

# Town of Espanola

## Community Improvement Plan

### Application for Incentive Programs

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| <b>Introduction:</b>   | <p>The Town of Espanola's Community Improvement Plan (CIP) for the Downtown Core / Highway 6 Corridor Revitalization establishes a strategy for the revitalization of two commercial areas in Town, the Downtown Core and Highway 6 Corridor, and provides tax assistance for housing projects within the Residential Project Area. The CIP provides design guidelines and incentive programs for improvements, including tax assistance.</p> <p>All applicants should consult the Town's CIP document, available on the Town's website and Municipal Office.</p> <p>The Town is not responsible for any costs incurred by an applicant in relation to any of the programs, including, without limitation, costs incurred in anticipation of a grant and/or tax assistance.</p>   |  |  |
| <b>Pre-Consultation:</b>   | <p>All potential applicants must have a pre-consultation meeting with the Town prior to submitting an application for incentive programs. The purpose of the pre-consultation meeting is to confirm property and project eligibility and program requirements.</p>  |  |  |
| <b>Authorization (page 5):</b>   | <p>If the applicant is not the owner of the subject land, a written statement by the owner must accompany the application, which authorizes the applicant to act on behalf of the owner as it relates to the subject application.</p>   |  |  |
| <b>Plans &amp; Drawing:</b>  | <p>All applications for CIP incentive programs must include accurate, detailed copies of plans / drawings / renderings showing the proposed improvements for which the application is being made.</p>   |  |  |
| <b>Supporting Information:</b>   | <p>Additional information may be required by the municipality in order to evaluate the proposed application for CIP incentive programs. The required information may include studies or reports to deal with such matters as environmental impacts, traffic, water supply, sewage disposal and storm water management.</p> <p>In addition, the applicant may be required to submit a more detailed site plan, under <b>site plan control</b>, prepared by a qualified professional, showing the proposed development including all new buildings and structures, parking areas, landscaping and other site information as required by the municipality.</p>   |  |  |
| <b>Application Processing:</b>   | <p>Following mandatory pre-consultation, upon receipt of an <b>application</b> and <b>other information</b> as may be required, the Town will determine whether there is sufficient merit in processing the application further, including compliance with minimum eligibility requirements and design guidelines outlined in the CIP. The Town will evaluate the application, and may require the signing of an agreement for certain programs which outline terms and conditions. Prior to release of funds, the Town will require proof of all costs submitted by the applicant.</p> <p>In all cases, applicants shall enter into a maintenance agreement with the Town and shall undertake to keep the property and specifically those parts of the property subject to the CIP improvement project in good condition.</p> <p>Any Outstanding charges from the Town (including tax arrears), work orders, and/or orders or requests to comply on any property owned by the Applicant must be satisfactorily addressed prior to application processing and grant and/or tax assistance payment.</p> <p>Projects must be completed within one year of approval, but recipients may apply for a grant extension.</p> |  |  |
| <b>Further Information:</b>  | <table><tr><td>Town of Espanola<br/>Economic Development Officer<br/>100 Tudhope Street, Suite 2<br/>Espanola, ON P5E 1S6<br/>Telephone: (705) 869-1540<br/><a href="http://www.espanola.ca">www.espanola.ca</a></td><td><b>Copies:</b> One (1) copy of this application, including plans/drawings/renderings and other information as may be specified, shall be required.</td></tr></table>   | Town of Espanola<br>Economic Development Officer<br>100 Tudhope Street, Suite 2<br>Espanola, ON P5E 1S6<br>Telephone: (705) 869-1540<br><a href="http://www.espanola.ca">www.espanola.ca</a> | <b>Copies:</b> One (1) copy of this application, including plans/drawings/renderings and other information as may be specified, shall be required. |
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**APPLICANT INFORMATION**

1. a) Registered Owner(s): \_\_\_\_\_

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

b) Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

If the application will be represented, prepared or submitted by someone other than the registered owner(s) please specify:

c) Tenant or Authorized Agent(s): \_\_\_\_\_

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

d) Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

NOTE: Unless otherwise requested, all communication will be sent to the tenant/agent, if any.

**PROPERTY DESCRIPTION**

2. **MUNICIPAL ADDRESS:** \_\_\_\_\_

**LEGAL DESCRIPTION:** \_\_\_\_\_

3. Date the subject land was acquired by the current owner: \_\_\_\_\_

4. Describe any easements, mortgages, charges, or other encumbrances in respect of the subject land:  
\_\_\_\_\_

5. **EXISTING USE OF LAND:** \_\_\_\_\_ Date of Construction: \_\_\_\_\_

6. **PROPOSED USE OF LAND:** \_\_\_\_\_

7. **ZONING:** \_\_\_\_\_ Is an amendment required for proposed work? **Yes ( ) No ( )**

8. **TAXES AND OUTSTANDING WORK ORDERS:**

Current Assessed Value of Property: \_\_\_\_\_

Is current tax receipt attached? **Yes ( ) No ( )**

Is the property in tax arrears? **Yes ( ) \* No ( )**

Are there outstanding work orders on the property? **Yes ( ) \* No ( )**

If "Yes", please describe: \_\_\_\_\_

*\* note that outstanding charges must be satisfactorily addressed prior to the application processing and grant and/or tax assistance payment*

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**PROPOSED IMPROVEMENTS**

**9. INCENTIVE PROGRAMS:**

**Check off the incentive program(s) for which this application applies. Indicate grant amount requested.**

|  | <b>Amount</b> |
|--|---------------|
| 1. Façade Improvement Grant Program (max \$4,000) <span style="float: right;">( )</span>                         | _____         |
| 2. Signage Improvement Grant Program (max \$2,000) <span style="float: right;">( )</span>                        | _____         |
| 3. Accessibility Improvement Grant Program (max \$5,000) <span style="float: right;">( )</span>                  | _____         |
| 4. Parking Area and Landscaping Improvement Grant Program (max \$4,000) <span style="float: right;">( )</span>   | _____         |
| 5. Architectural / Engineering Design Grant Program (max \$1,000) <span style="float: right;">( )</span>         | _____         |
| 6. Municipal Application / Permit Fees Rebate (max varies per permit/fee) <span style="float: right;">( )</span> | _____         |

*Maximum amount of grants 1-6 is \$5,000 per property.*

**TOTAL**

|  |       |
|--|-------|
| 7. Tax Increment Grant Program – Commercial <span style="float: right;">( )</span> | _____ |
| Tax Increment Grant Program – Residential <span style="float: right;">( )</span>   | _____ |

**10. Description of proposed improvements (attach additional sheets if necessary):**

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**11. Are copies of plans /drawings /renderings showing the proposed improvements attached? Yes ( ) No ( )**

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**12. BUILDING PERMIT INFORMATION:**

Building Permit/Application number: \_\_\_\_\_ Building Permit Fees Paid: \_\_\_\_\_

Permit Application Date: \_\_\_\_\_ Value of Project (from permit): \_\_\_\_\_

**12. ITEMIZED COST ESTIMATES:**

Are itemized cost estimates for the proposed improvements attached? **Yes ( ) No ( )**

**13. CONSTRUCTION/PROJECT SCHEDULE:**

Estimated start of construction / improvement project: \_\_\_\_\_

Estimated completion of construction / improvement project: \_\_\_\_\_

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**AFFIDAVIT:**

I (we) \_\_\_\_\_ of the \_\_\_\_\_ (municipality),  
District of \_\_\_\_\_ solemnly declare that all the statements contained in this application  
are true, and I (we) make solemn declaration conscientiously believing it to be true, and knowing that it  
is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

DECLARED before me at the Town of Espanola in the District of Sudbury this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_.

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Commissioner**

\_\_\_\_\_  
**Date**

**AUTHORIZATION FOR TENANT / AGENT / SOLICITOR TO ACT FOR OWNER:**

*(If application and affidavit is signed by someone other than the Owner (i.e. tenant, agent, or solicitor), the  
Owner's written authorization below must be completed.)*

I (we) \_\_\_\_\_ of the \_\_\_\_\_ (municipality),  
District of \_\_\_\_\_ do hereby authorize \_\_\_\_\_ to  
make this application or act as my (our) agent in this application.

\_\_\_\_\_  
**Signature of Owner(s)**

\_\_\_\_\_  
**Date**

**APPLICATION RECEIVED BY THE MUNICIPALITY:**

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Date**