

Application For Downtown Brooklin Community Improvement Plan Façade Improvement Grant Program



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

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: <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 Brooklin 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 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
Owner:*		Telephone:
		Email:
Applicant:**		Telephone:
		Email:
Agent or Solicitor:**		Telephone:
		Email:
Architect/Contractor/Designer: 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 Brooklin Community Improvement Plan Area (CIPA) : <input type="checkbox"/> Within CIPA		

A Heritage Permit will be required if the property is designated under Part IV or V of the Ontario Heritage Act.

If you are unsure of your property’s status, please contact the Strategic Initiatives Division at 905-444-3164, or email 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 Brooklin Community Improvement Plan:

whitby.ca/cip

- Façade Improvement Grant** – a program to stimulate commercial façade improvements to enhance the aesthetic quality and character of the area, including the heritage character of the Brooklin Heritage Conservation District.
- Design Grant Program** – a program to provide assistance with professional fees associated with the façade improvements.

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

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	
Design Grant	

7. How did you hear about the Downtown Brooklin Community Improvement Plan Program?
 Whitby's Website
 Word of Mouth
 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**

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: