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| COMMUNITY IMPROVEMENT PLAN PROGRAMS REQUIRED DOCUMENTS CHECKLIST |
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| | Development Charge Reduction Grant Program | Urban Design Study Grant Program | Façade Improvement Grant Program | Building Improvement Grant Program | Residential Grant Program | Revitalization (Tax Increment) Grant Program | Landscaping Improvement Grant Program |
|--|--|----------------------------------|----------------------------------|------------------------------------|---------------------------|--|---------------------------------------|
| Check application type | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Corporate | | | | | | | |
| • Incorporation documents (if incorporated) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Financial | | | | | | | |
| • Details of primary construction financing | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| • Details of any secondary financing | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| • 1 detailed estimate of study cost/project construction costs prepared by a bonafide contractor | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | |
| • 2 detailed estimates of project construction costs prepared by bonafide contractors | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| • Letters of interest from lenders | <input type="checkbox"/> | | | | | <input type="checkbox"/> | |
| • Project rental rates and/or sale prices per unit and per sq. ft. and per sq. m | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| • Any leases currently in place and/or letters of intent to lease | <input type="checkbox"/> | | | | | <input type="checkbox"/> | |
| • Current appraised value | | | | | | <input type="checkbox"/> | |
| • Estimated appraised value upon completion | | | | | | <input type="checkbox"/> | |
| • Estimated assessment value upon completion | <input type="checkbox"/> | | | | | <input type="checkbox"/> | |
| Property/Proposal | | | | | | | |
| • Proof of ownership (copy of deed) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Site plan or survey | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



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| • Architectural drawings/design plans showing building/proposed building, façade improvements and property improvements, interior layout drawings. All plans showing exterior elevations must be in colour. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Breakdown of other uses, e.g., commercial, institutional, residential etc. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| • Written authorization from property owner to apply for grant | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| • Pictures of existing property and/or facade and/or areas of building (interior and exterior) area of the lands to be restored/improved (colour digital copies on a CD or via email) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Record of Site Condition | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> | |

Please return a copy of this form with the completed application form