applicant acknowledges that the application and any attached supporting documentation is collected and maintained specifically for the purpose of creating a record available to the general public. The applicant is responsible to notify the City of Belleville on any errors, omissions, or changes in the information contained below. Personal information on this form is collected under the authority of the *Municipal Act, 2001*, as amended, and the *Planning Act*, as amended, and will be used for the purposes of processing this application.

## Instructions

All applicants must submit the following documents:

- All required supporting documentation, as noted on pre-consultation checklist (if applicable);
- A copy of the pre-consultation checklist provided (if applicable);
- Title documents confirming current ownership of the subject property and any encumbrances;
- Details related to any existing mortgages on the subject property;
- Completed Intake Form and Checklist(s) for the programs being applied for.



## **Applicant Information**

Registered Owner

Assessed Owner

Tenant

Other \_\_\_\_\_

Name(s): \_\_\_\_\_

Mailing Address (including postal code):

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

I \_\_\_\_\_, am the applicant for this application and, for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the *Planning Act*, as amended, and/or *Municipal Act, 2001*, as amended, for the purposes of processing of my application.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Representation by Agent**

I \_\_\_\_\_, as the applicant for this application, hereby authorize my agent/solicitor \_\_\_\_\_ to act on my behalf in regards to this application and for the purpose of the *Municipal Freedom of Information and Protection of Privacy Act*, to provide any of my personal information that will be included in this pre-consultation form and/or collected during the processing of the application.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Agent Information

Name: \_\_\_\_\_

Mailing Address (including postal code):  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## Owner's Authorization

If the applicant and/or agent is not the registered owner of the land that is the subject of this application then written authorization by the registered owner authorizing the applicant and /or agent to prepare and submit the application must be attached or the registered owner must complete the authorization set out below.

Is written authorization attached?

- a) Yes
- b) No

If no, then the following Owner's Authorization for the applicant and /or agent to prepare and submit the application must be completed:

I, \_\_\_\_\_ am the registered owner of the land that is subject to this application. I authorize \_\_\_\_\_ to prepare and submit this application on my behalf.

Signature of Registered Owner: \_\_\_\_\_

Date: \_\_\_\_\_

## Property Details

Municipal Address: \_\_\_\_\_

Assessment Roll Number: \_\_\_\_\_



Lot Number: \_\_\_\_\_

Plan Number: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Present Zoning: \_\_\_\_\_

Present Official Plan Designation: \_\_\_\_\_

### **Description of the Property**

Please describe any past known uses, current uses, approximate size, etc.

### **Project Details**

Please describe the intended project:

**Has a planning application (i.e. Official Plan Amendment Application, Zoning By-law Amendment Application or Site Plan Approval Application) and/or building permit application been submitted in conjunction with this application?**

- a) Yes
- b) No

If yes, please identify the application(s) and date(s) of submission:



**If your project includes new dwelling unit(s), please answer the following:**

1. Total number of new rental dwelling units proposed (affordable and non-affordable): \_\_\_\_\_
2. Total number of affordable rental dwelling units proposed: \_\_\_\_\_
3. Total number of barrier free rental units proposed: \_\_\_\_\_

**Other Sources of Funding**

Are there other sources of public grant funding that you are seeking from other agencies or government for this project?

- a) Yes
- b) No

If yes, please identify the sources of funding (as well as the values received) being used to fund the development.



## CIP Programs

Please check off the incentives for which this application applies. Applicants may be eligible for funding consideration under more than one program per application request subject to program criteria, limitations and restrictions.

Please complete the corresponding checklist(s) for the programs being applied for.

More detailed information on the CIP programs is available on our website at [www.belleville.ca/CIP](http://www.belleville.ca/CIP).

### Affordable Rental Housing

- Program 3: Affordable Rental Housing T.I.E.R. - 100% Municipal Portion
- Program 4: Second Units in New Construction Housing Rebate
- Program 5: Second Units in Existing Housing Rebate
- Program 6: Accessibility Top-Up Rebate

### Downtown

- Program 8: Downtown Residential Above Commercial T.I.E.R. - 100% Municipal Portion
- Program 9: Downtown Fire Retrofitting Rebate

### Brownfield

- Program 13: Brownfield Environmental Site Assessment Rebate
- Program 14: Brownfield T.I.E.R. – 50% of Municipal Portion
- Program 17: Brownfield Environmental Remediation Tax Cancellation Assistance

Applicant/Agent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Conditions Applicable to All C.I.P. Programs

- 1) Eligible program participants include registered owners, assessed owners, tenants and assignees as identified in Section 28(7) of the Planning Act.
- 2) All proposed development shall conform to the Official Plan, Zoning By-law, Council approved design guidelines, and other planning requirements.
- 3) All improvements shall be made pursuant to a building permit, and constructed in accordance with the Ontario Building Code where required.
- 4) Property taxes shall be in good standing at the time of application and throughout the length of any incentive or grant commitment. Where arrears exist, an application will not be approved and/or grants will not be advanced until arrears are eliminated.
- 5) There shall be no outstanding work orders issued by the City against the property. Outstanding work orders or requests against the property must be complied with prior to the consideration of any application or must be rectified through the proposed improvements.
- 6) During preparation of its annual budget City Council will determine the contribution to be made available to the various programs under this C.I.P. for the following year. The financial incentive programs available under this C.I.P. will be administered by City staff within the budget established by Council. Projects will not be approved that result in over-expenditure to what has been allocated to the C.I.P.'s program(s) by City Council.
- 7) The City is not responsible for any costs incurred by an applicant in relation to applying for any of the incentive programs.
- 8) Incentive programs will not apply to any required performance securities (i.e. Letter of Credit) posted by the proponent, to expenses incurred by the applicant because of a Local Planning Appeal Tribunal or Court proceedings, or to required professional studies (unless these professional studies are specifically identified as eligible for funding under a program, for example, the Phase II E.S.A. for the Brownfield E.S.A. Rebate).
- 9) The City reserves the right to audit any studies and/or works approved under an incentive program.
- 10) If the applicant is in default of any program requirement, or any other requirement of the City, the City may delay, suspend, cancel, or reduce the amount of its program approval and/or the financial incentive(s).
- 11) The City may, at its discretion, and without further amendment to the C.I.P., extend or discontinue any program when and as it deems appropriate. Notwithstanding this, participants in various programs prior to their discontinuation may continue to receive approved incentives/grants after the closing of the program as determined



through individual agreement with the City and subject to available funding approved by the City.

- 12) No application is guaranteed an approval, the City has full authority over all decisions, and final decisions with respect to applications and the allocation of funds shall be made in accordance with Appendix B, Table 2: Approval Authority by Program of the C.I.P.
- 13) As a condition of approval, the applicant and/or owner of the property may be required to enter into agreements with the City. Depending on the nature of the program applied for, these agreements may be registered on the title of the applicable property. The agreement may be made with respect to terms, duration, default, penalty, and termination provisions of the financial incentive.
- 14) Funding will only be provided until after agreement is executed, if required, and once all other conditions have been met.
- 15) If the funding is recurring over multiple years, then funding will only be issued if appropriate documentation is provided and accepted by the City each year, as required.
- 16) Works commenced after submitting an application but prior to application approval are done at the applicant's risk.
- 17) In accordance with Section 28(7.3) of the Planning Act, the total amount of all financial incentives (including any tax assistance) given by the City to a specific development shall not exceed the eligible cost with respect to those lands and buildings.

If you are the applicant:

I have read and acknowledged conditions 1-17 above.

Applicant/Agent Signature: \_\_\_\_\_

Date: \_\_\_\_\_





## Declaration By Applicant

To the best of my knowledge, the information provided in this form is true. I acknowledge having read and understood the terms and conditions of each of Parts A through D, as they apply to me. I agree for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act* to authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the *Planning Act*, as amended, and/or the *Municipal Act, 2001*, as amended, for the purposes of processing this application.

Applicant/Agent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### For further information please contact:

City of Belleville  
Engineering & Development Services Department  
Policy Planning Section  
169 Front Street,  
Belleville, ON.,  
K8N 2Y8  
Tel: (613) 967-3288  
Fax: (613) 967-3262  
Email: [planning@belleville.ca](mailto:planning@belleville.ca)