



Village of South River

APPLICATION PACKAGE

COMMUNITY IMPROVEMENT PLAN



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CIP Program Eligibility

This brief questionnaire is designed to help you assess if your planned improvement project is a candidate for funding.

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Is the property you are improving located within the CIP boundary? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Can the project be completed within one calendar year? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Will the improvement result in a noticeable and positive change to the appearance of the property and affect the MPAC Assesd Value? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Is the improvement taking place on the subject property (i.e. not on the Municipal sidewalk, adjacent path, roadway, or allowance of adjacent lands)? If your project impacts the sidewalk or other Municipal property please contact the Village of South River for further discussion. |

If you answered 'yes' to all of the above questions the subject property will be **eligible for consideration** for funding. Not all eligible projects will be funded.

The Village of South River will review all applications and evaluate the impact of each project.

| Criteria | Score |
|---|-------|
| 1. Property is situated in the commercial corridor within the CIP area. | 0 1 2 |
| 2. Project results in replacement of signage or other façade elements. | 0 1 2 |
| 3. Project contributes to the beautification of the overall streetscape and is consistent with the overall look of the neighbourhood. | 0 1 2 |
| 4. Project enables the property to comply with AODA accessibility requirements. | 0 1 2 |
| 5. Project increases the likelihood that an empty/underutilized storefront will be occupied. | 0 1 2 |
| 6. The project is considered an essential business to the Village of South River. | 0 1 2 |

The Village will evaluate all valid applications and reserves the right to select projects based on the comparative merit of the application **in addition to** successful scoring according to these criteria.

CIP Project Review Meeting Request

If you feel your project meets the criteria and priorities of *the Community Improvement Plan*, please complete this form to request a Project Review Meeting.

Name: Daytime Contact Information:

Address of Property: _____

Estimated Cost of the Improvement Project: _____

Provide a brief description of the Improvement Project:

Please return completed forms to:

Clerk-Administrator
Village of South River
P.O. Box 310
South River, ON
P0A 1X0

For more information please call 705 386 2573 or email: clerk@southernriverontario.com



COMMUNITY IMPROVEMENT PLAN

Application Process

Pre-Application

Prior to applying for the program, interested parties are asked to complete the questionnaire on the previous page. The questionnaire will outline the program objectives so interested applicants can assess the fit between the Village of South River's goals and the potential improvement project.

1.0 Step One: Application Submission

- 1.01 All applicants must have a Project Review Meeting prior to submitting an application. The Project Review meeting will determine eligibility, scope of proposed work, project timing, and supporting documentation requirements.

To schedule the Project Review meeting contact:

Clerk-Administrator
Village of South River

P.O. Box 310
South River, ON

P0A 1X0
705-386-2573

clerk@southriverontario.com

- 1.02 If applicants wish to proceed after the Project Review meeting then a complete application must be submitted including all required supporting documentation and signatures.
- 1.03 The Township is not responsible for the costs associated with the application process, or any other costs incurred in relation to any of the programs, including financial reviews, audits, etc.
- 1.04 There is no application fee.



2.0 Step Two: Application Review & Evaluation

- 2.01 THE Village will review and evaluate each application and supporting documentation to confirm eligibility against the criteria. If eligibility is not met then the application will not be approved.
- 2.02 Village staff will visit the site and inspect the property.
- 2.03 Village staff will evaluate applications. Successful projects will address the priorities and objectives of the CIP. If there are multiple applicants, Village staff will prepare a list of eligible applications and make a recommendation to Council regarding applicant selection. Council will decide which applicants will receive funding.
- 2.04 No community improvement works shall commence prior to approval
a application and the execution of an agreement.

3.0 Step Three: Grant Approval

- 3.01 If Council approves the application, Village staff shall execute an agreement with the property owner/agent.
- 3.02 Once the agreement is approved, and appropriate building permits etc. obtained, the applicant may commence community improvement works.

4.0 Step Four: Payment



- 4.01 Approved applicant has **one year** to complete the approved project from date Building Permit is issued.
- 4.02 Owner/ agent will provide to the Village the following at completion of the project:
 - a) Photographic evidence of the completed project.
 - b) Actual cost of project.
 - c) Other documentation proving completion of project (signed off by appropriate officials eg. Building Department, Engineering etc).
 - d) MPAC Assessed value of improvements.
- 4.03 Staff will perform a site visit and inspection of the building/property.
- 4.04 Staff will review all relevant documents.
- 4.05 Staff will calculate actual financial incentive due.
- 4.06 Staff will confirm that the owner has no outstanding property taxes or other invoices for the year and no outstanding by-law orders against the property.
- 4.07 Village issues approved CIP payment or account credit by the Village's Treasury Department to the applicant/agent.



COMMUNITY IMPROVEMENT PLAN APPLICATION

(Please provide answers to all questions provided)

| |
|--|
| Village File Number: _____ (To be completed by Village staff) |
| Legal Description of Property for which application is being made: <div style="border: 1px solid black; height: 40px; width: 100%;"></div> |
| Roll Number: _____ (To be completed by Village staff) Is this property in the Community Improvement area: <div style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</div> |

1. Date of Application Submission: _____

2. Name of Owner: _____

Address: _____ Tel No: _____

Address 2: _____ Cell No _____

Postal Code: _____ Email: _____

If corporation: Signing Officer to Contact: _____

3. Applicant is the owner Applicant is NOT owner* (complete below)

Name of Applicant: _____

Address: _____ Tel No: _____

Address 2: _____ Cell No _____

Postal Code: _____ Fax: _____

Email: _____

*If the Property Owner is not the applicant, the owner must complete the Owner Authorization on the final page of this application.

4. Name of Authorized Agent (if any): _____

Address: _____ Tel No: _____

Address 2: _____ Cell No _____

Postal Code: _____ Fax: _____

Email: _____



5. Please specify to whom all communication is to be addressed and sent to:

- Property Owner Applicant Agent

6. Provide names and addresses of any holders or any mortgages, chances or other encumbrances on subject lands (if known):

| | |
|-------|----------|
| Name: | Address: |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

7. Description of land for which application is being made:

a. Legal Description (Lot, Conc, Registered Plan and/or Reference Plan)

b. Municipal Address (Street and Number)

8. Are there any easements, right-of-ways or restrictive covenants affecting this property:

- Yes No

If yes, please describe:

9. 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 description, or listing, including historical photographs and/or drawings.



10. Are the property taxes for subject property in arrears:

- Yes No

11. Current MPAC Assessment Value: \$ _____

12. Current status of building:

- Occupied Unoccupied Under Utilized

13. Has an application for planning approval and/or building permit and any additional required permits been submitted to date:

- Yes No

14. Please specify use:

Existing use:

Proposed use after completion:



SITE SPECIFIC DETAILS:

15. Describe your improvement plan

Existing Condition (Please attach photographs):

Outline the improvements that you envision for your project and how they will improve the community or area (please attach illustrations or renderings if applicable):

Applicants may be required to submit the following which will be determined at the Project Review Meeting:

A – Site Plan and/or professional design/ architectural drawing.

B – Work Plan and construction drawings.



16. Describe anticipated costs

|

| COMMUNITY IMPROVEMENT ITEM | COST |
|----------------------------|------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |

TOTAL PROJECT COST:

Please indicate anticipated construction dates:

Approximate Start Date: _____

Approximate Completion Date: _____



17. Supporting Materials

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

- Photographs of existing condition.
- Specification of proposed works.
- Site plan/ professional drawings.

These will be identified at the Project Review Meeting.

Office Use Only:

File #: _____

Date Received: _____



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 of any information that is collected under the authority of the Planning Act/Building Code for the purposes of processing this application.

Signature of Owner

Date

Signature of Applicant
(If different)

Date



DECLARATION

I, _____ of _____

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 Village reserves the right to verify any information contained herein. I have read and understand all 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 _____
of _____ in the District of
_____ this _____ day of
_____, _____.

Applicant's signature

A Commissioner Etc.



AUTHORIZATION OF OWNER

If the applicant is not the owner of the land that is the subject of this application, the authorization set out below must be completed by the owner. This section should be signed by the property owner/s or if held by a corporation, by a signing officer (name and position) of the corporation.

I/we _____ am/are aware the owner(s) of the land that is the subject of this application for participation within a Financial Incentive Program under the Village of South River Community Improvement Plan. I/we authorize _____ to make this application on my/our behalf and provide any of my/our personal information necessary for the processing of this application. I acknowledge that the authorized agent is to receive all correspondence and information pertaining to this application on my behalf.

Dated at _____ this _____ day of _____, _____.

Signature of Owner

Date

Signature of Witness

Date