

# Municipality of Wawa

## DOWNTOWN COMMUNITY CIP GRANTS

### Financial Incentive Application Form

#### Submission Checklist

**Pre-Submission Consultation with Municipal Staff**

Prior to submission of this application form, arrange for pre-submission consultation with staff to discuss and confirm program eligibility and application requirements, including supporting documentation, proposed scope of work, cost and project timing.

**Completed Application Form**

Application must be complete, all required signatures have been provided and all required supporting documentation submitted. Failure to do so may result in refusal of the Municipality to accept the application as complete and/or application processing delays.

**Written Authorization**

If an agent acting on behalf of the property owner is submitting this application, please ensure that written authorization is obtained by the applicant from the property owner to make this application, and that the owner completes and signs the required authorization in Part 1 of the form. Please also indicate to whom payment of grants should be made.

**Drawings/Photos of the Property**

Attach photos of the current conditions of the building for which you are submitting an application, as well as drawings showing proposed changes (plans, drawings, ...)

**Cost Estimates/Quotations**

Attach quotations from licensed contractors, including a detailed breakdown of costs, and any costs for materials, equipment to be claimed.

**Application Submission**

Submit your application to the Municipality either in-person or by email:

**In-Person:**

EDO, Municipality of Wawa, 40 Broadway Ave., Wawa, Ontario

**Email:** [edo@wawa.cc](mailto:edo@wawa.cc)

**Phone:** 706-856-2244 ex 222

**Instructions:**

- If the space provided is insufficient to respond to the question, please provide additional information on a separate page, clearly marked as to the subject question and attached to the application form.
- Please attach financial quotes, drawings or other required information.
- Application must be signed by the property owner or authorized agent.
- Keep a copy of the application for your records.

**Registered Owner:**

Property Owner Name:	
Property Address:	Owner Address (if different)
Postal Code:	
Phone:	
Email:	

**Authorized Agent (if applicant is not the Registered Property Owner)**

Agent/Applicant Name:	
Address:	
Postal Code:	
Phone:	
Email:	
Who is the primary contact?	<input type="radio"/> Registered Owner <input type="radio"/> Agent/Applicant

**Note:**

If the applicant is not the Registered Property Owner, please ensure that the required authorization is completed and signed by the Registered Property Owner as provided in this application form. In absence of the Authorization of Owner, no further consideration of the application will be made.

### Subject Property

Municipal Address:	
Legal Description:	
Brief description of current use of subject property:	

Are property taxes for the subject property in arrears? Yes No

Are there any outstanding orders registered against the subject property? Yes No

Are there any outstanding violations under the Fire Code? Yes No

Are any easements, restrictive covenants, right-of-way, or other registered agreements affecting the subject property? Yes No

Has an application for planning approval and/or building permit, or any additional required permits, related to the proposed works been submitted to date? Yes No

If yes, have any of these approvals or authorizations been received? Yes No

Approximate Construction Start Date:	
Approximate Construction End Date:	

Please describe the proposed construction project and how it represents an improvement for the community. Please attach additional pages if needed.

--

Have grants previously been received from the Municipality for the subject property?

- Yes                       No

If yes, please describe, including the total amounts of grants and dates received:

--

Are any other approvals required in relation to your project? For example, is an Official Plan Amendment, Zoning By-Law Amendment, minor variance, Site Plan Control application, Building Permit, or Demolition Permit required?

- Yes  
 No

If you answered Yes to the question above, please list the required approvals for the project using the space below. Please indicate the status of the approvals (for example, "application submitted", "not submitted", or "approval received").

Required Approvals	

### Program Checklist

Please place a checkmark next to the program(s) that you are applying for. Specific details and eligibility information for each program are available within the full CIP documents.

- Residential/Office Rehabilitation and Conversion Grant – Upper Storey(s)
- Building Activation Grant for Vacant Spaces
- Building Façade and Signage Improvement Grant
- Planning and Building Fee Grant
- Tax Increment Equivalent Grant (TIEG)

Please fill out the following sections with regard to the program(s) you are applying for. **Description of Application** (provide details below) While original drawings/plans may vary in size, one copy of the drawings shall be provided on 11x17 inch paper, with all notations and legends clearly visible. Additionally, the Municipality appreciates the information in digital format, if available. All documents shall form part of the application.

### Other General Application Questions

1. Have you discussed your application with staff in a pre-consultation meeting?	<input type="radio"/> Yes <input type="radio"/> No
2. What is the current state of the property and any building on site?  If other, please explain:	<input type="radio"/> Vacant <input type="radio"/> Occupied <input type="radio"/> Other
3.1 Are you adding or rehabilitating residential units?	<input type="radio"/> Yes <input type="radio"/> No
If yes: a) are you creating a new residential unit(s)?  b) are you creating new units in existing vacant space?  c) are you bringing occupied residential units up to Code?  d) are you creating new residential units through the addition of new building space?  e) are you demolishing a part of an existing building to create a new residential units?	<input type="radio"/> Yes <input type="radio"/> No  <input type="radio"/> Yes <input type="radio"/> No  <input type="radio"/> Yes <input type="radio"/> No  <input type="radio"/> Yes <input type="radio"/> No  <input type="radio"/> Yes <input type="radio"/> No
3.2 How many residential units are being added?	
4. If you are applying for the Building Façade and Signage Program, please specify to which part of the building you are making improvements.	<input type="radio"/> Front façade <input type="radio"/> Side façade(s) <input type="radio"/> Rear façade
5. Estimated total construction cost for the residential project:	
6. Estimated total construction cost for the façade/sign improvement:	

7. Estimated total design and other profession costs:	
8. Total amount of grant funding sought from the Municipality:	
9. Have grants been previously received from the Provincial or Federal Governments for the subject property? Please describe, including the total amount of grants:	

### Project Costs

Please detail all eligible project costs (in \$CDN) using the following table. The estimated project costs should be based on quotes from contractors and vendors. Applicants are generally required to obtain at least two (2) quotes for comparison purposes.

Project Item Description	Estimated Cost	Copy of quote attached?
Example: Replacement of storefront sign	\$ 1,500 from Signs Inc.	
1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	
6.	\$	
7.	\$	
8.	\$	
<b>TOTAL:</b>	\$	

## Supporting Materials

Please complete the following table.

<b>Required Attachments to Application</b>	<b>Completed and Attached Please check</b>
Photographs of the existing building or property condition	<input type="radio"/>
Historical photographs if available	<input type="radio"/>
Professional or conceptual drawings and/or plans, including drawings or plans prepared by a professional	<input type="radio"/>
A site plan and/or landscape plan	<input type="radio"/>
Specifications of the proposed works, including a work plan for the improvements	<input type="radio"/>
Two (2) cost estimates for eligible works and/or materials	<input type="radio"/>
Any other documents, information and materials as may be required by specific Financial Incentive Programs	<input type="radio"/>
Other required materials (Municipality to specify at pre-application consultation meeting) listed here	<input type="radio"/>

**Please submit your application and contact :**

**Economic Development Officer  
Municipality of Wawa  
40 Broadway Avenue, P.O. Box 500  
Wawa, ON P0S 1K0  
Phone: 705-856-2244 ext. 222**

**Email: [khansen@wawa.cc](mailto:khansen@wawa.cc)**

## Authorization of Owner

If the Applicant is not the owner of the subject lands, please complete the owner authorization concerning personal information as set out below.

I, \_\_\_\_\_, am the owner of the subject lands, and I authorize to act \_\_\_\_\_ on my/our behalf as the agent for the submissions required for all matters relating to the subject lands and to provide any of my personal information that will be included in this application or collected during the planning process.

Date:	Signature of Owner(s)
-------	-----------------------

## Affidavit or Sworn Declaration

I \_\_\_\_\_ (name of Applicant) of \_\_\_\_\_ (town/city) in the Province of Ontario make an oath and say (or solemnly declare) that the information provided by the applicant in this application is accurate and that the information contained in the documents that accompany this application is accurate, and that I have read and understood the provisions of the Municipality of Wawa Downtown Community Improvement Program (CIP) for which this application is being submitted.

Sworn (or declared) before me at the Municipality of Wawa on this \_\_\_\_\_ day of \_\_\_\_\_ (month), 20\_\_\_\_ (year).

Date	Signature of Owner/Agent
------	--------------------------