



**VINELAND CENTRAL BUSINESS DISTRICT
COMMUNITY IMPROVEMENT PLAN
INCENTIVE PROGRAMS
APPLICATION FORM**

TOWN OF LINCOLN

4800 South Service Road
Beamsville ON L0R 1B1
TEL: (905) 563-8205
FAX: (905) 563-6566
E-mail: info@lincoln.ca
Web Site: www.lincoln.ca

A. General Information and Instructions

1. Before filling out this application form, **please read the General Program Requirements and Program Guide(s)** that apply to the program(s) for which you are making application. The Program Guides describes the purpose and basic terms and conditions of each incentive program.
2. Prior to submission of this application form, you must arrange for a pre-application meeting with Staff to discuss and confirm program eligibility, application requirements including supporting documentation, proposed scope of work cost and project timing.
3. If the applicant is not the registered property owner, please ensure that written authorization is obtained by the applicant from the registered property owner to make this application and that said written authorization is completed and signed by the registered property owner as provided in Section C of the application form.
4. If an agent is acting on behalf of the registered property owner in making this application, please ensure that the required authorization is completed and signed by the owner as provided in Section D of the application form.
5. If you find insufficient space on this form to respond to questions, please provide additional information on a separate page and attach to your completed application form.
6. Please attach to this application the required supporting documents as requested by Town Staff. An application will not be considered complete until all required documents have been submitted.
7. Please ensure that the application form is complete and that all required signatures have been supplied.
8. Please print (black or blue ink) or type the information requested on the application form.
9. You may deliver your application in person or send it by mail to:

Kathleen Dale, MCIP, RPP
Director of Planning and Development
Town of Lincoln
Planning and Development Department
4800 South Service Road
Beamsville ON L0R 1B1
10. For further information on incentive programs, please contact Kathleen Dale, Director of Planning and Development, at (905) 563-8205 Ext 242 or via e-mail at kdale@lincoln.ca.



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FOR OFFICE USE ONLY	
CN: 3-5-01-05	
Application:	<u>PLCIP</u>
Roll No.:	_____

-- PLEASE PRINT --

B. Owner, Applicant and Agent Information

Name of Registered Property Owner: _____

Mailing Address of Property Owner: _____

Postal Code: _____ Tel: () _____ Fax: () _____

Email: _____

Name of Applicant: _____

(If different from Registered Property Owner)

Mailing Address of Applicant: _____

(If different from Registered Property Owner)

Postal Code: _____ Tel: () _____ Fax: () _____

Email: _____

Name of Agent: _____

Mailing Address of Agent: _____

Postal Code: _____ Tel: () _____ Fax: () _____

Email: _____

Name of Solicitor: _____

Mailing Address of Solicitor: _____

Postal Code: _____ Tel: () _____ Fax: () _____

Email: _____

C. Owner's Authorization

If the person/corporation applying for this grant is not the legal registered owner of the property for which the application is being made, the registered property owner must complete the following affidavit:

I/We _____
(Please Print)

being the registered owner(s) of the land described herein, am (are) aware of the application as requested herein and have no objection to this application being submitted, the completion of feasibility studies and the applicant receiving the grant.

Date: _____ Signature: _____

Date: _____ Signature: _____

Note: The application must include original signatures.

D. Agent Authorization

If the property owner/applicant 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/applicant.

I/We _____
 (Please Print)

am/are the owner(s) of/applicant(s) for the land that is the subject of this application and hereby authorize my agent _____
 (Please Print)

to make this application and act on my behalf in regard to this application.

Date: _____ Signature _____

Date: _____ Signature _____

Note: The application must include original signatures.

E. Property Information

Municipal Address: _____

Lot(s): _____ Block(s): _____ Reg. Plan _____

Lot(s): _____ Concession(s): _____

Part(s): _____ Reference Plan(s): _____

Assessment Roll Nos: _____

Existing Uses of the Property: _____

Size of the Property: _____ hectares

Existing Buildings on the Property? Yes No If yes, specify building size below

Building 1 _____ sq. m.

Building 2 _____ sq. m.

Building 3 _____ sq. m.

(Please list all additional buildings on a separate sheet)

Is the property designated under Part IV of the Ontario Heritage Act? Yes No

Is this property in tax arrears? Yes No

If so, specify the amount of the tax arrears: \$ _____

Are there any outstanding work orders on this property? Yes No

F. Other Sources of Government Funds

Have you applied for or been approved for any other sources of government funding? (includes Federal, Provincial, Municipal, Municipal Heritage Committee, CMHC, Federation of Canadian Municipalities, etc.)

Yes _____ No _____

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

Program _____

\$	
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Program _____

\$	
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G. Application Type

(a) Please place a check mark in the box below beside each incentive program for which you are applying. Then please complete the appropriate information section for each incentive program for which you are applying.

- Development Charge Reduction Grant Program (complete Section H)
- Building Improvement Grant Program (complete Section I)
- Residential Grant Program (complete Section J)
- Revitalization (Tax Increment) Grant Program (complete Section K)
- Urban Design Study Grant Program (complete Section L)
- Façade Improvement Grant Program (complete Section M)
- Landscaping Improvement Grant Program (complete Section N)

NOTE: IF YOU ARE APPLYING FOR ANY OF THE PROGRAMS IN SECTIONS H, I, J or K, YOU MUST ALSO COMPLETE THE FOLLOWING SECTION:

(b) Below please describe the proposed rehabilitation, redevelopment, infill or intensification project/works to take place on the site that are eligible for the grant, including building and unit size/type, number of stories, construction materials, etc.

Include the following information (as applicable) in your description:

- (i) Number and square footage of residential units to be renovated or constructed by type (1 bedroom, 2 bedroom, 3 bedroom, 4 or more bedrooms);
- (ii) Square footage of commercial space (specify retail and/or office) to be renovated or constructed;
- (iii) Square footage of institutional space to be renovated or constructed;
- (iv) Number of new businesses anticipated to occupy the commercial space one year after completion;
- (v) Number of new jobs created and/or number of existing jobs maintained (please specify);
- (vi) Estimated assessment value of land and buildings after project completion; and,
- (vii) Details of primary construction lending (if any).

(Please attach site plan/survey and detailed architectural/design and/or construction drawings).

H. Development Charge Reduction Grant Program

Please complete the following section **ONLY** if you are applying for the **Development Charge Reduction Grant Program**.

(a) Please indicate the level of Leadership in Energy and Environmental Design (LEED) Certification (if applicable) that the project will be designed to achieve (Check one).

- Certified
- Silver
- Platinum
- Gold

OR

Please describe below how the project satisfies the requisite Regional Smart Growth Design Criteria. The Regional Smart Growth Design Criteria are available from the Planning and Development Department.

(b) Construction Schedule

Construction of all works must be completed within two years of grant approval.

Approximate Start Date of Construction (Month/Year)

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Approximate End Date of Construction (Month/Year)

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I. Building Improvement Grant Program

Please complete the following section **ONLY** if you are applying for the **Building Improvement Grant Program**.

(a) Cost Summary – Eligible Building Maintenance and Improvement Works (please attach two detailed cost estimates from bonafide contractors for work to be performed).

Type of Improvement/Construction	Cost Estimate (\$)		
(i) Eligible Interior and Exterior Building Maintenance and Improvement Works (excluding HST) - insert lowest cost estimate	<table border="1" style="float:right;"><tr><td style="width: 20px; text-align: center;">\$</td><td style="width: 50px; height: 25px;"></td></tr></table>	\$	
\$			

- (ii) Other sources of government funding? (includes Federal, Provincial, Municipal, Municipal Heritage Committee, CMHC, FCM, etc.) \$
- (iii) Total Eligible Costs (i-ii) \$
- (iv) Amount of Grant Applied For: 0.5 times cost item (iii) above to permitted maximum identified in the Program Guide \$

(b) Construction Schedule

Construction of all works must be completed within two years of grant approval.

Approximate Start Date of Construction (Month/Year)

Approximate End Date of Construction (Month/Year)

J. Residential Grant Program

Please complete the following section **ONLY** if you are applying for the Residential Grant Program.

- (a) Cost Summary – Eligible Residential Renovation/Construction Works** (please attach two detailed cost estimates from bonafide contractors for work to be performed).

Type of Improvement/Construction	Cost Estimate (\$)
(i) Eligible Works (excluding HST) - insert lowest cost estimate	\$ <input style="width: 150px; height: 20px;" type="text"/>
(ii) Other sources of government funding? (includes Federal, Provincial, Municipal, Municipal Heritage Committee, CMHC, FCM, etc.)	\$ <input style="width: 150px; height: 20px;" type="text"/>
(iii) Total Eligible Costs (i-ii)	\$ <input style="width: 150px; height: 20px;" type="text"/>
(iv) Amount of Grant Applied For: \$15 per sq. of habitable space to maximum of \$15,000 per unit and to a maximum of \$60,000 per property.	\$ <input style="width: 150px; height: 20px;" type="text"/>

(b) Projected Rental Rates or Sale Prices per unit and per square foot

Rental Rate	\$	per unit/	\$	per square foot
Sale Price	\$	per unit/	\$	per square foot

(c) Construction Schedule

Construction of all works must be completed within two years of grant approval.

Approximate Start Date of Construction (Month/Year)

Approximate End Date of Construction (Month/Year)

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K. Revitalization (Tax Increment) Grant Program

Please complete the following section **ONLY** if you are applying for the Revitalization (Tax Increment) Grant Program.

(a) **Cost Summary – Eligible Rehabilitation/Redevelopment/Infill/Intensification Works** (please attach cost estimate prepared by a bonafide contractor for work to be performed).

Type of Improvement/Construction

Cost Estimate (\$)

(i) Eligible Works (excluding HST) - insert cost estimate

\$	
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(ii) Other sources of government funding? (includes Federal, Provincial, Municipal, Municipal Heritage Committee, CMHC, FCM, etc.)

\$	
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(iii) Total Eligible Costs (i - ii)

\$	
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(b) Construction Schedule

Construction of all works must be completed within three years of grant approval.

Approximate Start Date of Construction (Month/Year)

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Approximate End Date of Construction (Month/Year)

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L. Urban Design Study Grant Program

Please complete the following section **ONLY** if you are applying for the Urban Design Study Grant Program.

This section is to be completed by an Architect or other Qualified Professional as determined by the Town.

Name of Architect or Qualified Professional Conducting the Study and or Completing the Drawings: _____

Company Name: _____

Mailing Address of Architect or Qualified Professional: _____

Postal Code: _____ Tel: () _____ Fax: () _____

Email: _____

(a) Please describe the urban design study and/or architectural/design drawings to be prepared and provide a cost estimate for the study/drawings, excluding H.S.T.

(b) Please describe the facade improvement/restoration and/or the planned redevelopment/ rehabilitation of the property being contemplated at this time, and any planning applications that have been submitted/approved.

(c) Please describe the urban design study and/or architectural/design drawings to be prepared.

(d) Cost Summary – Eligible Urban Design Study Grant (please attach one cost estimate from an architect or qualified professional for the urban design study and/or architectural/design drawings to be prepared).

Type of Improvement/Construction

Cost Estimate (\$)

(i) Eligible Study Costs (excluding HST) - insert cost estimate

\$	
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(ii) Other sources of government funding? (Includes Federal, Provincial, Municipal, Municipal Heritage Committee, CMHC, FCM, etc.)

\$	
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(iii) Total Eligible Costs (i-ii)

\$	
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(iv) Amount of Grant Applied For: 0.5 cost item (iii) above to permitted maximum identified in Program Guide

\$	
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(e) Construction Schedule

Construction of all works must be completed within one year of grant approval.

Approximate Completion Date of Urban Design Study (Month/Year)

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(iii) Total Eligible Costs (i-ii) \$ []

(iv) Amount of Grant Applied For: 0.5*cost item (iii) above to permitted maximum identified in the Program Guide \$ []

(d) Construction Schedule

Construction of all works must be completed within one year of grant approval.

Approximate Start Date of Construction (Month/Year) [] []

Approximate End Date of Construction (Month/Year) [] []

N. Landscaping Improvement Grant Program

Please complete the following section ONLY if you are applying for the Landscaping Improvement Grant Program.

(a) Please describe the landscaping improvement works that are eligible for the matching grant (see the Program Guide for the definition of "eligible works")

Table with 20 empty rows for describing landscaping improvement works.

(b) Cost Summary – Eligible Landscaping Improvement Works (please attach two detailed costs estimates from bonafide contractors for work to be performed).

(i) Lowest Cost Estimate (excluding HST) for eligible works \$ []

(ii) Other sources of government funding? (Includes Federal, Provincial, Municipal, Municipal Heritage Committee, CMHC, FCM, etc.) \$ []

(iii) Total Eligible Costs (i-ii) \$ []

(iv) Amount of Grant Applied For: 0.5 times item (iii) above to permitted maximum identified in the Program Guide

\$	
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(c) Construction Schedule

Construction of all works must be completed within one year of grant approval.

Approximate Start Date of Construction (Month/Year)

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Approximate End Date of Construction (Month/Year)

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O. Sworn Declaration

I/WE HEREBY APPLY for the grant (s) as indicated in this application form.

I/WE HEREBY AGREE to abide by the terms and conditions of the grant program(s).

I/WE HEREBY AGREE to enter into an agreement(s) with the Town that specifies the terms and conditions of the grant(s) and abide by the terms and conditions of said agreement(s).

I/WE HEREBY CERTIFY that the information contained in this application is true, correct and complete in every respect and may be verified by the Town by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.

I/WE HEREBY GRANT permission to the Town, or its agents, to inspect my/our property that is subject of this application.

I/WE HEREBY AGREE that if any statements or information in this application or submitted in support of this application are untrue, misleading or there is a material omission, the application may be rejected or not approved, or payment of the grant(s) may be delayed, reduced, cancelled or repayment may be required.

I/WE HEREBY AGREE that payment of the grant(s) incentive may be delayed, reduced or cancelled if the work is not completed, not completed as approved, or if the contractors are not paid.

I/WE HEREBY AGREE that the incentive programs for which application has been made herein are subject to cancellation and/or change at any time by the Town in its sole discretion, subject to the terms and conditions specified in the program. Participants in programs whose applications have been approved and who have entered into a grant agreement(s) with the Town will continue to receive their grant(s), subject to meeting the conditions in their grant agreement(s).

I/WE HEREBY AGREE that all grants will be calculated and awarded in the sole discretion of the Town. Notwithstanding any representation by or on behalf of the Town, or any statement contained in the incentive program, no right to any grant(s) arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the program(s) and the corresponding grant agreement(s). The Town is not responsible for any costs incurred by the Owner/Applicant in any way relating to the program, including, without limitation, costs incurred in anticipation of a grant(s).

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

 Name of Owner/Applicant or Authorized Agent Signature of Owner/Applicant or Authorized Agent



**VINELAND CENTRAL BUSINESS DISTRICT
COMMUNITY IMPROVEMENT PLAN PROGRAMS
REQUIRED DOCUMENTS CHECKLIST**

TOWN OF LINCOLN

4800 SOUTH SERVICE ROAD
BEAMSVILLE, ON L0R 1B1
TEL: (905) 563-8205
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	Development Charge Reduction Grant Program	Urban Design Study Grant Program	Façade Improvement Grant Program	Building Improvement Grant/Loan Program	Residential/Affordable Residential Grant/Loan Program	Revitalization (Tax Increment) Grant Program	ESA Grant Program	Brownfield Tax Assistance Program	Landscaping Improvement Grant Program
Check application type									
Personal									
• Net worth statement				Loan only	Loan only				
Corporate									
• Incorporation documents (if incorporated)									
• Last two years financial statements				Loan only	Loan only				
Financial									
• Current bank(s) and financial institutions				Loan only	Loan only				
• Current registered mortgages				Loan only	Loan only				
• Details of primary construction lending									
• Details of any secondary financing									
• Details of any secondary sources of government funding, e.g. Federal, Provincial, Municipal, CMHC, etc.									
• List of all other current liabilities and amounts				Loan only	Loan only				
• One (1) detailed estimate of study cost/project construction costs prepared by a bonafide contractor									
• Two (2) detailed estimates of project construction costs prepared by bonafide contractors									
• Sources and use of funds statement				Loan only	Loan only				
• Letters of interest from lenders				Loan only	Loan only				



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 REQUIRED DOCUMENTS CHECKLIST**

	Development Charge Reduction Grant Program	Urban Design Study Grant Program	Façade Improvement Grant Program	Building Improvement Grant/Loan Program	Residential/Affordable Residential Grant/Loan Program	Revitalization (Tax Increment) Grant Program	ESA Grant Program	Brownfield Tax Assistance Program	Landscaping Improvement Grant Program
• Project rental rates and/or sale prices per unit and per sq. ft. and per sq. m									
• Any leases currently in place				Loan only	Loan only				
• Letter(s) of intent to lease				Loan only	Loan only				
• Current appraised value				Loan only	Loan only				
• Estimated appraised value upon completion				Loan only	Loan only				
• Estimated assessment value upon completion									
Property/Proposal									
• Proof of ownership (copy of deed)									
• Site plan or survey									
• Architectural drawings/design plans showing building/proposed building, facade and property improvements, interior layout drawings. All plans showing exterior elevations must be in colour.									
• Breakdown of other uses, e.g., commercial, institutional, etc.									
• Contracts in place									
• Written authorization from property owner to apply for grant									
• Pictures of existing facade and areas of building (interior and exterior) area of the lands to be restored/improved (colour digital copies on a CD)									
• Phase I ESA									
• Phase II ESA/Remedial Work Plan									
• Record of Site Condition									

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