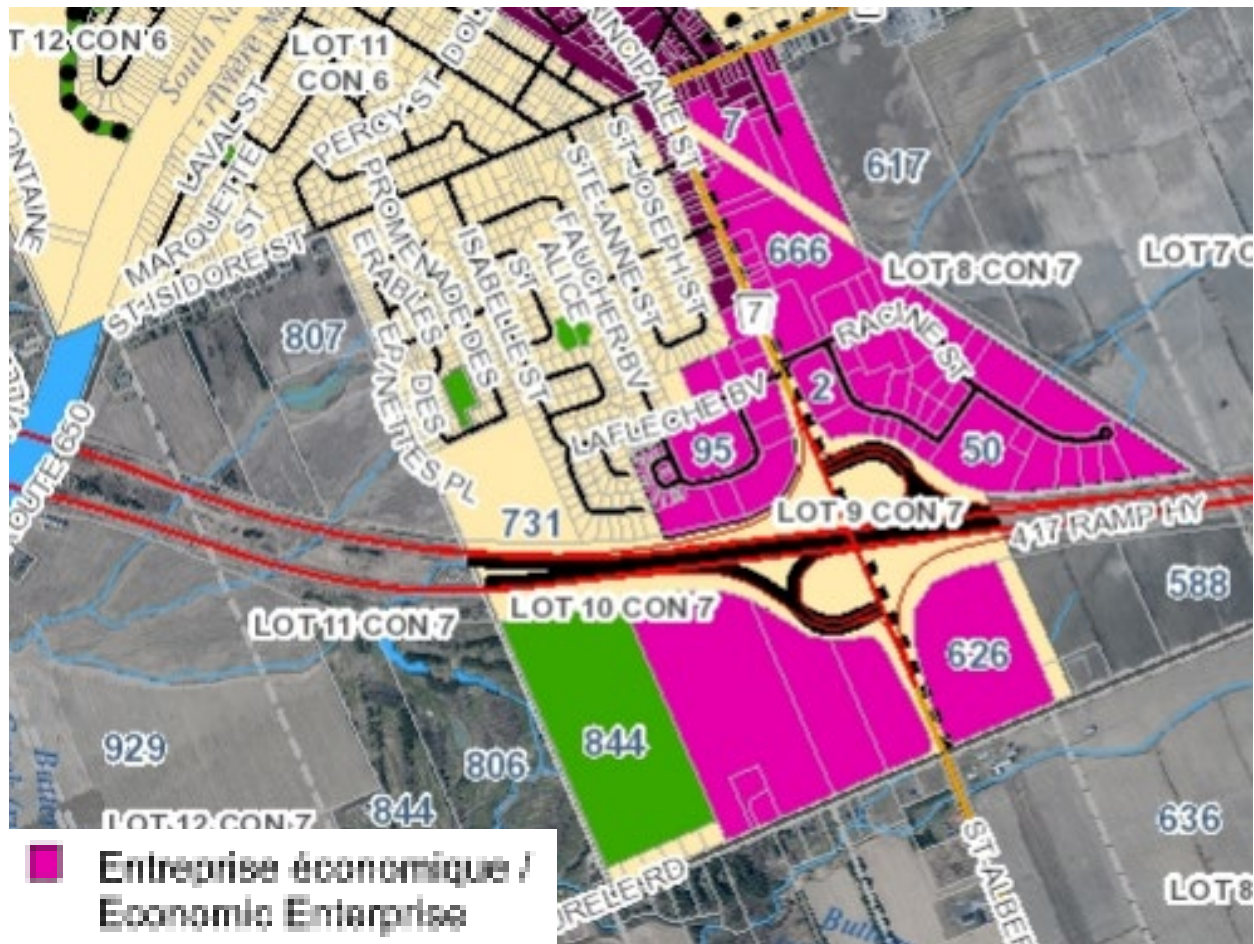


Application Form

Economic Enterprise Area

Community Improvement Plan (EE-CIP)



- Planning and Building Permit Fee Grants
- Feasibility Study Grant Program

5.0 PROJECT DESCRIPTION

Describe the current use of the subject lands

Describe in detail the proposed uses on the subject property and/or how the property will be improved. (Please attach additional pages if needed)

Describe how the proposal meets the criteria for incentives requested through this application. (Please attach additional pages if needed)

Have you previously applied for any financial incentives through this EE-CIP?

Have you previously received any grants from the Municipality of Casselman? *If yes, please specify which grant, amount and the date of application.*

Have you applied for any provincial, federal, or non-profit programs?
If yes, please indicate the source and amount of funding received.

Approximate Start Date

Approximate End Date

How many jobs do you anticipate being created after the project is complete

Full Time _____

Part Time _____

Seasonal _____

Project Investment

Site Preparation _____

Construction of new facility/Upgrading existing facility _____

Value of equipment to be purchased/ installed _____

Operational Costs (salaries/ admin. Etc.) _____

Other _____

Total _____

6.0 TAX INCREMENT EQUIVALENT GRANTS

Please indicate the pre and post project assessed value of the property and municipal portion of the property tax:

Pre-Project Assessed Value

Post-Project Assessed Value

Pre-project annual taxes (municipal portion)

Post-project annual taxes (municipal portion)

Please indicate the estimated amount of incentive being applied for

Estimated Amount (\$)

Note:

Tax Increment Equivalent Grant applications should be accompanied by:

___ Post-development reassessment value prepared by the Municipal Property Assessment Corporation (MPAC);

___ Photos in the required format depicting the current condition of the eligible property;

___ Plans and other information in the required format necessary to understand the proposed development concept for the eligible property; and,

___ Plans, reports, estimates and contracts and other details as may be required to satisfy the City with respect to the eligible costs and conformity of the proposed improvement with the applicable Community Improvement Plan.

7.0 PLANNING AND BUILDING PERMIT FEE GRANTS

Application Type	Amount (\$)
Official Plan Amendment	_____
Zoning By-law Amendment	_____

Site Plan Control _____
 Plan of Subdivision _____
 Plan of Condominium _____
 Consent _____
 Minor Variance _____
 Building Permit _____
 Demolition Permit _____
 Occupancy Permit _____
 Please indicate the estimated amount of incentive being applied for:
 Estimated Amount (\$) _____

8.0 FEASIBILITY STUDY GRANT PROGRAM

Type of Study _____
 Estimated Amount (\$) _____

9.0 SIGNATURES AND DECLARATIONS

I/We _____, have read and agree to the following terms and conditions;
 I/We _____, have read the general terms and conditions, and program specific requirements as well as Schedule B of this application;
 I/We agree that the Municipality of Casselman, Mayor and Council have the right to advertise and announce projects that have received funding under any of the EE-CIP incentive programs;
 I/We agree that we will provide follow up monitoring with the Municipality as required;
 I/We agree that the Municipality of Casselman, Mayor and City Council may use photos of my building for future advertisement of Casselman and CIP programs;
 I/We agree that this application must be filed prior to the start of any activity that would constitute an eligible cost and to which the proposed grant would apply.
 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 Municipality. If any information provided is or subsequently becomes untrue, incorrect and/or incomplete, the Municipality may immediately cancel the grant. Any failure on behalf of the Municipality to verify the information provided is not a waiver of the Municipality's rights.

Signature of Owner _____
 Signature of Applicant _____
 Date _____

Schedule A – Applicant Checklist

	<p>Pre-Consultation Meeting Prior to completing the EE-CIP Application Form, the applicant should contact the Planning Services Department to conduct a pre-consultation meeting. The meeting will discuss the proposed project and complete submission requirements.</p>
	<p>Complete Application Form Please complete and sign the attached application form in its entirety to the Planning Services Department.</p>
	<p>Quote from a professional (if applicable) Please submit with the application a qualified quote for the proposed work.</p>
	<p>Professional Drawings (if applicable) Please submit drawings of the proposed works which may include, site concept plan, elevations, floor plans, design details, etc.</p>
	<p>Photographs of Existing property (if applicable) Please submit digital photos of the current condition of the property/works to be improved.</p>
	<p>Additional Documentation Please submit any historical documentation or information available for the property, if applicable.</p>

Schedule B – Program Conditions

A. GOOD STANDING

I/we confirm and agree that municipal tax and utility accounts are and will remain current throughout the term of this agreement. I/we also confirm that I/we are not currently involved in any action or proceeding involving a claim for same with the Municipality of Casselman.

Please place a check next to any of the following with outstanding work orders (you may be asked to provide a copy of any outstanding work orders):

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

Please place a check next to any of the following accounts with amounts more than 30 days in arrears (you may be asked to provide proof of payment):

- Property Taxes
- Mortgage Payment(s)
- Utilities

I/we confirm that any outstanding work orders and/or orders or requests to comply, and/or other charges from the Municipality (including tax arrears) have been satisfactorily addressed prior to making this application.

B. ELEGIBLE COSTS

Works commenced prior to submitting this application are generally ineligible for incentives under the EE-CIP. Works commenced after submitting an application but prior to application approval do so at the applicant’s risk.

The total amount of incentives provided under this CIP shall not exceed eligible costs (i.e. costs related to environmental site assessment, environmental remediation, development, redevelopment, construction, and reconstruction of lands and buildings for rehabilitation purposes or for the provision of energy efficient uses, buildings, structures, works, improvements, or facilities).

C. CONFIDENTIALITY

Subject to the “Municipal Freedom of Information Act”, all information provided in this application will become part of public record.