



Community Improvement Plan Application Form

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

In order to ensure the application for the Community Improvement Plan 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
- Cost estimates from two (2) contactors
- Project name and municipal address and legal description (Lot and Plan number)

Additional Requirements (*if required*)

- Building plans
 - Include elevations
 - Site renderings
 - Site plans
- Environmental Site Assessment
 - Reports and Record of Site Condition
- Copy of business plan
- Copy of financial statements
- Engineering reports and related drawings
- Cultural built or natural heritage studies and reports
- Feasibility study
- Description of business
- Background on ownership and/or partners

Community Improvement Plan Application Form



For Community Improvement Programs, please forward the completed application to the Development Commissioner at the Town of Tillsonburg's Economic Development & Marketing Department.

A separate application is required for the Façade Improvement Programs. The Façade Improvement application can be requested from the Development Technician at the Town of Tillsonburg Building, Planning and Bylaw Department.

Economic Development and Marketing
Town of Tillsonburg
200 Broadway, Suite 204
Tillsonburg, Ontario N4G 5A7
Telephone: 519-688-3009 x3250
Fax: 519-842-9431

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

Community Improvement Plan Application Form



Current Use of the Property?
Future Use of the Property?
Description of the Proposed Redevelopment
Cost of Proposed Repairs (please provide two (2) contractor's estimates. If it is not possible to provide two estimates, please explain why.)

Type of Investment Requested:

Please Choose	Program	Eligibility Criteria
<input type="checkbox"/>	Accessibility Renovation Grant	The grant, of up to \$3000 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. Grant can be used for the following types of projects: <ul style="list-style-type: none"> • Power assist door operators • Renovation of building entrances • Upgrading of doors • Installation of ramps • Installation of elevating devices • Renovations to create accessible washrooms
<input type="checkbox"/>	Façade Improvement Grant: Street Facing	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.

Community Improvement Plan Application Form



		<ul style="list-style-type: none"> • 50/50 Matching Funds • Maximum of \$10,000 per façade • Commercial properties in the central area are eligible • 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. • Project shall conform with the design principles contained within the Town’s central area design study. <p><i>A separate application from the Building department is needed.</i></p>
<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"> • 50/50 Matching Funds • Maximum of \$10,000 per project. • Commercial properties in the central area are eligible • Projects that meet energy conservation and efficiency goals shall be given a higher score. <p><i>A separate application from the Building department is needed.</i></p>
<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"> • An increase in the assessed value of the property • Supporting Town objectives of increased density, retail, business services and industrial diversity. • Conform to the principles of the Town’s Central Area Design Study (where applicable) • Additional criteria of having front of building comprised of 75% glass, brick or stone. Preference will be given to projects that use the heritage yellow brick evidenced throughout the downtown. • Projects that meet energy conservation and efficiency goals shall be given a higher score. • Projects that meet water conservation and re-use goals shall also be given a higher score.
<input type="checkbox"/>	<p>Architectural Design Grant</p>	<p>Grant to offset 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>

Community Improvement Plan Application Form



		<ul style="list-style-type: none"> • 50/50 matching funds • Maximum of \$2500 per project • Commercial properties in the central area are eligible
<input type="checkbox"/>	Brownfield Redevelopment Incentive	<p>Grant to cover up to 50% of the cost of 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"> • 50/50 matching funds • Maximum of \$5000 per project • Applicant must provide a copy of the ESA
<input type="checkbox"/>	Legal and Registration Grant	<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"> • This may take the form of Town staff registering applicable agreements on title, or a grant to a maximum of \$200 to reimburse legal costs of having a solicitor register the applicable agreements on title.
<input type="checkbox"/>	Permit Fee Grant Back Program	<p>Grant to rebate the cost of fees for Building Permits for commercial and industrial properties in the CIP area. Commercial Properties outside of the central area are not eligible for building permit grants.</p> <p>Industrial – Small</p> <ul style="list-style-type: none"> • Minimum project value of \$150,000 and maximum project value of \$500,000 • Grant of 100% of the applicable building permit fees offered as a rebate once completed. <p>Industrial – Large</p> <ul style="list-style-type: none"> • Grant of 50% of the applicable building permit fees offered as a rebate once completed. <p>Commercial (Central Area)</p> <ul style="list-style-type: none"> • Minimum project value of \$150,000 • Grant of the building permit fee will be offered as follows: <ul style="list-style-type: none"> ○ 25% rebate – General renovations ○ 50% rebate – Projects that will improve the overall attractiveness of the streetscape. ○ 75% rebate – Projects that meet above criteria and provide exemplary attention to detail and a high level of design.

Community Improvement Plan Application Form



How will the proposed redevelopment fit in with or improve the existing streetscape?

--

What is the proposed timeline (start date and completion date)?

--

Please attach any original drawings or photos of the property along with any drawing showing the proposed redevelopment.

--

Community Improvement Plan Application Form



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.

Date: _____ Signature of Registered Owner: _____

Date: _____ Signature of Applicant: _____

For Office Use Only:

Current Assessment: _____

Building Permit Calculation: _____

Development Charges Calculation: _____