



Community Improvement Plan: Application for Funding

INTRODUCTION: The Town of Carleton Place Community Improvement Plan (CIP) establishes a strategy for the rehabilitation and improvement of private lands. The CIP provides financial incentives for the following types of programs:

1. Façade Improvements in the Downtown Core
2. Accessibility Improvements to Public Spaces
3. Affordable Housing Grants

PRE-CONSULTATION: Applicants are encouraged (but not required) to contact staff in the Planning Department if they have questions about the completion of the application or project eligibility.

AUTHORIZATION: If the applicant is not the owner of the property, a written statement by the owner must accompany the application, which authorizes the applicant to act on behalf of the owner as it relates to the subject application.

PLANS & DRAWING: All applications for CIP incentive programs must include accurate, detailed copies of plans / drawings / renderings showing the proposed improvements for which the application is being made.

SUPPORTING INFO: Additional information may be required by the Town to evaluate the proposed application.

PROCESS: Upon receipt of an application, drawings/plans and other required information, the Town will review the application for completeness and eligibility and will issue an "Approvals" letter. Funds are released after work is completed and proof of costs has been submitted by the applicant.

Projects must be completed within one year of approval, but recipients may apply for a grant extension.

SUBMISSIONS: Submissions should be filed electronically to the attention of the Planning Department at planning@carletonplace.ca. Documents to be filed include:

- ☐ One (1) Copy of the application form
- ☐ One (1) copy of all plans/drawings/renderings of the proposed work
- ☐ Two (2) competitive quotes for the work



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1. APPLICANT INFORMATION:

Address of the Property: _____

Business Name (if applicable): _____

Applicant Name: _____

Are you the owner or a tenant of the property? ☐ Owner ☐ Tenant*

**If you are a tenant of the property, you will require the authorization of the property owner to make the application (see Section 7). Unless otherwise requested, all communications will be sent exclusively to the applicant.*

Applicant E-mail Address: _____

Applicant Phone Number: _____

Applicant Mailing Address: _____

If you are not the owner of the property, please provide:

Name of Registered Owner: _____

Mailing Address of Registered Owner: _____

Do you want the Owner to receive copies of communications respecting this application?

☒ Yes

☐ No

If yes, please provide the registered owner's E-mail Address: _____

2. INCENTIVE PROGRAMS

Please identify which of the Town's Community Improvement Program streams you are applying for:

☐ Façade Improvement (front of building)

☐ Façade Improvement (side or rear of building)

☐ Accessibility Improvement (interior)

☐ Accessibility Improvement (exterior)

☐ Affordable Housing (Design and Drawings)

☐ Affordable Housing (Construction Rebate)

☐ Affordable Housing (Permit Fee Rebate)

☐ Affordable Housing (Tax Increment Equivalent)



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3. DESCRIPTION OF THE WORK:

Estimated Total Value of Work Proposed: _____

Please append an itemized cost estimate for the proposed improvements. Two (2) estimates for the cost of work are required to be submitted. Funding will be granted based on the lesser of the two estimates.

Please provide a description of the proposed work:

Will the scope of work require a building permit? ☐ Yes ☐ No

4. AFFORDABLE HOUSING APPLICATIONS

If the application pertains to an Affordable Housing grant program, please the following additional information.

Number of new units proposed to be constructed: _____

Number of bedrooms in each of the new units: _____

Rental Rate Proposed for new unit*: _____

*In order to qualify for the Affordable Housing grant programs, units must meet the following minimum eligibility criteria:

- Rented in accordance with the *Residential Tenancies Act* or in a non-profit housing cooperative;
- Rented at a rate less than the cost of a unit set out in the [Affordable Residential Units bulletin](#) for the Town of Carleton Place.
- Be subject to an agreement with the Town of Carleton Place, and registered on title of the property, confirming that the unit shall be rented as an affordable residential unit for a period of 20-years, less a day.



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5. APPLICANT DECLARATION:

In filing an application for the Town of Carleton Place Community Improvement Program, the applicant understands that all incentive programs are granted subject to the following conditions:

1. Eligible program participants include registered owners, assessed owners, tenants and assignees as identified in Section 28(7) of the Planning Act.
2. All proposed development shall conform to the Town of Carleton Place Official Plan, Development Permit By-law, and made pursuant to a building permit and constructed in accordance with the Ontario Building Code, where required.
3. Property taxes shall be in good standing at the time of application and throughout the length of any incentive commitment. Where arrears exist, an application shall not be approved and/or incentives shall not be advanced until arrears are eliminated.
4. There shall be no outstanding work orders issued by the Town against the property. Outstanding work orders or requests against the property shall be complied with prior to the consideration of any application or shall be rectified through the proposed improvements.
5. During preparation of its annual budget, Town Council shall determine the contribution to be made available to the various programs under this CIP for the following year.
6. The Town shall not be responsible for any costs incurred by an applicant in relation to applying for any of the incentive programs.
7. The Town reserves the right to audit any studies and/or works approved under an incentive program.
8. If the applicant is in default of any program requirement, or any other requirement of the Town, the Town may delay, reduce, or cancel its financial incentive program approval.
9. Final decisions with respect to applications and the allocation of funds shall be made by the Director of Development Services.
10. The applicant and/or owner of the property may be required to enter into agreements with the Town. Depending on the nature of the program for which the applicant and/or owner has applied, these agreements may be registered on the title of the applicable property. The agreement may be made with respect to terms, duration, default, penalty, and termination provisions of the financial incentive.
11. Works commenced after submitting an application but prior to application approval are done at the applicant's risk.

☐ I have read and acknowledge conditions 1 through 11 above.

Applicant Signature: _____

Date: _____



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6. AFFIDAVIT OF THE APPLICANT:

I (we) _____ of the _____
(name of applicant) (name of town or city),

County of _____ solemnly declare that all the statements
(name of county)

contained in this application are true, and I (we) make solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

DECLARED before me at the Town of Carleton Place, Lanark County, this ____ day of _____, 202__.

Signature of Applicant Date

Signature of Commissioner Date

7. AUTHORIZATION FOR TENANT / AGENT / SOLICITOR TO ACT FOR OWNER:

(If application and affidavit is signed by someone other than the Owner (i.e. tenant, agent, or solicitor), the Owner's written authorization below must be completed.)

I (we) _____ of the _____
(name of owner) (name of town or city),

County of _____ do hereby authorize _____
(name of county) (name of applicant)

to make this application or act as my (our) agent in this application.

Signature of Applicant Date