



**Harrow Community Improvement Plan
(HCIP)**

Application and Guide

General Information and Instructions:

1. Please read the attached information before completing the program application. The package contains information about the purpose of the Harrow Community Improvement Plan (HCIP) and the intent of the financial incentive programs that have been created. Terms and conditions of the programs are explained.
2. Please make arrangements to meet with a staff person from the Town of Essex Planning Department to review your proposed development project. Staff can assist you in determining eligibility of your property and project.
3. Please make your application in writing using the attached application form and submit the application to the Town of Essex, Planning Department, 33 Talbot Street South, Essex, Ontario N8M 1A8.
4. If an agent is acting for the property owner, please ensure that a written and signed authorization from the property owner is prepared and submitted to the Town of Essex at the initial review meeting and when an application is made.
5. There is no application fee. A Commissioner of Oaths with the Town of Essex will witness an application at no cost.
6. Successful applicants will be required to enter into a written agreement with the Town of Essex for the grants or services received. It is the property owner's responsibility to seek legal advice if desired.
7. If you have questions regarding the Financial Incentive Programs, please contact the Town of Essex Planning Department at (519) 776-7336. Extension 1112.

Terms and Conditions for all Financial Incentive Programs:

1. The applicant must be the registered owner of the property for which the application is being made. An agent may represent the authorized owner on the application when authorized by the registered owner, but the owner will receive the grant/services.
2. Only one application can be made for a property under each program.
3. A property owner who is in arrears of property tax or any other municipal financial obligation is not eligible to participate in a program approved by Council.
4. A property owner may be required to provide a business plan and/or a design plan for the proposed work as part of the program application.
5. The total value of grants or services received from the Town of Essex for a subject property shall not exceed the total value of the work done. The Town of Essex requires the applicant to provide

information on grants previously received for the subject property and the amount of the grants will be taken into account in considering an application.

6. Grants will be provided to the owner upon successful completion of the approved work and documentation of the costs associated with the work.
7. The Town of Essex may undertake an audit of work done and associated costs if it is deemed necessary. The cost of the audit will be deducted from the approved grant amount.
8. Prior to receiving a grant or services, the owner will enter into an agreement with the Town of Essex which will specify the terms of the grant or services.
9. If a building, erected or improved with a program grant or services is demolished prior to the expiry of the grant period, the grant and services are forfeited and will be recovered by the Town of Essex.
10. Proposed work will conform to all municipal policies, standards and procedures including zoning, design guidelines (if any) and heritage matters and will be subject to review and the issuance of necessary planning and development approvals and building permits pursuant to the Ontario Building Code.
11. Any outstanding orders against the subject property must be satisfied prior to the grant being made or be satisfied as part of the proposed work.
12. The Town of Essex may at any time discontinue a program; however, any participants in the program prior to its discontinuation will continue to receive grants as approved for their property until the conclusion of their project.

General Terms and Conditions:

Specific requirements apply on a program-by-program basis. Please refer to Implementation Guide for individual program requirements and details.

1. The property owner must sign an Acknowledgement and Agreement form at the time that the grant or service is approved by Council.
2. Applications involving grant funds or architectural services from program budgets will only be considered and approved on a 'first-come-first served' basis.
3. If the ownership of the property changes during the grant or services period, the grant and/or services are immediately cancelled and any grant monies or grants equivalent to time provided under the architectural services previously received become due and payable 'as taxes' to the Town of Essex unless the Town of Essex deems it appropriate to enter into an agreement with the new owner for continuation of the program.

4. Buildings cannot be demolished or any changes made that remove residential units and or alter the heritage designation or restoration work during the grant or architectural services period or the any grant monies or grants equivalent to time provided under the architectural services are immediately forfeited and become due and payable 'as taxes' to the Town of Essex.
5. The Town of Essex will pay 100% of the grant to the property owner within 20 working days of successful completion of the approved work and upon signing the Acknowledgement and Agreement form.
6. Architectural services will be provided to the owner immediately upon approval of the application by Council and upon signing the Acknowledgement and Agreement form.

1.0 Applicant Information

1.1 Registered Owner(s): _____
Mailing Address: _____
City, Province: _____
Postal Code: _____ Telephone: _____
Fax: _____ Email: _____

1.2 If the property owner/application is authorizing an agent to act on his or her behalf in making this application, please complete **Form 1** (attached to this application) and provide the information requested below. If an agent is authorized, all correspondence will be sent to the authorized agent unless otherwise specified. If no agent is authorized, all correspondence will be sent to the property owner/applicant.

Name of Agent: _____
Mailing Address: _____
City, Province: _____
Postal Code: _____ Telephone: _____
Fax: _____ Email: _____

2.0 Property Information:

2.1 Address of Subject Property: _____
Legal Description (Lot and Plan No.): _____
Assessment Roll No.: _____

Please note: Should this application involve more than one (1) parcel of land, the Owner shall provide the Legal Description and Assessment Roll Number for each parcel.

Current Uses: _____

Size of Property (area and frontage): _____

Is the property designated under Part IV of the Ontario Heritage Act? Yes_____ No_____

Are there any outstanding work orders on this property? Yes_____ No_____

Are there existing building(s) on the property? Yes_____ No_____

If yes, please specify size(s) below:

Building 1 _____ square feet Building 2 _____ square feet

Building 3 _____ square feet Building 4 _____ square feet

Current property taxes paid annually: \$ _____

Is this property in tax arrears? Yes _____ No _____

If yes, please specify the value of tax arrears: \$ _____

3.0 Project Information

3.1 Please describe the facade improvement/restoration being contemplated at this time and any planning applications that have been submitted/approved.

3.2 Please describe the detail and number of residential units proposed to be included in the building. Is the renovation and/or retrofit going to require an addition?

3.3 Please describe the details for the inclusion of a cafe/patio and/or outside commercial area proposed. Is the cafe/patio and/or outside commercial area going to require a renovation and/or retrofit to the building?

3.4 Please describe the details and need for architectural design services. What is the nature of the project that the architect will be requested to assist you with for your building?

3.5 Please describe the redevelopment being proposed. What changes/modifications are you proposing to the property and site? Will the back entrance and parking lot be considered as part of the redevelopment?

4.0 Sworn Declaration

I/We Hereby Apply for a grant/architectural services under this program.

I/We Hereby Agree to abide by the terms and conditions of the grant program.

I/We Hereby Certify that the information contained in this application is true, correct and complete in every respect and may be verified by the Town of Essex by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.

I/We Hereby Grant permission to the Town of Essex, or its agents, to inspect my/our property that is subject of this application.

I/We Hereby Agree that if any statements or information in this application or submitted in support of this application are untrue, misleading or there is a material omission, the application may be rejected or not approved, or the grant may be delayed, reduced, cancelled or repayment may be required.

I/We Hereby Agree that the grant may be delayed, reduced or cancelled if the work is not completed or is not completed as approved.

I/We Hereby Agree that should I/We chose not to proceed with the works shown in the study/drawings/plans, the Town of Essex may provide the study/drawings to a subsequent owner(s) of the property.

I/We Hereby Agree that the program(s) for which application has been made herein is/are subject to cancellation and/or change at any time by the Town of Essex in its sole discretion, subject to the terms and conditions specified in the program.

I/We Hereby Agree all grants/architectural services will be calculated and awarded at the sole discretion of the Town of Essex. Notwithstanding any representation by or on behalf of the Town of Essex, or any statement contained in the program, no right to any grant arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the program and the grant agreement. The Town of Essex is not responsible for any costs incurred by the Owner/Applicant in any way relating to the program, including without limitation, costs incurred in anticipation of a grant or architectural service.

Dated at the Town/City/Township/Region of _____, this _____ of _____, 20____.

Name of Owner/Applicant or Authorized Agent Signature of Owner/Applicant or Authorized Agent

Consent of the Owner to the Use and Disclosure of Personal Information

Complete the consent of the owner concerning personal information set out below.

I/We, _____ am/are the owner(s) of the land that is subject of this application for the purposes of the Freedom of Information and Protection of Privacy Act, I/We authorize and consent to the use by or disclosure to any person or public body any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

I/We, _____ as the owner(s) of the land that is subject of this application, further acknowledge that I/We do **not** have pecuniary interest whatsoever in the "Cost Estimates" as required and provided with this application.

Signature of Owner(s) _____ Date: _____

_____ Date: _____

Affidavit

I/We _____ of the City/Town/Township of

in the Town/City/Township/Region of _____

solemnly declare that all the statements contained in this application are true, and I/we make this 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 _____) To be Signed in The Presence of a
_____ of _____) Commissioner for Taking Affidavits
_____)
in the _____ of _____)
_____) _____

This _____ day of _____, 20____) (Signature of Owner or Authorized Agent)

A Commissioner, etc.

Form 1

Authorization

Location of Subject Lands:

I/We, the undersigned, being the registered owner(s) of the above lands hereby authorize:

_____ of _____ the _____ of _____ to make an application on my/our behalf to the Council for the Town of Essex for transaction concerning an application for a grant/architectural services under the Harrow Community Improvement Plan (HCIP) in accordance with the Planning Act.

Dated at the _____ of _____ in the _____ in the _____ of _____ this _____ day of _____ 20__.

Signature of Witness

Signature of Owner

Signature of Witness

Signature of Owner

This form is only to be used for applications which are to be signed by someone other than the owner or where one owner is giving authorization to another owner.

If the registered owner is a corporation, in addition to the signatures of the authorized signing officers, the corporate seal must be affixed.

Where the Owner is without a spouse, common-law or legally married, the Owner is required to sign only once. Where the spouse of the Owner is not an owner, the spouse is required to sign. Spouse shall include a common-law spouse as defined within the Family Law Reform Act.