



## Community Improvement Plan (CIP) Application Form

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The Town of Tillsonburg offers a comprehensive Community Improvement Plan (CIP) as a means of planning and financing development activities that assist in the redevelopment/development of lands, buildings, and infrastructure through various financial incentives.

To ensure your application for the CIP is complete, please refer to the checklist below.

### **Mandatory Requirements**

- Completed application with relevant signatures
- Applicant's and owner's full name and contact information
- One itemized cost estimate satisfactory to the Town (the Town reserves the right to request an additional cost estimate at their discretion)
- Municipal address and legal description (if applicable)
- Relevant drawings and/or photos of the property

### **Additional Requirements (if necessary)**

- Building plans
  - Building elevations and/or renderings
  - Site plans
- Company information
  - Description of the products and/or services provided by the company
- Articles of incorporation detailing shareholders or background on ownership and/or partners
- Engineering reports and related drawings
- Cultural, built, or natural heritage studies and reports
- Environmental Site Assessment
  - Reports and Record of Site Condition

The Town of Tillsonburg reserves the right to request additional information that may be necessary to substantiate the project.

Please forward the completed Community Improvement Plan (CIP) Application Form to the Development Commissioner, Town of Tillsonburg Economic Development & Marketing Department.

A separate application is required for the Façade Improvement Programs. Façade Improvement applications can be obtained from the Town of Tillsonburg Building, Planning and Bylaw Department by calling 519.688.3009.

Town of Tillsonburg  
 Economic Development and Marketing Dept  
 10 Lisgar Ave, Tillsonburg, Ontario N4G 5A5  
 Telephone: 519.688.5651  
 Fax: 519.842.9431  
 Email: invest@tillsonburg.ca

<p><b>Registered Owner:</b></p> <p>Name: _____</p> <p>Business Name: _____</p> <p>Address: _____</p> <p>Postal Code: _____</p> <p>Home Phone: _____</p> <p>Work Phone: _____</p> <p>Email Address: _____</p> <p>Fax Number: _____</p>	<p><b>Applicant:</b>  <i>(If different from registered owner)</i></p> <p>Name: _____</p> <p>Business Name: _____</p> <p>Address: _____</p> <p>Postal Code: _____</p> <p>Home Phone: _____</p> <p>Work Phone: _____</p> <p>Email Address: _____</p> <p>Fax Number: _____</p>
<p><b>Property Description:</b></p> <p>Address: _____</p> <p>Building to be redeveloped: _____</p>	

<b>Current Use of the Property?</b>
<b>Proposed Use of the Property?</b>
<b>Description of the Proposed Development/Redevelopment</b>
<b>Cost of Proposed Repairs (Please provide one cost estimate. If it is not possible to provide an estimate, please explain why)</b>

**Type of Investment Support Requested:**

Please Choose	Program	Eligibility Criteria
<input type="checkbox"/>	Accessibility Renovation Grant	<p>The grant, of up to \$3,000 in 50/50 matching funds, is intended to assist owners or tenants, particularly older buildings in the central area, with accessibility improvements to improve the accessibility of the central area and commercial buildings throughout the Town.</p> <p>Grant can be used for the following types of projects:</p> <ul style="list-style-type: none"> <li>Power assist door operators</li> <li>Renovation of building entrances</li> <li>Upgrading of doors</li> <li>Installation of ramps</li> <li>Installation of elevating devices</li> <li>Renovations to create accessible washrooms</li> </ul>

<input type="checkbox"/>	<p>Architectural Design Grant</p>	<p>Grant to offset the cost of retaining professionals to provide acceptable design(s), in accordance with the Central Area Design Study for eligible properties in the central area.</p> <ul style="list-style-type: none"> <li>• 50/50 matching funds</li> <li>• Maximum of \$2,500 per project</li> <li>• Commercial properties in the central area are eligible</li> </ul>
<input type="checkbox"/>	<p>Building Permit Fee Rebate Program</p>	<p>Rebate of Building Permits fees for commercial, industrial and multi-residential properties in the CIP area. Commercial properties outside of the Central Area are not eligible for building permit grants.</p> <p><b>Industrial – Small (Project value of \$150,000 to \$1,000,000)</b></p> <ul style="list-style-type: none"> <li>• Minimum project value of \$150,000 and maximum project value of \$1,000,000</li> <li>• Grant of 100% of the applicable building permit fees offered as a rebate once completed.</li> </ul> <p><b>Industrial – Large (Project value of \$1,000,000 or more)</b></p> <ul style="list-style-type: none"> <li>• Grant of 50% of the applicable building permit fees up to a maximum of \$20,000, or other amount as may be approved by Council, offered as a rebate once the project is completed.</li> </ul> <p><b>Commercial - Central Area (Min. project value of \$150,000)</b>                  Rebate of the applicable building permit fee offered once the project is complete, as follows:</p> <ul style="list-style-type: none"> <li>• General renovations/rehabilitations - 25% Rebate;</li> <li>• Projects that will improve the overall attractiveness of the streetscape and downtown - 50% Rebate;</li> <li>• Projects that meet above criteria and provide exemplary attention to detail and a high level of design – 75% Rebate.</li> </ul> <p><b>Social Housing Projects as defined herein may be eligible for 100% rebate of Building Permit Fees for the units meeting this definition.</b></p>
<input type="checkbox"/>	<p>Commercial Building Interior Renovation Program</p>	<p>Grant, of up to \$10,000, to assist with interior renovations of existing commercial buildings including:</p> <ul style="list-style-type: none"> <li>• Structural repairs;</li> <li>• Electrical upgrades;</li> <li>• Plumbing upgrades and fixtures (i.e. sinks, toilets, etc.) but not including backflow valve installation;</li> <li>• HVAC;</li> <li>• Flooring and/or doors, windows and ceilings;</li> <li>• Demising walls;</li> <li>• Drywall and/or painting;</li> <li>• Improved accessibility (i.e. ramps, handrails, accessible washrooms);</li> </ul>

		<ul style="list-style-type: none"> <li>• Fire safety compliance (i.e. sprinklers); and,</li> <li>• Improvements related to health and safety; including asbestos/other hazardous material abatement</li> </ul> <p>This grant is intended to provide supportive funding for renovations to commercial properties within the Town of Tillsonburg to fill vacant storefronts, support a more vibrant street life, and create better first impressions of the community.</p>
<input type="checkbox"/>	<p>Contaminated Property or Substandard Building Incentive Program</p>	<p>Grant to cover up to 50% of the cost of an environmental or building hazard study including a Phase II Environmental Site Assessment, designated substances and hazardous materials survey, remedial work plan, or site assessment.</p> <ul style="list-style-type: none"> <li>• 50/50 matching funds</li> <li>• Maximum of \$10,000 per project</li> <li>• Applicant must provide a copy of the final report to the Town</li> </ul>
<input type="checkbox"/>	<p>Façade Improvement Grant: Alleyway</p>	<p>Grant for alleyway building façade improvements for properties in the central area.</p> <ul style="list-style-type: none"> <li>• 50/50 Matching Funds</li> <li>• Maximum of \$10,000 per project.</li> <li>• Commercial properties in the central area are eligible</li> <li>• Projects that meet energy conservation and efficiency goals shall be given a higher score.</li> </ul> <p><b><i>A separate application from the Building department is needed.</i></b></p>
<input type="checkbox"/>	<p>Façade Improvement Grant: Street Facing</p>	<p>A grant for exterior renovations within the central area. Improvements may consist of repairs to facades, Including; signage, lighting, entrances and display windows. Interior renovations will not be eligible.</p> <ul style="list-style-type: none"> <li>• 50/50 Matching Funds</li> <li>• Maximum of \$10,000 per façade</li> <li>• Commercial properties in the central area are eligible</li> <li>• Other commercial properties outside of the central area may be eligible at prominent locations. These projects will not be eligible for the matching BIA funds.</li> <li>• The project shall conform to the design principles contained within the Town’s central area design study.</li> </ul> <p><b><i>A separate application from the Building department is needed.</i></b></p>
<input type="checkbox"/>	<p>Legal and Registration Grant</p>	<p>Grant to reimburse legal costs and costs associated with the registration of agreements associated with the above programs.</p> <ul style="list-style-type: none"> <li>• This may take the form of Town staff registering applicable agreements on the title, or a grant to a maximum of \$200 to reimburse legal costs of having a solicitor register the applicable agreements on the title.</li> </ul>

<input type="checkbox"/>	<p>Tax Increment Equivalent Grant Back Program</p>	<p>Grant to rebate increases of Town portion of property taxes resulting from improvements of lands and buildings, for properties in the central area. Projects must meet the following criteria:</p> <ul style="list-style-type: none"> <li>• An increase in the assessed value of the property</li> <li>• Supporting Town objectives of increased density, retail, business services, and industrial diversity.</li> <li>• Conform to the principles of the Town’s Central Area Design Study (where applicable)</li> <li>• Additional criteria of having the front of the building comprised of 75% glass, brick, or stone. Preference will be given to projects that use the heritage yellow brick evidenced throughout the downtown.</li> <li>• Projects that meet energy conservation and efficiency goals shall be given a higher score.</li> <li>• Projects that meet water conservation and re-use goals shall also be given a higher score.</li> </ul>
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**Please provide the following information:**

<b>How will the proposed development benefit the community?</b>

<b>If the proposed development is in the downtown, how will it fit in with, or improve, the existing streetscape?</b>

<b>What is the proposed timeline (start date and completion date)?</b>

*The Town of Tillsonburg is subject to Ontario Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and other privacy legislation.*

*Applicants should be aware that personal and other information contained in this application are subject to Municipal Freedom of Information and Protection of Privacy Act and may be deemed releasable under this legislation, and that the anonymity or confidentiality of the applicant and any information contained within the application cannot be guaranteed.*

*The Government of Ontario maintains a website with free access to Municipal Freedom of Information and Protection of Privacy Act and other legislation on their e-laws website.*

*The applicant also consents to the use of his or her name, business name and business address in connection with any program funding announcements.*

*The Town of Tillsonburg is subject to Ontario Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and other privacy legislation.*

*Personal information, as defined in the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected and authorized under Section 10(1) of the Municipal Act, 2001, and will be used to process your Community Improvement Plan (CIP) Application Form and contact you with any pertinent information related to your application. Questions about this collection can be directed to Cephias Panschow, Development Commissioner, at 10 Lisgar Ave, Tillsonburg Ontario, N4G 5A5, 519-688-3009 ext. 4007 or by email at [cpanschow@tillsonburg.ca](mailto:cpanschow@tillsonburg.ca).*

Date: \_\_\_\_\_ Signature of Registered Owner: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

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**For Office Use Only:**

Current Assessment: \_\_\_\_\_

Building Permit Calculation: \_\_\_\_\_

Development Charges Calculation: \_\_\_\_\_