



Application for Community Improvement Plan Incentive Programs

760 County Road 36, Trent Lakes, Ontario K0M 1A0 Tel:(705) 738-3800 Fax: (705) 738-3801 www.trentlakes.ca

For further information on the Community Improvement Plan Incentive Programs, please refer to our website www.trentlakes.ca or contact the Planning Technician at (705) 738-3800 ext. 234

Instruction Checklist

- Read the General Program Requirements and Program Guide(s) that apply to the program(s)
- Meet with Municipal staff to discuss and confirm program eligibility and details
- Print in black or blue ink **or** type out information on the application form
- If there is not enough room, attached additional information to application on separate sheets
- Complete application
- Provide all necessary signatures
- Any works or studies, subject to the application, will not begin before receiving approval or before an agreement is signed by the Municipality
- Attach all supporting documents that apply to the program(s) for which you are applying:

	Landscaping Improvement	Building Improvement	Commercial Sign
Incorporation documents (if incorporated)			
Details of any secondary sources of government funding			
Two detailed estimates of project construction costs prepared by bona fide contractors			
Any leases currently in place			
Letter(s) of intent to lease	N/A		
Site Plan and/or Survey			
Architectural drawings/design plans showing proposed building improvements, landscape improvements, parking layouts			
Breakdown of other uses (e.g. commercial, residential)			
Proof of ownership OR written authorization from property owner to apply for grant			
Notice of property tax history			
Title search showing no claims, leins or orders			
Picture of existing building and landscape areas of building to be restored/improved	N/A		

Deliver your application in person or send it by mail to:
 Municipality of Trent Lakes
 760 County Road 36
 Trent Lakes ON K0M 1A0

For Office Use Only	
Application Number:	Permit Number (if different):
Date Received:	Roll Number:

Please Print

A. Applicant Information		
Name of Registered Property Owner		
Mailing Address of Property Owner		
Phone	Fax	Email
B. Agent Authorization and Information		
<p>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.</p> <p>I, _____, am the owner of/applicant for the land that is subject of this application, and I hereby authorize my agent _____ to make this application and to act on my behalf in regard to this application.</p> <p>Dated at the _____, this _____ of _____, _____.</p>		
Name of Owner/Applicant (please print)		Signature of Owner/Applicant
Agent Information (if any)		
Name of Agent		
Mailing Address of Agent		
Phone	Fax	Email
C. Solicitors (if any)		
Name of Solicitor		
Mailing Address of Solicitor		
Phone	Fax	Email

D. Property Information	
Municipal Address(es) of Property for which this Application is being submitted	
Roll Number(s)	
Legal Description of Property (Lot and Plan Numbers)	
Existing Property Use	
Size of Property _____ hectares	
Existing Buildings on Property?	Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, specify building size below)
Building 1	_____ sq. m
Building 2	_____ sq. m
Building 3	_____ sq. m
Is this property in tax arrears?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, specify value of tax arrears	\$ _____
Are there any outstanding work orders on this property?	Yes <input type="checkbox"/> No <input type="checkbox"/>
E. Other Sources of Government Funds	
Have you applied for or will you be obtaining any other sources of government funding? (includes Federal, Provincial, Municipal, CMHC, Federation of Canadian Municipalities, etc.)	
Yes	<input type="checkbox"/> No <input type="checkbox"/>
If yes, please list other sources and amounts of government funding:	
Program _____	\$ _____
Program _____	\$ _____
F. Application Type	
Place a check mark beside each incentive program for which you are applying. Then please refer to and complete the appropriate information section for each incentive program for which you are applying.	
<input type="checkbox"/>	Landscaping Improvement Grant Program (complete Section G)
<input type="checkbox"/>	Building Improvement Grant Program (complete Section H)
<input type="checkbox"/>	Business Sign Grant Program (complete Section I)

H. Building Improvement Grant Program

Describe the building improvement works that are eligible for the matching grant (see the Program Guide for the definition of “eligible works”)

Attach two (2) detailed costs estimates from bona fide contractors for work to be performed.

Type of Improvement/Construction

Cost Estimate

- a. Lowest Cost Estimate (excluding HST) for eligible works \$ _____
- b. Other sources of government funding (includes Federal, Provincial, Municipal, CMHC, FCM, etc) \$ _____
- c. Total Eligible Costs (a-b) \$ _____
- d. Amount of Grant Applied for (50% of cost item c above up to the permitted maximum identified in the Program Guide) \$ _____

Construction Schedule (all works must be completed within one (1) year of grant approval)

Approximate Start Date of Construction (Month/Year) _____

Approximate End Date of Construction (Month/Year) _____

J. Sworn Declaration

I/We Hereby Apply for the incentive programs as indicated in this application form.

I/We Hereby Agree to abide by the terms and conditions of these programs

I/We Hereby Agree to enter into an agreement with the Municipality that specifies the terms and conditions of the grant/loan and abide by the terms and conditions of the agreement.

I/We Hereby Agree to abide by the terms and conditions of loan repayment as specified in the agreement and understand that the agreement and a second mortgage for the loan amount shall be registered against title to the property prior to the Municipality releasing any funds.

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 Municipality 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 Municipality, 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 the grant/loan may be delayed, reduced, or cancelled.

I/We Hereby Agree that the grant/loan 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 programs for which application has been made herein are subject to cancellation and/or change at any time by the Municipality in its sole discretion, subject to the terms and conditions specified in the program. Participants in programs whose application have been approved and who have entered into an agreement with the Municipality will receive grant payments/their loan, subject meeting the conditions in their agreement.

I/We Hereby Agree that all grants and loans will be calculated and awarded in the sole discretion of the Municipality. Notwithstanding, any representation by or on behalf of the Municipality, or any statement contained in the program, no right to any grant or loan arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the program and the grant/loan agreement. The Municipality 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 or loan.

Dated at the _____, this _____ of _____, _____.

Name of Owner/Applicant (please print)

Signature of Owner/Applicant