



# Application for Township of King Community Improvement Plan Financial Incentive Programs

For use by the Township of King	
Application number:	Roll Number
Date received:	

### Application Process/ Instructions:

1. Before completing the Financial Incentive Programs application form, applicants should read the Township of King Community Improvement Plan for the Communities of King City, Nobleton and Schomberg (CIP) dated September 22, 2014. The CIP provides General Program Incentive information in Section 4.0 and Program Specific Eligibility Requirements under each CIP program in Section 3.0. Applicants should be familiar with the Program Specific Eligibility Requirements of the Financial Incentive Programs prior to filling out this form.
2. Prior to submission of a complete Financial Incentive Programs application, applicants are also required to arrange and participate in a pre-application consultation meeting with the Administrator, or in the event of a prolonged absence of the Administrator, one or more members of the Township of King Community Improvement Plan Review Committee, in order to discuss and confirm application requirements, program eligibility, proposed scope of work, project timing, supporting documentation requirements, etc. Whenever the term Administrator is used in this application form, it means either the Administrator or the Review Committee.
3. If the applicant is applying for more than one (1) financial incentive, use the same application form, except if you are applying for a tax increment equivalent grant. An application for the Tax Increment Equivalent Grant Program will not be considered in combination with an application for any other additional Financial Incentive Programs.
4. A complete Financial Incentive Programs application must be submitted to and approved by the Township, and the Financial Incentive Programs Agreement must be entered into, prior to commencing any community improvement works. Complete applications must also be submitted and approved prior to application for planning approval and/or building permit. Failure to comply with this paragraph 4 will result in the refusal of an application.
5. Please ensure that this application form is complete and that all required signatures are provided. Failure to do so may result in the refusal of an application or processing delays.
6. In order for a Financial Incentive Programs application to be considered complete by the Administrator, the applicant must submit a completed application form and all supporting documentation required by Administrator as determined in the pre-application consultation meeting or through the Administrator's Preliminary Screening of the application.
7. The Township is not responsible for any costs associated with a CIP application, costs related to the anticipation of an incentive program, or any other costs incurred in relation to any of the programs, including pro-forma financial information, a third party financial review (contracted by the Township), required studies, audits, etc.
8. If the applicant is not the property owner but is a tenant or agent acting for the property owner or the applicant is a tenant, please ensure that the required authorization is completed and signed by the property owner as provided in Part J of this application form.
9. If there is insufficient space on this form to provide the required information, please provide the additional information on a separate sheet or sheets, in a typed format, and attach it to this application form.
10. All Financial Incentive Programs applications will be considered by the Administrator on a "first come first served" basis. Successful applicants will be required to sign the appropriate Financial Incentive Programs Agreement at the time that the application is approved.
11. If you have any questions about this application form, wish to submit, or wish to set up a pre-application consultation meeting, please contact the Township as follows:

**Economic Development Office**  
**Township of King**  
**2075 King Road, King City**  
**Ontario L7B 1A1**

**Phone: 905-833-4016**  
**Fax: 905-833-2300**  
**E-mail: ecdev@king.ca**

<b>A. Description of Property</b>			
Street Number    Street Name		Unit number	Lot/con.
Municipality		Postal code	Plan number/other description
Total Project value estimate \$		Current Use(s) of Building(s)	
Is the Property located within the Community Improvement Project Area (CIPA) designated by the Township of King Community Improvement Plan (this should be confirmed with the Township prior to submission)?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Are there any easements or restrictive covenants or other restrictions affecting the Property?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, describe the easement, restrictive covenant or other restrictions and their effect and attach a copy of documents evidencing the restriction to this application form:			
<hr/> <hr/>			
<b>B. Applicant</b>			
The Applicant is (check <u>one</u> ):			
<input type="checkbox"/> The owner of the property <input type="checkbox"/> A tenant of the property <input type="checkbox"/> An agent applying on behalf of the owner* <input type="checkbox"/> An agent applying on behalf of a tenant*			
*If the applicant is a tenant or agent applying on behalf of the owner or tenant, please ensure that Part K of this form has been signed and completed by the property owner.			
Last name		First name	Corporation or Partnership
Street Number    Street Name		Unit number	Lot/Con.
Municipality		Postal code	Province
E-mail Address			
Telephone number (    )		Fax (    )	Cell number (    )
Has a Pre-consultation meeting occurred with the Township of King Administrator and/or CIP Review Committee Representatives?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
If <u>Yes</u> , please provide the name of the Township representative and date of the Pre-consultation meeting:			
Name of representative: _____			
Date of meeting: _____			
<b>C. Owner (if different from applicant)</b>			
Last name		First name	Corporation or partnership
Street address		Unit number	Lot/con.
Municipality		Postal code	Province
E-mail Address:			

Telephone number (    )	Fax (    )	Cell number (    )
<b>D. Additional Property Information</b>		
Please describe the present use(s) of the Property:		
Is the Property designated under Part IV of the <i>Ontario Heritage Act</i> , or listed on the Township Heritage Register or otherwise identified by the Heritage Committee?		
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		
If yes, please provide any available documentation to support the designation, or listing, including historical photographs and/or drawings.		
If the Property is designated under Part IV of the <i>Ontario Heritage Act</i> , or listed or otherwise identified by the Heritage Committee, has a consultation meeting with the Township been undertaken in order to identify and obtain guidance on community improvement works that will protect, restore, or enhance the heritage features of the Property?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
If <u>Yes</u> , please list the name of the individual and date of contact with Township: _____		
Describe the existing condition of the Property. This description must be supported by photographs of the building(s) and site condition attached to this application.		
<b>E. Application Type</b>		
Instructions: Please indicate the Financial Incentive Programs for which you are applying. Check all that apply.		
<input type="checkbox"/> <b>Façade and Signage Improvement Grant Program</b>		
Specify (check all that apply to your project – reference the CIP Brochure for a description of each grant ):		
<input type="checkbox"/> Application for improvements to or restoration or replacement of building signage		
<input type="checkbox"/> Application for façade improvements		
<input type="checkbox"/> <b>Landscape Improvement Grant Program</b>		
<input type="checkbox"/> <b>Building Accessibility Improvement Grant Program</b>		
<input type="checkbox"/> <b>Motor Vehicle &amp; Bicycle Parking Improvement Grant Program</b>		
Specify (check all that apply to your project):		
<input type="checkbox"/> Bicycle parking Improvements		
<input type="checkbox"/> Motor vehicle parking area improvements		

**Property Conversion, Reuse or Repurposing Grant Program**

Specify (check all that apply to your project):

- Application for the conversion of ground floor residential space or vacant space into commercial space, including restaurants, retail, professional offices, personal or professional services, cultural facilities, educational services, etc.
- Application for the conversion of upper storey space into new residential units
- Application for the conversion of a building, or unit in a building, into a hotel, inn, or bed and breakfast
- Application for the conversion of existing ground floor commercial space to better suit a new commercial use

*Please note: Since a property conversion may result in an increased tax assessment, particularly the conversion of upper storey space to new residential units, the applicant may alternatively wish to apply for a tax increment equivalent grant.*

**Planning Application and Building Permit Fees Rebate Program**

Specify:

- Planning application fee rebate for Minor Variance, Site Plan Application, Zoning By-law Amendment or Official Plan Amendment
- Building permit fee rebate for Building Permit Fees, including Change of Use permits

**Tax Increment-Equivalent Grant Program (cannot be combined with any other Program)**

Specify (check all that apply to your proposed project):

- Application for the development of a vacant lot
- Application for the redevelopment of a non-historic property for the purposes of commercial, office or mixed uses
- Application for major additions or renovations to an existing building or property that result in the creation of new commercial space
- Application for major additions or renovations to an existing building or property that result in the creation of new residential units in the upper storey of a mixed use building
- Application for infrastructure improvements, such as the improvement of on-site water, wastewater or storm water management

*Please note: An application for the Tax Increment-Equivalent Grant Program will not be considered in combination with an application for any other additional Financial Incentive Programs offered through the Township of King CIP.*

**F. Proposed Community Improvement Works**

**Type of Community Improvement Works:**

- 1. Do the proposed community improvement works involve a building that fronts on a street or is visible from a street within the CIPA?  Yes  No
- 2. Is the Property a corner lot (i.e., located at an intersection)?  Yes  No
- 3. Has an application for planning approval and/or building permit, and any additional required permits, related to the community improvement works, been submitted to date?  Yes  No

If yes, please describe:

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- 4. Do the proposed community improvement works involve the development or redevelopment, reconstruction and rehabilitation and/or the improvement of a building's functionality or use?  Yes  No

If yes, please specify and describe the general nature of the community improvement works.

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- 5. Do the proposed community improvement works involve façade improvements, or the improvement or restoration of building signage?  Yes  No

If yes, please specify the components of your façade or signage improvement project:

- Repair/replacement of storefront/rear/side, including repair or replacement of storefront/rear/side doors and windows;
- Repair/replacement of façade masonry and brickwork;
- Repair/replacement of architectural details;
- Repair/replacement of awnings or canopies;
- Façade painting and cleaning/treatments, including murals;
- Addition of new lighting/upgrading of existing fixtures on exterior façade and in entrance and storefront display areas;
- Addition of sidewalk cafés;
- Architectural/design fees required for eligible works; or
- Other similar repairs/improvements, as described below.

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6. Do the proposed community improvement works involve landscape improvements?  Yes  No

If yes, please specify:

Replacement of sod with new sod or alternative ground cover treatments such as water efficient/native plant species;

Planting of trees, shrubs, plants, beds;

Repair or construction of fencing or retaining walls;

Implementation of benches and planters;

Repair or construction of driveways, walkways, and rockwork;

Water efficiency improvements to irrigation systems; or

Other similar repairs/improvements, as described below:

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7. Do the proposed community improvement works involve the increase in motor vehicle or bicycle parking supply?

Yes  No

If yes, please specify:

Increasing parking spaces for motor vehicles from \_\_\_\_\_ spaces to \_\_\_\_\_ spaces (increase of \_\_\_\_ spaces)

Increasing bicycle parking from \_\_\_\_\_ spaces to \_\_\_\_\_ spaces (increase of \_\_\_\_ spaces)

8. Will the proposed community improvement works improve the accessibility of buildings, following the principle of universal accessibility?  Yes  No

9. Do the proposed community improvement works involve the development of new residential units or the conversion of space to create new units?  Yes  No

If yes, please indicate the number of anticipated residential units as a result of the conversion(s) or development/redevelopment project: \_\_\_\_\_

10. Is the existing residential space (to be converted for commercial use) located on the ground floor or at grade with frontage on a public road?

Yes  No

11. Do the proposed community improvement works involve an increase in the gross floor area of the building in question?

Yes  No

If yes, please indicate the anticipated increase in the gross floor area as a result of the work (specify in square metres), as follows:

Existing gross floor area: \_\_\_\_\_; Additional gross floor area: \_\_\_\_\_ Total gross floor area: \_\_\_\_\_

12. Please describe the proposed exterior design of the building(s) that will result upon completion of the community improvement works, including signage, and explain how this design is consistent with and enhances the appearance or character of King Township and is consistent with the applicable Urban Design Guidelines contained within the Township of King Community Improvement Plan.

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**Anticipated Requirements/Impact of Community Improvement Works**

1. Is it anticipated that Township planning application or building permit fees related to the proposed community improvement works will be required?  Yes  No

If yes, please describe the nature of planning applications/building permit fees that are anticipated to be required.

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2. Is it anticipated that the property tax associated with the Property or building will increase as a result of the proposed community improvement works?  Yes  No

If yes, please describe the anticipated property tax increase, and describe the reasons why you believe the taxes will increase, including any sources upon which you rely.

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3. Describe the total anticipated costs associated with the proposed community improvement works. These costs must be supported by at least two cost estimates for eligible work provided by licensed contractors. The two cost estimates must be attached to this application.

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**G. Supporting Material**

In order for an application to be complete, it must be accompanied by all of the supporting material required by the Administrator, which may include but is not limited to:

- Photographs of the existing building and Property condition;
- Historical photographs and/or drawings;
- A site plan, professional design study or architectural drawings;
- Specification of the proposed community improvement works, including a work plan for the improvements and construction drawings; and
- Two cost estimates for eligible work provided by licensed contractors.

Submission requirements will be confirmed with the applicant by the Administrator at the time of the pre-application consultation meeting.

If additional supporting material or documentation is required, or becomes necessary during the processing of this application, the applicant will be contacted prior to further processing of this application.

**H. Compliance**

I (print name) \_\_\_\_\_ agree that if this application is approved by the Administrator and, upon completion of the works, the Administrator determines that the works do not match or comply with the plans provided with, and/or outlined in, this application, the Township of King shall have the right to refuse to provide the grant or rebate for which application is made herein.



**I. Freedom of Information**

For the purposes of the *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 any information that is collected under the authority of the *Planning Act* for the purposes of processing this application.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of applicant

**J. Declaration of applicant**

I \_\_\_\_\_ certify that:  
(print name)

- 1. The information contained in these application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of applicant

**K. Authorization of Owner**

If the applicant is not the owner of the Property that is the subject of this application, the authorization set out below must be completed by the owner.

I/we \_\_\_\_\_ am/are the owner(s) of the Property that is the subject of this application for participation in the Financial Incentive Program(s) under the Township of King Community Improvement Plan for the Communities of King

City, Nobleton and Schomberg. I/we authorize \_\_\_\_\_ to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of owner

**L. Preliminary Application Screening Checklist – FOR OFFICE USE ONLY**

Check all that apply:

- Application is Complete (including completed form and all required supporting materials).
- Application is Incomplete

Specify:

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- Additional Supporting Materials/Consultation Required.

Specify:

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- Proposed Community Improvement Works Meet Program Requirements.
- Proposed Community Improvement Works Do Not Meet Program Requirements.

Specify:

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- Application accepted.
- Application refused.
- Initial Site Visit and Inspection of the Building/Property required. Date of Inspection: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

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

**M. Application Review and Evaluation Checklist – FOR OFFICE USE ONLY**

Check all that apply:

- Application Meets All General Eligibility Requirements.
- Application Does Not Meet All General Eligibility Requirements.

Specify:

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- Application Meets All Program Specific Eligibility Requirements.
- Application Does Not Meet All Program Specific Eligibility Requirements.

Specify:

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- Application is Recommended for Approval. The Financial Incentive Agreement to be prepared and sent to Applicant for signature.
- Application is Not recommended for Approval.

Reviewed by: \_\_\_\_\_

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

Financial Incentive Agreement Prepared by: \_\_\_\_\_

Date Financial Incentive Agreement Sent: \_\_\_\_\_

**N. Declaration**

By submitting this application, the applicant affirms that the facts set forth in this document are true and complete.

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

\_\_\_\_\_  
Date

***Thank you for your interest in applying for the King Township Community Improvement Plan Financial Investment Program.***

Personal information (PI) is collected on this form under the authority of the Municipal Act, s. 11. The purpose of this collection is to administer the King Township Community Improvement Plan Financial Incentive Program. The personal information provided on this form is protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Should you have any questions or concerns regarding the collection of personal information (PI), please contact the Clerks Department, King Township, 2075 King Road, King City, L7B1A1 (905) 833-5321.