



Township of Southgate
185667 Grey County Road 9
Dundalk, Ontario N0C 1B0
Phone: 519-923-2110
Application Date: _____

Community Improvement Plan (CIP) Application Form

The purpose of the CIP program is to facilitate the revitalization and improvement of the Township of Southgate through the provision of fund matching grants to rehabilitate publicly used frontages and streetscapes, redevelopment of brownfield and grey field properties, raise agricultural uses, and increase affordable and attainable housing projects.

Important: *Application must be submitted and approved before work begins on the project. *

Applicant Information: Applicant is: % Owner or Authorized agent of owner

Name: _____

Contact name (if Business or LLC): _____

Address: _____ City: _____ Province: _____

Postal Code: _____

Daytime Phone #: _____ Email Address: _____

Owner Information (if different than owner) Same as Owner

Name: _____

Contact name (if Business or LLC): _____

Address: _____ City: _____ Province: _____

Postal Code: _____

Daytime Phone #: _____ Email Address: _____

Property Information:

Address: _____ City: _____ Province: _____

Postal Code: _____

Assessment Roll #: _____

Zoning Designation: _____

Legal Description of the Property [Lot & Plan Number(s)]:

Southgate Community Improvement Plan Application Checklist

1. Applicants may select incentive program(s) from one of the 4 columns in the checklist below.
2. When you select the option that best supports your planned work, you may then select any other available incentive programs within the same column that would apply to your project.

Incentive Program	Grant Description	1	2	3	4
Tax Increment Equivalent Grant	The municipal taxation increases on the property-based assessment change caused by new construction or building upgrades can be transitioned by 10% annual increases imposed each year over the 10-year period.				
Buildings & Land Improvement Grant	Maximum \$12,000 or 50% of eligible costs (whichever is less)				
Façade & Building Improvement Grant	Maximum \$5,000 or 50% of eligible costs (whichever is less)				
Signage Improvement Grant	Maximum \$2,500 or 50% of eligible costs (whichever is less)				
Property, Landscaping & Parking Area Improvement Grant	Maximum \$3,500 or 50% of eligible costs (whichever is less).				
Accessibility and Public Health & Safety Improvement Grant	Maximum \$3,500 or 50% of eligible costs (whichever is less).				
Destination Infrastructure Grant	Maximum capital improvement is \$5,000 or 50% of the eligible costs (whichever is less). Maximum signage, wayfinding signage, outdoor art or street beautification is \$2,500 or 50% of the eligible costs (whichever is less). Maximum for conversion of vacant lands to parks or green space is \$2,500 or 50% of the eligible costs (whichever is less).				
Planning Fee Grant	Maximum \$2,500 or 50% of eligible costs (whichever is less).				
Building Permit Fee Grant	Maximum \$2,500 or 50% of eligible costs (whichever is less).				
Development Charges Grant	Equal to 100% of the municipality's portion of the development charges to a maximum of \$10,000.				
Housing Rehabilitation and Conversion Grant	Maximum \$12,000 or 50% of the eligible costs (whichever is less).				
Startup Space Leasehold Improvement Grant	50% of the cost to complete the study to a maximum of \$5,000 per property.				
Environment Study Grant	50% of the cost to complete the study to a maximum of \$5,000 per property.				
Brownfield Property Tax Assistance	The municipality may defer or cancel all or a portion of municipal property taxes during the period of site remediation. The municipality may apply to the Minister of Finance on behalf of the property owner to defer or cancel the education portion of the property taxes.				
Surplus Lands & Buildings (Municipal Action)	Township lands and buildings that are deemed to be surplus to the needs of the municipality will be offered through a Request for Proposal (RFP) process.				

Description of Work / Improvements:

Please provide a written description of the proposed work. Attach a concept design/drawing of the proposed improvements and a project site plan (or sketch if required).

Work Estimates:

Please attach quote(s) from a contractor and/or supplier for the cost of the materials and/or labour required for the proposed improvement.

Contractor/Supplier Name: _____ Estimated Cost: \$_____

Total Construction Cost: \$_____ Total Grant Requested: \$_____

Property Owner’s Authorization (if applicant is not the property owner):

If the applicant is not the owner, the property owner must complete this section. If there is more than one owner a separate authorization from each individual or corporation is required. Attach an additional page or pages in the same format as this authorization if necessary.

I, _____ being the registered owner of the subject property, hereby authorize _____ (print name of applicant) to submit the above application to the Township of Southgate for approval thereof.

Signature

Date

Print Name

Applicant Acceptance of Terms & Conditions:

1. A Community Improvement Plan (CIP) application must be submitted and approved before any work begins on your improvement project;
2. The Township of Southgate reviews each application and determines funding/incentives appropriate to individual projects based on the costs allowed through the CIP program;
3. CIP incentive funding is not a maintenance and repair program and any such narrow application requests for funding will not be approved;
4. All applicants will receive a response on the Township’s funding decision. If approved by the Township, the communication to the building owner/tenant/agent will outline the basic terms and conditions of approval by Southgate Council. If you undertake work prior to your application being approved, your project may be disqualified;
5. The applicant will have one year from the date of the Township’s approval letter to complete the CIP project work unless granted an extension;
6. The Township may grant a lesser amount than requested based on available funding;
7. Approved funds will not be released to the applicant until the project work has been completed and all required inspections of the site work has been completed and approval

received from the Township (Building Official & Fire Prevention Official) and other required agencies (ESA, Gas inspections, etc.);

8. Receipts for materials and/or labour must be provided prior to release of approved funding;
9. The applicant must not be in default of any municipal taxes or any other money payable to the Township of Southgate (fees or penalties). Failure to meet this requirement will result in disqualification from the program; and
10. You hereby agree to the terms and conditions of this CIP incentive program and agree to execute the Township of Southgate CIP project as described.

Signature

Date

Print Name

Applicant Declaration:

I, _____, of the _____ (City/Town) in the _____ (County), 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 the _____ (City/Town), in the _____ (County), this ____ day of _____, in the in the year _____.

Signature

Date

Print Name

Applicant Checklist:

- Quotes for proposed projects (for materials and/or labour)
 - Concept design/drawings of proposed improvements
 - Project site plan (or sketch if required)
 - Booked meeting to review application with Township staff (required prior to submission)
- [email: economicdevelopment@southgate.ca or call: 519-377-5057]

Disclaimer: All information collected in this application becomes public information except for personal contact information and tax-related information.