

# Application For Downtown Whitby Community Improvement Plan Grant Programs- Maintenance & Improvement Grant



The Corporation of the Town of Whitby – Strategic Initiatives  
575 Rossland Road East, Whitby Ontario, L1N 2M8

Telephone: 905-444-3164 Email: [downtowns@whitby.ca](mailto:downtowns@whitby.ca)

SHADED AREAS FOR OFFICE USE ONLY		
Date Received:	Date Approved:	Approved By (Initials):
Grant Amount Approved:	Grant Applied for: Façade Improvement Grant <input type="checkbox"/> Design Grant <input type="checkbox"/>	Amount: Sign Grant <input type="checkbox"/> Interior Heritage Building Grant <input type="checkbox"/>

## 1. Required Documents - **Incomplete Applications Will Not Be Processed**

Please indicate that the required documents are attached by placing a checkmark in the box provided

- The Downtown Whitby Community Improvement Plan Grant Program Form is to be completed** in full and submitted to the Town of Whitby Strategic Initiatives Division.
- Photographs** of the façade or interior space of the building
- Drawings/ sketches** of proposed improvement
- Documentation of appropriate approvals** from other departments (as required and determined at a pre-consultation meeting with staff)
- At least two quotes** from contractors for the proposed work

## 2. Owner / Applicant / Agent / Architect Information:

Please list the contact information for each of the following (if applicable):

Name	Mailing Address & Postal Code	Contact Information
<b>Owner:*</b>		Telephone:
		Email:
<b>Applicant:**</b>		Telephone:
		Email:
<b>Agent or Solicitor:**</b>		Telephone:
		Email:
<b>Architect/Contractor/Designer:</b> Please include firm name		Telephone:
		Email:

\* If there is more than one owner, attach a list of each owner. If the owner is a company, provide the name and address of company owner(s).

\*\*An Owner's authorization is required if the applicant is not the owner. If the applicant is a prospective purchaser, also attach a copy of the Offer to Purchase.

**3. Primary Contact:**

3.1. Correspondence relating to this application should be sent to (select one only):

- Owner       Applicant       Agent / Solicitor       Architect / Contractor / Designer

3.2. Date of Pre-Consultation with Strategic Initiatives Staff: \_\_\_\_\_  
(DD / MM / YYYY)

**4. Property Information:**

Location of Subject Land(s) And Status:		
Municipal Address (Street # and Street Name)	Assessment Roll #	Property Taxes in Good Standing: <input type="checkbox"/> Yes <input type="checkbox"/> No
Heritage Designation Status: (Ontario Heritage Act)	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Listed in the Municipal Register	<input type="checkbox"/> Designated Part IV <input type="checkbox"/> Designated Part V
Downtown Whitby Community Improvement Plan Area (CIPA) : <input type="checkbox"/> Within CIPA <input type="checkbox"/> Within Historic Priority Area		

A Heritage Permit will be required if the property is designated under Part IV or V of the Ontario Heritage Act. Designated heritage properties and properties located within the historic community improvement plan priority area may be eligible for a larger grant.

If you are unsure of your property's status, please contact the Strategic Initiatives Division at 905-444-3164, or email [downtowns@whitby.ca](mailto:downtowns@whitby.ca).

**5. Community Improvement Plan Grant Programs**

5.1. Please select all CIP Grant Programs being applied for by clearly marking an X in the corresponding box. For more information, please refer to the Downtown Whitby Community Improvement Plan: [whitby.ca/cip](http://whitby.ca/cip)

- Façade Improvement Grant** – a program to stimulate commercial/institutional façade improvements to enhance the aesthetic quality and character of the area, including the heritage character of the Historic Downtown Whitby Priority Area.
- Sign Grant** – a program to stimulate commercial/institutional signage improvements within the Community Improvement Project Area to enhance the historic look of Downtown Whitby, and to improve wayfinding and accessibility for both pedestrians and motorists.
- Interior Heritage Building Grant** – a program to encourage the protection, enhancement and safety of interior of heritage buildings to help contribute to the economic vitality of the area.
- Design Grant Program** – a program to provide assistance with professional fees associated with the façade improvement, sign and interior heritage building grant programs.

**5.2.** Please provide a brief description of the property improvements that are being applied for:

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**6. Construction:**

**6.1. Construction Timeline:**

Approximate date of construction commencement: \_\_\_\_\_

Approximate date of construction completion: \_\_\_\_\_

**6.2. Total Value of Work:**

Please attach quotes to the application and complete the chart below. At least two or more quotes are required to complete the application.

Applied Grant	Total Value of Work
Façade Improvement Grant	
Sign Grant	
Interior Heritage Grant	
Design Grant	

**6.3. Only applicable if applying for Interior Heritage Building Grant:**

Please list the areas that will be reconstructed: \_\_\_\_\_

(E.g. Lobby, Corridor, 1<sup>st</sup> floor, etc.)

**7. How did you hear about the Downtown Whitby Community Improvement Plan Program?**

Whitby's Website     Word of Mouth     Business Improvement Association (BIA)     Brochure

Other: \_\_\_\_\_

**8. Applicant’s Acknowledgement:**

The Applicant hereby acknowledges:

- That this application and the attached supporting documentation, information and materials, if any, contains information collected and maintained specifically for the purpose of creating a record available to the general public and is open to inspection by any person during normal office hours pursuant to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*;
- That conceptual development plans and/or drawings submitted with this application are not reviewed for compliance with the Ontario Building Code (O.B.C.) and/or related regulations;
- That submission of this application constitutes tacit consent for authorized Town staff representative(s) to inspect the subject lands or premises, and to carry out any inspections, tests and investigations as may be required;
- That additional fees and/or charges (e.g. building permit fees, parkland dedication fees, development charges) associated with any development approved in conjunction with this application may be required; and
- That additional information and/or materials may be required, and therefore, the application may not be deemed complete, nor processed unless the additional information and/or materials are submitted.

Questions about the collection and inspection of this information should be directed to: **Strategic Initiatives Division, Office of the CAO Town of Whitby, 575 Rossland Road East, Whitby, Ontario, L1N 2M8, Telephone: 905-444-3164 Email: [downtowns@whitby.ca](mailto:downtowns@whitby.ca)**

**Owner’s Authorization:**

If the applicant is not the owner of the land that is the subject of this application, then written authorization by the owner, authorizing the applicant to prepare and submit the application **must** be attached, or the owner **must** complete the authorization set out below (please print).

Is written authorization attached?      Yes       No

If **No**, then the following Owner’s Authorization for the Agent to prepare and submit the Application **must** be completed:

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and I authorize \_\_\_\_\_ to prepare and submit this application on my behalf.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date (DD / MM / YYYY)

**Declaration:**

I, \_\_\_\_\_ (please print), of the \_\_\_\_\_ (e.g. Town of Whitby) in the \_\_\_\_\_ (e.g. Region of Durham), make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the Sections above is true. Sworn (or declared) before me at \_\_\_\_\_ (e.g. Town of Whitby) in the \_\_\_\_\_ (e.g. Region of Durham) this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_

Applicants Signature:

Commissioner of Oaths: