



SURPLUS LAND & BUILDING COMMUNITY IMPROVEMENT PLAN (CIP) APPLICATION FORM

APPLICATION PROCESS

1. Applicants are required to arrange and participate in a pre-application consultation meeting, complete the Quick Assessment Form (Schedule A) and then contact the Town's Chief Administrative Officer to discuss and confirm application requirements, program eligibility, the proposed scope of work, project timing, supporting documentation requirements, etc.
2. After the consultation, the applicant will be required to submit a completed application, which will include all of the application forms, in addition to any supporting documentation, as required by the Town.
3. Once all the required forms and supporting materials are received, Town Staff will undertake a preliminary screening of the proposal and application.
4. If the application clearly does not meet the program requirements, the application will not be accepted.
5. If the application meets the program requirements, the application and a Staff Report will be provided to Council for review and consideration of approval.

SUBMISSION CHECKLIST

☐ **Pre-Submission Consultation with Town Staff**

Prior to submission of this application form, please arrange for pre-submission consultation with Town Staff to discuss and confirm program eligibility and application requirements, including supporting documentation, proposed scope of work, cost and project timing.

☐ **Completed Application Form**

Please ensure that this application is complete, all required signatures have been provided and all required supporting documentation has been submitted. Failure to do so may result in refusal of the Town to accept the application as complete and/or application processing delays.

☐ **Written Authorization**

If an agent acting on behalf of the property owner is submitting this application, please ensure that written authorization is obtained by the applicant from the property owner to make this application, and that the owner completes and signs the required authorization in Part 1 of the form. Please also indicate to whom payment of incentives should be made.

☐ **Drawings/Photos of the Property**

Please attach photos of the current conditions of the building for which you are submitting an application, as well as drawings showing proposed changes (elevations, artist renderings, plans, etc.)

☐ **Cost Estimates/Quotations**

Please attach a minimum of two cost estimates/quotations from licensed contractors, including a detailed breakdown of costs. The value of the incentive awarded is based on the lesser of the two (2) estimates / quotations.

☐ **Project Team/Professional Experience**

Please submit as an appendix to this application, a portfolio of relevant, large-scale projects, along with professional references and letters of recommendation that verify your team's previous work of similar scope. If you are a consultant applying on behalf of a property owner, the consulting firm's references should specifically speak to their experience with municipal projects.

☐ **Application Submission**

Please submit your application and supporting documents to the following address or email address.

In-Person Submission:

Attention: Janice Hallahan,
Chief Administrative Officer
TOWN OF GODERICH
57 West Street
Goderich, ON N7A 2K5

Electronic Submission:

jhallahan@goderich.ca

COMMUNITY IMPROVEMENT PLAN (CIP) APPLICATION FORM

FOR OFFICE USE ONLY

APPLICATION RECEIVED (Date):

FILE NO:

INSTRUCTIONS:

- If the space provided is insufficient to respond to the question, please provide additional information on a separate page, clearly marked as to the subject question and attached to the application form
- Please attach financial quotes, drawings or other required information as appropriate
- To ensure that the application is readable, please fill it out online or print it in ink
- Please ensure that the application has been signed by the property owner or authorized agent and is properly commissioned
- Please keep a copy of the application for your records

REGISTERED OWNER

Property Owner Name: _____

Address incl. Postal Code: _____

Phone: _____

Email: _____

AGENT/APPLICANT

Agent/Application Name: _____

Address incl. Postal Code: _____

Phone: _____

Email: _____

Who is the primary contact for this application?

- ☐ Registered Owner
☐ Agent/Applicant

SUBJECT PROPERTY

Municipal Address: _____

Legal Description: _____

Brief description of current use of subject property: _____

Approximate Construction Start Date: _____

Approximate Construction End Date: _____

Please describe the proposed construction project and how it represents an improvement for the community. Please attach additional pages if needed. _____

Please fill out the following sections with regard to the program(s) you are applying for. Please attach the information on a separate sheet if additional space is required.

DESCRIPTION OF APPLICATION (provide details below): While original drawings/plans may vary in size, one copy of the drawings shall be provided on 11x17 inch paper, with all notations and legends clearly visible. Additionally, the Town appreciates the information in digital format, if available. All documents shall form part of the application.

Have you discussed your application with a Town representative? (i.e.: Have you arranged for a pre-consultation meeting?)

☐ YES

☐ NO

What is the current state of the property?

☐ VACANT or

☐ OCCUPIED or

☐ OTHER, please explain: _____

Estimated total construction cost for the project: \$ _____

Estimated total design and other professional costs: \$ _____

Total amount of grant funding sought from the Town: \$ _____

Have grants been received from the Provincial or Federal Governments for the development project? Please describe, including the total amount of grant received: _____

AUTHORIZATION OF OWNER

If the Applicant is not the owner of the subject lands, please complete the owner authorization concerning personal information as set out below.

I, _____, am the owner of the subject lands, and I authorize, _____

to act on my/our behalf as the agent for the submissions required for all matters relating to the subject lands and to provide any of my personal information that will be included in this application or collected during the planning process.

Date: _____ Signature of Owner: _____

AFFIDAVIT OR SWORN DECLARATION

I (name of Applicant) _____ of (town/city) _____ in the Province of Ontario make an oath and say (or solemnly declare) that the information provided by the applicant in this application is accurate and that the information contained in the documents that accompany this application is accurate, and that I have read and understood the provisions of the Surplus Land & Building Community Improvement Program (CIP) for which this application is being submitted.

Sworn (or declared) before me at (Town/City) _____ on this _____ day of (month), _____ 20____ (year).

Date: _____ Signature of Owner/Agent: _____

Date: _____ Signature of Commissioner of Oaths: _____