

**The Corporation of the City of North Bay
Downtown Community Improvement Plan
Application Form**



Programs:

(Select all programs that are being applied to for the proposed project)

- Professional Study Grant Program (PSG)
- Building Improvement Grant Program (BIG)
- Municipal Fee Rebate (MFR)
- Tax Incentive Finance Program (TIF)
- Exemption from Minimum Parking Requirements

Contact Information:

Address of Project: _____
Name of Property Owner: _____
Name of Applicant (if different from Property Owner): _____
Contact Telephone: _____
Contact Email: _____
Contact Mailing Address _____

Project Description:

Provide a brief history of your business:

(When the business was established, what services are offered, etc.)

Describe in detail the work that will be undertaken in order to complete the proposed project:

(Identify any studies that will be completed, renovations that will be undertaken, etc.)

Describe the benefits of the proposed project:

(Identify any businesses that will be established, jobs created, residential units created, streetscape improvements, building/fire code issues that will be addressed, etc.)

If applying to Professional Study Grant Program, provide the name of the qualified third-party consultant who will be undertaking the study:

If applying to the Building Improvement Grant Program, provide the name of the qualified third-party contractor who will be completing the proposed renovations:

(Note: Applicants may perform their own renovations. However, in that case, labour costs will be considered ineligible.)

If applying to the Exemption from Minimum Parking Requirements, provide the total number of residential dwelling units that will be established on the property when the project is completed:

Project Budget:

Expenses:

If applying to Professional Study Grant Program, provide a description and the cost for each study to be completed:

Type of Study: _____	Cost: _____
Type of Study: _____	Cost: _____
Type of Study: _____	Cost: _____

If applying to Building Improvement Grant Program, provide a description and the cost of the renovation project to be completed:

Contractor Fees: _____	Cost: _____
Materials: _____	Cost: _____

If applying to Municipal Fee Rebate Program, provide a description of the municipal permits required to complete the project (i.e. Building Permits, etc.) and the cost for each:

Type of Permit: _____	Cost: _____
Type of Permit: _____	Cost: _____
Type of Permit: _____	Cost: _____

TOTAL COST OF PROJECT: _____

Funding Sources:

Applicant: _____
City of North Bay: _____
Other Sources (identify): _____

TOTAL FUNDING FOR PROJECT: _____

Note: Total Funding should match Total Cost

Background:

Have any previous DCIP applications been submitted for this property?

(If yes, provide details including the Application Number)

Are there any outstanding Work Orders on this property?

(If yes, identify the nature of the Work Order and attach a copy to this application)

- Fire Prevention
- Property Standards
- Building Code
- By-Law Enforcement

Required Attachments:

- Proof of ownership of property (or written consent from the property owner approving the proposed project and permitting the applicant to submit a DCIP application for the property)
- Most recent property-tax receipt
- Minimum of two quotes for all work to be undertaken (or written justification for single sourcing)
- Business Plan (for new businesses or businesses in existence for less than three years)
- If applying to Building Improvement Grant Program, provide all relevant studies and drawings to illustrate the plan for the proposed renovation project

Certification:

All information provided is kept strictly confidential subject to the Municipal Freedom of Information Act and the Corporation financial reporting duties.

The Applicant consents to the use of its name and address in connection with any program funding announcements.

I/We agree to abide by the terms and conditions of the DCIP program. I/We understand that the grant can be reduced or cancelled if the agreed work is not completed or if contractors/suppliers are not paid. I/We hereby certify that the information provided herein is true, correct and complete in every respect and may be verified by the Corporation. If any information provided is or subsequently becomes untrue, incorrect and/or incomplete, the Corporation may immediately cancel the grant. Any failure on behalf of the Corporation to verify the information provided is not a waiver of the Corporation's rights. I/We are not involved in any action or proceeding involving a claim for damage with the Corporation.

I agree that all expenses incurred prior to receiving written recognition of the submission of this application from the City will be deemed ineligible and may result in this and any associated applications being disqualified.

Signature of Applicant

Date

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Date