

Community Improvement Plan Financial Incentive Application

Township of Leeds and the Thousand Islands

Part 1: Instructions

1. Applicants are encouraged to read the Township of Leeds and the Thousand Islands Community Improvement Plan and familiarize themselves with the programs and eligibility requirements before completing the financial incentive application form.
2. A complete Financial Incentive Application must be submitted to and approved by the Township, and a funding agreement must be entered into, prior to commencing any community improvement works. Failure to comply may result in the refusal of an application in-part or in-full.
3. Prior to submission, please ensure that the application form is complete and that all required signatures are provided. If the applicant is not the property owner, please ensure that the required authorization is completed and signed by the property owner.
4. For a financial Incentive application to be considered complete by the Township, the applicant must submit a complete application form, including any supporting documentation, required by the Township (as determined in the pre-application consultation meeting, or through the Township's preliminary screening of the application).
5. The Township is not responsible for the costs associated with this application, costs related to the anticipation of an incentive program, or any other costs incurred in relation to any of the programs.
6. If there is insufficient space on this form to provide the required information, please provide additional information on a separate sheet or sheets and attach it to this application form.
7. All properly completed Financial Incentive Program Applications will be considered by the Planning and Building Committee on a 'first-come, first-served' basis, and depends on available funds.
8. Please print or type the information requested on the application form.
9. If you have any questions, wish to submit, or wish to arrange for a preconsultation meeting regarding the CIP Financial Incentives application, please contact:

Planning & Development Department
Township of Leeds and the Thousand Islands
1233 Prince St., P.O. Box 280
Lansdowne, ON K0E 1L0
Telephone: 613.659.2415 ext. 203

Office Use Only

Application No:		Date Received:	
Roll No:		Date Completed:	

Part 2A: Applicant/Authorized Agent Information

Name: *

Address: *

Telephone: *

Email: *

The Applicant is: *

☐

Authorized Agent

☐

The Owner

Part 2B: Owner Information (If Different From Above)

Name:

Address:

Telephone:

Email:

If known, the names and addresses of any holders of any mortgages, charges, or other encumbrances on the subject land:

Part 3: Property Information

Roll Number: *

Legal Description: *

Municipal Address: *

Current Zoning: *

Please describe the current use(s) of the property: *

Are there any easements or restrictive covenants affecting the subject property? If so, please describe them. *

Is the subject property designated under Part IV of the Ontario Heritage Act, or listed or otherwise identified by the Township as historically significant? *

☐

Yes

☐

No

☐

Unknown

Part 4: Application Type

Please indicate the financial incentive program(s) you are applying for (check all that apply): *

- ☐ Façade Improvement Program
- ☐ Accessibility Program
- ☐ Secondary Dwelling Unit Support Program
- ☐ Building Conversion & Expansion Program
- ☐ Agri-Ecotourism Program

Please refer to Section 4 of the Community Improvement Plan for more information on programs. Program availability may be limited.

Part 5: Project Description

Please provide a detailed description of your project: *

Part 6: Project Cost Breakdown

Please provide the estimated costs associated with all aspects of the project. Please note that for those parts of the project being supported under the CIP, a minimum of two (2) supporting estimates or quotes must be provided from a qualified source (e.g., contractor).

Total Project Cost: *

Please upload any estimates or quotes from a qualified source

Part 7: Project Approvals

Which of the following approvals are required for the project (check all that apply)? Please check with Township staff if unsure. *

- ☐ Official Plan Amendment
- ☐ Zoning By-law Amendment
- ☐ Site Plan Control
- ☐ Minor Variance
- ☐ Consent
- ☐ Building Permit
- ☐ Other (please specify):

Have applications for the required approvals identified above been submitted to date? *

- ☐ Yes
- ☐ No

What approvals have been issued by the Township to date? Please indicate approval type, file number, and date approved. *

Part 8: Supporting Material Checklist

All applications for CIP funding must be complete to the satisfaction of the Township. To be deemed complete, submissions must be accompanied by all of the supporting materials identified below, to the satisfaction of the Township:

- ☐ Original copy of financial incentive application form signed and completed.
- ☐ A minimum of two cost estimates/quotes for the proposed works, provided by a qualified source (example: project contractor). A detailed breakdown of costs per project/phase shall be provided in the application.
- ☐ Concept drawings, renderings, or other design information as determined necessary by the Township for the proposed works (plot plan, elevations, renderings, floor plans, etc.).
- ☐ Current/recent photos of the existing property and building(s)/area(s) that are the subject of the proposed works.
- ☐ Any historical information or documents available (as they may relate to the property or building).
- ☐ A cover letter describing how the project is aligned with the vision of the Community Improvement Plan and how it will contribute to the achieving the improvement goals of the Township.

Other supporting materials identified as required by the Township to support a complete application as identified in a preconsultation meeting:

Part 9: Consent & Understanding

The Owner/Applicant hereby authorizes Township staff, members of Council, committee members and/or agents of the municipality (i.e. engineers) to enter the property for the purposes of performing inspections, without further notice, related to the processing of this application and fully indemnify the municipality for any and all claims or damages arising or resulting from such access.

The Owner/Agent hereby provides consent, for the purposes of the *Freedom of Information and Protection of Privacy Act*, to the Township of Leeds and the Thousand Islands to use and disclose personal information to any person or public body that is collected under the authority of the *Planning Act* for the purposes of this application.

The Owner/Agent hereby declares that they have read and understand the information set out in this application and the Township of Leeds and the Thousand Islands Community Improvement Plan.

Date: *

Signature of Owner/Agent: *

Part 10: Authorization of Owner for Applicant to Make Application

I/we, am/are the owner(s) of the land that is the subject of this application and hereby authorize

to make this application on my/our behalf, and to provide any of my/our personal information that will be included in this application or collected during the processing of the application under the *Freedom of Information and Protection of Privacy Act*.

Date: *

Signature of Owner(s): *

Thank You for Completing the CIP Financial Incentive Application

TLTI will be in touch with you shortly regarding your application.

Township of Leeds and the Thousand Islands CIP Application Process



