



Engineering & Development Services
Policy Planning Section
Phone: (613) 967-3224
planning@belleville.ca

Community Improvement Plan (CIP) Intake Form

Office Use Only

File Number: _____

Address: _____

Submission Date: _____

Instructions

All applicants must submit the following documents to be considered a complete application:

- Completed CIP Intake Form;
- Completed Checklist(s) for the programs being applied for;
- All required supporting documentation, as noted on the checklist.

Applicant Information

Registered Owner

Applicant/Agent

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 hereby authorize my agent/solicitor _____ to act on my behalf in regards to this application and for the purpose of *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 (if applicable)

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?

Yes

No



If no, than 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 and Project Details

Municipal Address: _____

Assessment Roll Number: _____

Please describe the intended project:

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.

Rental Housing

Program 4: Accessory Dwelling Units in New Housing Rebate

Program 5: Accessory Dwelling Units in Existing Housing and Detached Accessory Dwelling Units Rebate



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

Note: 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 for notifying 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.

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: _____