

# Attachment 1

## Application Form

### PART ONE: APPLICATION INSTRUCTIONS

1. Before submission, applicants are required to have a pre-application consultation meeting with Township staff in order to discuss and determine application requirements, program eligibility, proposed scope of work, project timing, and supporting documentation requirements.
2. If there is insufficient space on this form to provide the required information, please provide additional information on a separate page(s) and attach the information to this application form.
3. Please print (black or blue ink) or type the information requested on the application form.
4. Please keep a copy of the application for your own records
5. Please ensure the application has been signed by the property owner or authorized agent.
6. Applicants must deliver completed application to:

Township of Brock  
 Clerk's Department  
 1 Cameron Street East, P.O. Box 10  
 Cannington, Ontario, L0E 1E0  
 705-432-2355 (Tel)  
 705-432-3487 (Fax)  
[brock@townshipofbrock.ca](mailto:brock@townshipofbrock.ca)

### PART TWO: APPLICATION TYPE

Please indicate the Financial Incentive Program for which you are applying. Check all that apply.

**Property Tax Increment Equivalent Grant Program**

- Grant amount is equivalent to 100% of the increase in the municipal portion of the property taxes resulting from the reassessment of the property following its redevelopment in Years 1 & 2 and 50% in Years 3, 4, & 5. The reassessment will be determined by MPAC and, once all appeals are resolved, the value of the incremental increase will be calculated to determine the grant equivalent for the term of the grant.
- The term of the grant is 5 years.
- Each year the Municipality pays the grant within 20 working days of the property owner paying the property taxes in full.
- An "Acknowledgement and Agreement" form must be signed by the property owner at the time that the grant is approved.
- If the ownership of the property changes during the 5-year period, the grant is immediately cancelled. The Municipality may deem it appropriate to enter into an agreement with the new owner for continuation of the grant.
- The property cannot be demolished or any changes made that undermine the approved work during the grant period or the grant monies are immediately forfeited and become due and payable 'as taxes' to the Municipality.

In order to determine the suitability of the Tax Increase-based Equivalent Rebate Program, prior to submitting an application for the program, eligible applicants should attempt to estimate the total potential value of the rebate, based on current assessment values and anticipated investment. The Municipal Property Assessment Corporation (MPAC) can offer assistance in this regard.

**Application and Permit Fees Refund Program**

<b>Planning and Building Fees Rebate</b>	<ul style="list-style-type: none"> <li>• Grant amount is:               <ul style="list-style-type: none"> <li>Up to \$1,000/fee = 100% rebate</li> <li>\$1,001 to \$5,000/fee = 75% rebate</li> <li>\$5,001 to \$10,000/fee = 50% rebate</li> <li>Over \$10,000/fee = 25% rebate</li> </ul> </li> <li>• Grant is made within 20 working days following successful completion of approved work.</li> <li>• Eligible fees are: Official Plan Amendment, Zoning By-Law Amendment, Minor Variance, Site Plan Application, Demolition Permit, and Building Permit.</li> </ul>
<b>Development Charges Rebate</b>	<ul style="list-style-type: none"> <li>• Grant amount is 50% of charges.</li> <li>• Grant is made within 20 working days following successful completion of approved work.</li> </ul>
<b>Parkland Dedication Rebate</b>	<ul style="list-style-type: none"> <li>• Grant amount is 50% of cash-in-lieu payment.</li> <li>• A grant is made to the property owner within 20 working days following successful completion of approved work.</li> </ul>
<b>Parking Standard Rebate</b>	<ul style="list-style-type: none"> <li>• Grant amount is 50% of cash-in-lieu payment.</li> <li>• A grant is made to the property owner relating to creation of new residential units in existing commercial space within 20 working days following successful completion of approved work.</li> </ul>

**Residential Conversion and Rehabilitation Grant Program**

- Grant amount is 50% of construction cost to a maximum of \$4,000 per residential unit.
- The maximum grant per property/application is \$8,000.
- The grant shall be paid to the property owner within 20 working days following successful completion of the approved work.
- The property owner must sign an "Acknowledgement and Agreement" form at the time that the grant is approved.
- Property cannot be demolished or any changes made that undermine the approved work during a 5-year period following the grant or the grant monies are immediately forfeited and become due and payable 'as taxes' to the Municipality.



## Heritage Property Tax Relief Grant Program

- *Ontario Heritage Act* allows the Municipality to designate heritage buildings.
- *Municipal Act* (section 365.2) allows the Municipality to enact a bylaw and offer tax relief from the municipal portion of property taxes where restoration and preservation work has been successfully completed. A by-law will be passed by the Township describing the tax relief.
- An “Acknowledgement and Agreement” form must be signed by the property owner at the time that the relief is approved.
- It is anticipated that the tax relief will be time limited. If the ownership of the property changes during the time period, the tax relief is immediately cancelled. The Municipality may deem it appropriate to enter into an agreement with the new owner for continuation of the heritage property tax relief.
- The property cannot be demolished or any changes made that undermine the heritage designation or restoration work during the relief period or the relief monies are immediately forfeited and become due and payable ‘as taxes’ to the Municipality.

An application for the same community work that is offered by the Façade Improvement Grant Program will not be considered in combination with an application for an incentive that is offered by the Heritage Property Tax Relief Grant Program. For example, for a project to use both the heritage improvement and façade improvement programs, two different pieces of work would have to be done – the bricks could be resurfaced using an alternative to sandblasting (sandblasting brick projects will not be considered because of their danger to brick structure), and then the property owner could apply to also have the signage changed in front of the building to be eligible under both of these programs.

## Commercial Façade Improvement Grant Program

- Grant amount is 50% of construction cost to a maximum of \$4,000 per façade.
- An additional grant of \$2,000 (at 50% of construction costs) is available for a heritage-designated building or a building of architectural significance as listed by the Municipality.
- The maximum grant per property/application is \$10,000.
- Side improvements are eligible if the public view of the façade is significant.
- The grant shall be paid to the property owner within 20 working days following successful completion of the approved work.
- The property owner must sign an “Acknowledgement and Agreement” form at the time that the grant is approved.
- Property cannot be demolished or any changes made that undermine the approved work during a 5-year period following the grant or the grant monies are immediately forfeited and become due and payable ‘as taxes’ to the Municipality.

An application for the same community work that is offered by the Heritage Property Tax Relief Grant Program will not be considered in combination with an application for an incentive that is offered by the Commercial Façade Improvement Grant Program. For example, for a project to use both the heritage improvement and façade improvement programs, two different pieces of work would have to be done – the bricks could be resurfaced using an alternative to sandblasting (sandblasting brick projects will not be considered because of their danger to brick structure), and then the property owner could apply to also have the signage changed in front of the building to be eligible under both of these programs.



#### **Environmental Study Grant Program (Brownfields)**

- Grant amount is 50% of cost of an eligible study to a maximum of \$5,000 per study for a property suspected to be environmentally contaminated
- Eligible studies include a Phase II ESA, Phase III ESA, and a Risk Assessment Plan prepared by a qualified professional
- A description of the planned redevelopment of the site must accompany the application
- The grant shall be paid upon submission of the study to the Township together with the invoice
- The Township shall receive a copy of the study and if the business owner does not implement the feasibility study, the Township may make the findings of the study available to others with the exception of any proprietary data specific to the applicant.

#### **Feasibility Study Grant Program (Brownfields)**

- Grant amount is 50% of cost of an eligible study to a maximum of \$5000 per study for a property suspected to be environmentally contaminated with respect to its reuse and redevelopment potential
- Eligible studies include an evaluation of the structural soundness of buildings and/or structures and their mechanical and electrical systems; concept plans for the property or project area; market analyses; and, any other feasibility study as approved by the Township.
- The grant shall be paid upon submission of the study to the Township together with the invoice
- The Township shall receive a copy of the study and if the business owner does not implement the feasibility study, the Township may make the findings of the study available to others with the exception of any proprietary data specific to the applicant.

#### **Brownfield Tax Assistance Program**

- A Phase II ESA must have been completed for the property and this program only applies to properties requiring environmental rehabilitation and implementation of a remedial work plan and/or risk management plan
- Grant amount cancels the Township's portion of the property tax during implementation of a remedial work plan and/or risk management plan for a maximum of three (3) years and requires the approval of the Ministry of Finance
- An "Acknowledgement and Agreement" form must be signed by the property owner at specifying the term, duration and default provisions of the tax assistance
- Eligible costs include the following: actions taken to reduce the concentration of contaminants on, in or under the property in order to permit a Record of Site Condition to be filed in the Environmental Site Registry; placing clean fill and grading as per a site plan; installing environmental and/or engineering controls/works as specified in the remedial work plan and/or risk management plan; monitoring, maintaining and operating environmental and engineering controls/works as specified in the remedial work plan and/or risk management plan; and, environmental insurance premiums.
- Applicants shall provide a copy of the Record of Site Condition filed with the Environmental Site Registry signed by a qualified professional upon completion of the work

**PART THREE: APPLICANT INFORMATION**

*Registered Property Owner*

Name: Marilyn Almeida and William Merrick Hudson

If Corporation, Signing Officer to contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: Carrington Province: ON Postal Code: L0E 1E0

Daytime Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

*Applicant (if not property owner – See Part Ten)*

Name: n/a

If Corporation, Signing Officer to contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

*Authorized Agent (See Part Ten)*

Name: n/a

If Corporation, Signing Officer to contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**PLEASE NOTE:**

If the applicant is not the property owner, please ensure that the required authorization is completed and signed by the property owner as provided in Part Ten of this application form.

1. Please specify to whom all communication is to be sent:

Property Owner       Applicant       Agent   
\* Same person

2. If known, provide the names and addresses of any holders of any mortgages, charges or other encumbrances on the subject land:

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**PART FOUR: LOCATION/LEGAL DESCRIPTION OF SUBJECT PROPERTY**

1. Is the subject property located within one of the Community Improvement Project Areas (CIPA) designated by the Downtown Community Improvement Plan?

Yes       No

If yes, which CIP Area:

Beaverton       Cannington       Sunderland

2. Property Address: 16-18 Cameron St. West, Cannington

3. Legal Description of Property: PT LTS 11, 12 PL H50055 AS IN 0490519; S/T 0519448, 061206 BROCK

4. Assessment Roll #: 183903000210500

5. Are there any easements or restrictive covenants affecting the subject property?

Yes       No

If yes, describe the easement or covenants and its effect: WATERMAIN EASEMENT IN FAVOUR OF THE REGION OF OURHAM REGISTERED ON TITLE: INSTRUMENT # 061206  
GAS PIPELINE EASEMENT IN FAVOUR OF THE CONSUMERS GAS COMPANY LTD REGISTERED ON TITLE: INSTRUMENT # 0519448



**PART FIVE: ADDITIONAL PROPERTY INFORMATION**

1. Is the subject property designated under Part IV of the *Ontario Heritage Act* as historically significant?

Yes  No  Unknown

If yes, please provide any available documentation to support the designation, or listing, including Historical photographs and/or drawings.

2. Are property taxes for the subject property in arrears?

Yes  No

3. Are there any outstanding orders or municipal fee against the subject property?

Yes  No

4. Current MPAC assessment value of property: \$ 213,000

5. What is the current status of the building?

Vacant  Occupied  Underutilized

If other, please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6. Please specify the current and proposed use for the subject property

	Ground Floor	Second Floor	Third Floor	Other
Existing Use	n/a	n/a	n/a	n/a
Proposed Use	retail sales	office	n/a	n/a

Additional information, if needed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PART SIX: PROPOSED COMMUNITY IMPROVEMENT**

**DESCRIBE YOUR IMPROVEMENT PROJECT**

Describe the existing condition of the building

When the building was purchased, the facade was boarded up, there was structural work needed at the front for which a structural building permit was issued.

At this point the building still requires all interior finishes, hvac, electrical and plumbing work. There will also be a main floor bathroom installed. The drawings/plans are all in the possession of the Township of Brock's Building Department. The exterior also needs to be trimmed, brick work, stairs + railings installed, etc.

Describe the proposed capital improvements that you envision for your project and how will it add to the overall community vibrancy of your area. Please attach photos.

The building will go from being a boarded up eyesore (words spoken to us by many Camington residents) to a fully renovated/restored retail space that will feature gorgeous, quality finishes throughout and will provide a retail experience not often found in towns our size. The focus will be on melding the new necessary upgrades, primarily the entire front main floor glass facade, with restored exposed brick walls, upgraded hvac, electrical and plumbing to meet today's standards, restoring existing wood flooring where possible and having appropriate tile installed elsewhere where needed.

**Scale of Community Improvement:** \* Structural work needed including new floor joists, posts + I-BEAM, block and concrete work has been performed under the structural building permit

1. Does the proposed community improvement work involve 25% or more of the existing gross floor area?

Yes  No

**PLEASE NOTE:**

Infrastructure work including the improvement or reconstruction of existing on-site public infrastructure (storm sewers) will be considered eligible.

- \* BACK ROOF, SOFFITS + FASCIA HAVE BEEN REPLACED
- \* 2ND FLOOR SIDE AND BACK WINDOWS HAVE BEEN REPLACED
- \* MAIN FLOOR BACK WINDOWS HAVE BEEN REPLACED
- \* ON DEMAND HOT WATER SYSTEM HAS BEEN INSTALLED
- \* GAS FURNACE HAS BEEN INSTALLED AND HEAT PUMPS AND AIR CONDITIONING TO BE INSTALLED



2. Applicants may be required to submit the following at the time of the submission of this application. Submission requirements will be confirmed with the applicant at the time of the pre-application meeting.

- a. A site plan and/or professional design study/architectural drawings; and/or
- b. Specification of the proposed works, including a work plan for the improvements and construction drawings.

3. Has an application for planning approval and/or building permit, and any additional required permits, related to the community improvement works, as described above, been submitted to date?

Yes  No

4. Describe the total anticipated costs associated with the proposed community improvement works.

Community Improvement Item	Cost
Front Structural Work and Front Windows + Doors (Block + Brick Work)	\$ 50,000
HVAC, ELECTRICAL + PLUMBING	\$ 50,000
BACK + SIDE WINDOW REPLACEMENT	\$ 12,000
BACK ROOF, SOFFITS, FASCIA	\$ 7,800
ALL OTHER WORK (FLOORS, DRYWALL, LIGHTING, BATHROOM)	\$ 50,000
<b>Total Project Cost</b>	<b>\$185,000</b>

\* FINISH TRIMMING OUT THE FRONT FACADE, STAIRS + RAILINGS  
 Identified costs must be supported by at least two quotes/cost estimates for each community improvement item proposed provided by licensed contractors, and attached to this application. APPROX COST \$15,000

If you are a property owner who is considering improvements and you are contemplating doing non-electrical/mechanical work yourself (e.g. sanding, painting), costs related to supplies are eligible under the heritage and façade improvement programs.

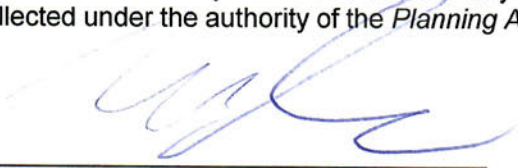
5. Please specify the approximate construction dates of the proposed project

Approximate construction start date: already started

Approximate construction end date: ideally spring of 2023

**PART EIGHT: 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.



\_\_\_\_\_  
Signature of Owner

January 12/2023  
Date

n/a

\_\_\_\_\_  
Signature of Applicant (if different)

\_\_\_\_\_  
Date



**PART NINE: DECLARATION**

I, William Merriuk Hudson, of Cannington

Solemnly declare that:

All of the above statements and the statements contained in all of the exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath. I understand that the Municipality reserves the right to verify any information contained herein. I have read and understand all of the rules set out in this application form. All of the above statements and statements contained in all of the exhibits transmitted herewith are true.

DECLARED before me at Township )  
 )  
of Brock in the Region/County of )  
 )  
Durham Region this 13<sup>th</sup> day of ) Applicant's Signature  
 )  
January, 2023 A.D. )  
 )

Stefanie Stickwood  
A Commissioner, etc.

**Stefanie Stickwood,  
a Commissioner, etc.,  
Province of Ontario, for the  
Corporation of the Township of Brock  
Expires June 15, 2025**