



Community Improvement Plan Application for Incentive Programs

- Introduction:** The Township of Admaston/Bromley's Community Improvement Plan (CIP) establishes a strategy for the revitalization of the Hamlet of Douglas and the Village of Osceola. The Financial Incentive programs will assist and encourage private sector investment through various financial support programs.
- All applicants should consult the Township's CIP document, available on the Township's website and Municipal Office.
- The Township is not responsible for any costs incurred by an applicant in relation to any of the programs, including, without limitation, costs incurred in anticipation of a grant.
- Pre-Consultation:** All potential applicants must have a pre-consultation meeting with the Township prior to submitting an application for incentive programs. The purpose of the pre-consultation meeting is to confirm property and project eligibility and program requirements.
- Authorization (page 5):** If the applicant is not the owner of the subject land, 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 Information:** Additional information may be required by the municipality in order to evaluate the proposed application for CIP incentive programs. The required information may include studies or reports to deal with such matters as environmental impacts, traffic, water supply, sewage disposal and storm water management.
- In addition, the applicant may be required to submit a more detailed site plan, under **site plan control**, prepared by a qualified professional, showing any proposed development including all new buildings and structures, parking areas, landscaping and other site information as required by the municipality.
- Application Processing:** Following mandatory pre-consultation, upon receipt of an **application** and **other information** as may be required, the Township will determine whether there is sufficient merit in processing the application further, including compliance with minimum eligibility requirements outlined in the CIP. Prior to release of funds, the Township will require proof of all costs submitted by the applicant.
- Any Outstanding charges from the Township (including tax arrears), work orders, and/or orders or requests to comply on any property owned by the Applicant must be satisfactorily addressed prior to application processing and grant payment.
- Projects must be completed within one year of approval, but recipients may apply for a grant extension.
- Further Information:** Annette Gilchrist
Clerk-Treasurer
Township of Admaston/Bromley
477 Stone Road
Renfrew ON, K7V 3Z5
Telephone: (613) 432-2885
<https://admastonbromley.com/info@admastonbromley.com>
- Copies:** One (1) copy of this application, including plans/drawings/renderings and other information as may be specified, shall be required.

**Township of Admaston/Bromley
Application for CIP Incentive Programs**

APPLICANT INFORMATION

1. a) Registered Owner(s): _____

Address: _____

b) Phone: Home _____ Work _____

Fax _____ Email _____

If the application will be represented, prepared or submitted by someone other than the registered owner(s) please specify:

c) Authorized _____

Agent(s): Address: _____

d) Phone: Home _____ Work _____

Fax _____ Email _____

NOTE: Unless otherwise requested, all communication will be sent to the tenant/agent, if any.

PROPERTY DESCRIPTION

2. MUNICIPAL ADDRESS: _____

LEGAL DESCRIPTION: _____

3. Date the subject land was acquired by the current owner: _____

4. Describe any easements, mortgages, charges, or other encumbrances in respect of the subject land:

5. EXISTING USE OF LAND: _____ Date of Construction: _____

6. PROPOSED USE OF LAND: _____

7. ZONING: _____ Is an amendment required for proposed work? **Yes** **No**

8. TAXES AND OUTSTANDING WORK ORDERS:

Current Assessed Value of Property: _____

Is current tax receipt attached? **Yes** **No**

Is the property in tax arrears? **Yes*** **No**

Are there outstanding work orders on the property? **Yes*** **No**

If "Yes", please describe: _____

** note that outstanding charges must be satisfactorily addressed prior to the application processing and grant and/or tax assistance payment*

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PROPOSED IMPROVEMENTS

9. INCENTIVE PROGRAMS:

Check off the incentive program(s) for which this application applies. Indicate grant amount requested.

	Amount
1. Agriculture Value-Added Grant Program (max \$3,000)	_____
2. Façade Improvement Grant Program (max \$3,000)	_____
3. Signage Improvement Grant Program (max \$1,000)	_____
<i>\$5,000 maximum funding per property</i>	
TOTAL	_____ \$ 0.00

10. Description of proposed improvements (attach additional sheets if necessary):

11. Are copies of plans /drawings /renderings showing the proposed improvements attached? Yes No

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12. BUILDING PERMIT INFORMATION:

Will a building permit be required for the proposed improvements?	Yes	No
Building Permit/Application number: _____	Building Permit Fees Paid: _____	
Permit Application Date: _____	Value of Project (from permit): _____	

13. ITEMIZED COST ESTIMATES:

Are itemized cost estimates for the proposed improvements attached?	Yes	No
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14. CONSTRUCTION / PROJECT SCHEDULE:

Estimated start of construction / improvement project:	_____
Estimated completion of construction / improvement project:	_____

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AFFIDAVIT:

I (we) _____ of the _____ (municipality),
County of _____ solemnly declare that all the statements
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 Township of Admaston/Bromley, Renfrew County, this
_____ day of _____, 20__

Signature of Owner

Date

Signature of Commissioner

Date

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 _____ (municipality),
District of _____ do hereby authorize _____ to make this
application or act as my (our) agent in this application.

Signature of Owner(s)

Date

APPLICATION RECEIVED BY THE MUNICIPALITY:

Signature of Employee

Date