

PLANNING AND DEVELOPMENT DEPARTMENT
Administration Centre
10 Wellington St. E.
Alliston, Ontario

*Web Address: www.newtecumseth.ca
Email: planning@newtecumseth.ca
Phone: 705-435-3900
Fax: 705-435-2873*

This application form must be completed in its entirety and submitted to the Town for consideration.
Before you complete this Application Form you must consult with the Planning Department to determine whether the Community Improvement Plan is applicable to the property and works proposed. Complete submissions are required to ensure that the file can be processed. **Incomplete applications will be returned for re-submission.** All sections must be completed, or marked "N/A" (not applicable), as the case may be.

Please refer to the Community Improvement Plan for detailed information on each grant and loan.

**COMMUNITY IMPROVEMENT PLAN GRANT AND LOAN APPLICATION CHECKLIST
BEFORE SUBMITTING AN APPLICATION, PLEASE ENSURE THE FOLLOWING IS COMPLETED:**

- Fully complete all parts of your application form.
- Sign the application form in all appropriate locations and obtain the signed authorization of the owner if you are not the property owner.
- General description of proposed works to which this grant application would apply.
- Submit a minimum of two (2) cost estimates for the proposed work, where applicable.
- Submit all required drawings, where applicable.
- Submit a condition Assessment, where applicable.

PLEASE INDICATE THE GRANT(S) and/or LOAN(S) AND AMOUNT(S) REQUESTED FOR THIS APPLICATION:

- Façade Improvement: Grant _____ Loan _____ \$ _____
- Signage, Awning and Lighting Improvement Grant \$ _____
- Parkland Dedication Fee Grant \$ _____
- Planning and/or Building Application Permit Fee Grant \$ _____
- Upgrade to Building Code: Grant _____ Loan _____ \$ _____

Request for the Town to circulate this Application, once deemed Complete, to the appropriate Business Improvement Association (BIA) for further funding considerations:

- YES
- NO

APPLICATION FOR COMMUNITY IMPROVEMENT PLAN GRANT(S) and/or LOAN(S)

FOR OFFICE USE ONLY
File No:

1. Applicant Information

All communication will be directed to the Prime Contact. Please indicate who this will be.	
Prime Contact:	
a) Registered Owner(s) of the subject property :	
Address with Legal Description:	Mailing Address (If Different):
Telephone :	Fax :
Email:	
b) Tenant Contact Information (if applicable) :	
c) Agent:	
Address :	
Telephone :	Cell Phone : Fax :
Email Address :	

2. Owner's Authorization

I, (we) _____, being the registered owner(s) of the subject
(Name(s) of owner, individuals or company)

lands, hereby authorize _____ to prepare and submit
(Name of Agent)

the enclosed application to the Town of New Tecumseth, to appear on my behalf with regard to the Application, and to provide any information or materials required by the Council of the Town of New Tecumseth relevant to the application.

Signature of Owner(s) Date

Note: If the owner is an incorporated company, the company seal shall be applied. If there is not a company seal, a statement of authority to bind is required.

3. Declaration: *This must be signed by the applicant in the presence of a Commissioner.*

I (we), _____, of the _____ of
_____, County/Region of _____ solemnly

declare that all the statements contained in this application and all supporting documentation are true, and I (we) 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 and by virtue of the *Canada Evidence Act*.

By signing this application form, I also confirm that I have read and understand the information included in the Community Improvement Plan.

DECLARED before me at the _____ in the County/Region of
_____ this _____ day of _____, _____.

Signature of Owner(s) or Authorized Agent Signature of Commissioner

Signature of Owner(s) or Authorized Agent

4. Covenant

I/We hereby apply for a grant(s) and/or loan(s) under the Community Improvement Plan for:

(municipal address of the subject property)

I/We understand that any grant(s) and/or loan(s) issued will be subject to a written agreement with the Town.

I/We understand that the grant(s) and/or loan(s) may be reduced or cancelled if the work(s) is not completed or is not carried out in the manner for which the grant(s) and/or loan(s) may be approved.

I/We understand and consent to all terms and conditions of the grant(s) and/or loan(s) program(s).

I/We certify that all information provided on this form and as attached is true and complete in every respect and I/We grant consent to the Town to investigate and verify its authenticity in order to assess eligibility for the grant(s) and/or loan(s).

I/We understand and consent to periodic inspections by the Town and that the works that are subject to any approved grant(s) and/or loan(s) shall be carried out in accordance with all applicable legislation.

Signature of Applicant

Date

5. Note

PERSONAL INFORMATION PROVIDED ON THIS FORM IS COLLECTED UNDER THE LEGAL AUTHORITY OF THE *PLANNING ACT* R.S.O. 1990 c.P.13 AS AMENDED. THIS INFORMATION WILL BE USED TO REVIEW AND PROCESS THE APPLICATION.

INFORMATION ON THIS APPLICATION AND ANY DOCUMENTATION SUBMITTED WITH IT BECOMES THE PROPERTY OF THE TOWN OF NEW TECUMSETH. THIS INFORMATION IS COLLECTED AND MAINTAINED FOR THE PURPOSE OF CREATING A RECORD THAT IS AVAILABLE TO THE GENERAL PUBLIC PURSUANT TO SECTION 27 OF THE *MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT*, R.S.O. 1990 C. m.56, AS AMENDED.

QUESTIONS REGARDING THE COLLECTION OF INFORMATION CAN BE DIRECTED TO THE CLERK, TOWN OF NEW TECUMSETH.

If at any time you have questions or concerns regarding your application, please contact the Planning Department.

This application package is to be submitted to:

The Planning Department

Town of New Tecumseth

10 Wellington Street East

Alliston, Ontario L9R 1A1

Tel: (705) 435-3900

Website: www.newtecumseth.ca