

# DOWNTOWN WINDSOR

## ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM



### A GENERAL INFORMATION AND INSTRUCTIONS

1. Before filling out this application form, please read the attached Program Guide and arrange for a pre-application meeting with City planning staff. The Program Guide describes the purpose, basic terms and conditions of the Community Improvement Plan grant programs.
2. If an agent is acting for the property owner, please ensure that the required authorization is completed and signed by the owner as provided in Section C.
3. If you find insufficient space on this form to respond to questions, please provide additional information on a separate page and attach to your completed application form. It is suggested that any additional or required information be contained within an application covering letter.
4. Please include all required supporting documents requested by City planning staff (e.g. deed, business plan, site plan, architectural/construction drawings, cost estimates). An application will not be considered complete until all required documents have been submitted.
5. Please ensure that the application form is complete and that all required signatures have been supplied.
6. You may deliver your application in person, send it by mail, or send it by email to:

City of Windsor Planning Department  
400 City Hall Square East, Suite 404  
Windsor, ON N9A 7K6  
Fax: 519-255-6544  
Email: [lbdiotte@citywindsor.ca](mailto:lbdiotte@citywindsor.ca)  
Attention: Laura Diotte

If you have any questions about this program, please contact Laura Diotte by phone at (519) 255-6543 extension 6396 or via e-mail at [lbdiotte@citywindsor.ca](mailto:lbdiotte@citywindsor.ca)

Please note that any work carried out or cost incurred prior to the City's acceptance of a complete grant application will not be eligible for funding. Any work that is done or costs that are incurred after the application has been accepted but prior to Council approval of the grants is done at your own risk.



# DOWNTOWN WINDSOR

## ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM



### B APPLICANT INFORMATION

APPLICANT NAME:		
MAILING ADDRESS:		
CITY:	PROVINCE:	POSTAL CODE:
PHONE:	FAX:	
EMAIL:		

### C OWNER INFORMATION

Same as applicant information?  YES  NO

OWNER NAME:		
MAILING ADDRESS:		
CITY:	PROVINCE:	POSTAL CODE:
PHONE:	FAX:	
EMAIL:		

If the applicant is the legally registered property owner, please proceed to Section E. Property Information.

If the applicant is not the legally registered property owner, please fill out Section D. Owner Authorization and Information.



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## ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM



### D OWNER AUTHORIZATION AND INFORMATION

If the property owner is authorizing an agent to act on his/her behalf in making this application, please complete and sign this section. If an agent is authorized, all correspondence will be sent to the authorized agent. If no agent is authorized, all correspondence will be sent to the property owner.

I, \_\_\_\_\_ am the owner of the land that is subject of this application,  
and I hereby authorize my agent / solicitor \_\_\_\_\_  
to make this application and to act on my behalf in regard to this application.

Dated at the \_\_\_\_\_, this \_\_\_\_\_ of \_\_\_\_\_,  
CITY/TOWN OF... DAY MONTH YEAR

NAME OF OWNER \_\_\_\_\_

SIGNATURE OF OWNER \_\_\_\_\_

I understand that, as the property owner, I may be party to a future agreement regarding the incentives, and that the agreement may be registered on the title of the land.

NAME OF OWNER \_\_\_\_\_

SIGNATURE OF OWNER \_\_\_\_\_



# DOWNTOWN WINDSOR

## ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM



### E PROPERTY INFORMATION

Please fill in the following information about the property for which this Application is being submitted.

PROPERTY ADDRESS:

CITY: PROVINCE: POSTAL CODE:

ASSESSMENT ROLL NUMBER:

LEGAL DESCRIPTION OF PROPERTY  
(LOT AND PLAN NUMBERS):

EXISTING PROPERTY USE:

PREVIOUS PROPERTY USE  
(IF KNOWN):

Is the project within the Downtown Windsor Community Improvement Project Area?  YES  NO  
Is property designated under Part IV of the *Ontario Heritage Act*?  YES  NO

SIZE OF PROPERTY: m<sup>2</sup>

Are there any existing buildings on Property? (If yes, specify building size below)  YES  NO

Building 1	m <sup>2</sup>	Building 3	m <sup>2</sup>
Building 2	m <sup>2</sup>	Building 4	m <sup>2</sup>

(Please list all additional buildings on a separate sheet)

CURRENT ASSESSMENT VALUE: \$

CURRENT PROPERTY TAXES PAID ANNUALLY: \$



# DOWNTOWN WINDSOR

## ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM



Is this property in tax arrears?

YES

NO

If yes, specify value of tax arrears:

\$

Have tax arrears been cancelled (in whole or in part) on this property under any City program?

YES

NO

Has this property received, or do you anticipate this property will receive, grants/loans or other financial assistance from the City under any other City program?

YES

NO

If yes, please specify program and amount of financial assistance received/anticipated from the City:

### F OTHER SOURCES OF FUNDS

Have you applied for or will you be obtaining any other sources of grant funding? (e.g. Federal, Provincial, Federation of Canadian Municipalities, Business Improvement Areas, etc...).

YES

NO

If yes, please list other sources and amounts of grant funding:

Program:		Amount:	\$
Program:		Amount:	\$

### FOR OFFICE USE ONLY

DATE OF PRE-CONSULTATION:

DATE RECEIVED:

DATE APPLICATION DEEMED COMPLETE:

APPLICATION FILE NUMBER:

REVIEWED BY:



# DOWNTOWN WINDSOR

## ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM



To which program(s) are you applying to? Please refer to the appropriate page number.

### Upper Storey Residential Conversion Grant Program

Property owners will be eligible to receive a grant of \$5,000 for every new residential unit created on the upper storey(s) of an existing mixed use building, up to a maximum of \$50,000 per property.

Please see page 7

### New Residential Development Grant Program

Property owners will be eligible to receive a grant of \$2,500 for every new residential unit, up to a maximum of \$50,000 per property.

Please see page 9

### Commercial/Mixed Use Building Facade Improvement Program

Grant for 50% of the eligible costs of the facade improvements, up to \$20,000 per property. Applicable projects can be eligible for a grant increase of up to \$10,000.

Please see page 12

### Building/Property Improvement Tax Increment Grant Program

Annual grant equal to 100% of the increase in municipal property taxes for five (5) years, with the possibility of an extension up to a total of ten (10) years after the project is completed and reassessed.

Please see page 14

### Retail Investment Grant Program

Grant up to 50% of eligible costs for improvements to a maximum amount of \$15,000 per retail unit in a building, up to a maximum of \$30,000 per property.

Please see page 17



# DOWNTOWN WINDSOR

## ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM



### UPPER STOREY RESIDENTIAL CONVERSION GRANT PROGRAM

#### G PROJECT DESCRIPTION

Provide a description of the proposed project. Please include size of the space (m<sup>2</sup>) to be converted, and specify the type of work/construction proposed.

ESTIMATED CONSTRUCTION START  
AND END DATE (MONTH/YEAR):

START:

END:

Has the space been previously used for residential use?

YES

NO

Please submit current photographs of the interior space with the Application package.

ATTACHED

NUMBER OF NEW RESIDENTIAL UNITS PROPOSED:

Unit details:

Configuration:	Bachelor	1 Bedroom	2 Bedrooms	3+ Bedrooms
Size (m <sup>2</sup> ):				
Quantity:				
Proposed rental rates/sales prices per unit (\$):				

Is this a multi-phase development?

YES

NO

If yes, please provide a brief description of the phasing plan:

Please attach floor plans to the Application package.

ATTACHED



# DOWNTOWN WINDSOR

## ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM



### UPPER STOREY RESIDENTIAL CONVERSION GRANT PROGRAM

#### H ESTIMATE OF ELIGIBLE COSTS

Please provide a list of costs that are eligible for the Upper Storey Residential Conversion Grant Program below (i.e. construction costs, development application fees, building permit fees, etc.).

Eligible Cost Item (See program guide for details of eligible costs)		Actual/ Estimated Cost
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Eligible Costs Eligible for a Grant (Sum Costs above)	\$	

#### I REQUIRED APPLICATION ATTACHMENTS

The following documents/information may be required prior to the application being finalized, or at any point to verify prior to the grant being paid (City staff to indicate what is required at a pre-consultation meeting):

- Floor plans
- Photographs of the property
- Cost estimates including refined cost estimates (prepared by a bona fide contractor)
- Additional/other documents as deemed necessary by City staff:
  - Incorporation Documents
  - Property Deed
  - Written Authorization from Owner to apply for the Grant
  - Reports
  - Business Plan
  - Site Plan and Survey
  - Architectural Drawings, Design Plans





# DOWNTOWN WINDSOR

## ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM



### NEW RESIDENTIAL DEVELOPMENT GRANT PROGRAM

#### G PROJECT DESCRIPTION

Provide a description of the proposed development.

ESTIMATED CONSTRUCTION START  
AND END DATE (MONTH/YEAR):

START:

END:

Is this an addition to an existing building?

YES

NO

SIZE OF THE PROJECT:

AREA:

HEIGHT:

m<sup>2</sup>

m

NUMBER OF NEW RESIDENTIAL UNITS PROPOSED:

Unit details:

Configuration:	Bachelor	1 Bedroom	2 Bedrooms	3+ Bedrooms
Size (m <sup>2</sup> ):				
Quantity:				
Proposed rental rates/sales prices per unit (\$):				

Is this a multi-phase development?

YES

NO

If yes, please provide a brief description of the phasing plan:

Please attach floor plans to the Application package.

ATTACHED



# DOWNTOWN WINDSOR



## ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM

### NEW RESIDENTIAL DEVELOPMENT GRANT PROGRAM

#### **H** ESTIMATE OF ELIGIBLE COSTS

Please provide a list of costs that are eligible for the New Residential Development Grant Program below (i.e. construction costs, on-site infrastructure upgrades, development application fees, building permit fees, etc.).

Eligible Cost Item (See program guide for details of eligible costs)		Actual/ Estimated Cost
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
<b>Total Eligible Costs Eligible for a Grant (Sum Costs above)</b>	<b>\$</b>	



# DOWNTOWN WINDSOR

## ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM



### NEW RESIDENTIAL DEVELOPMENT GRANT PROGRAM

#### I REQUIRED APPLICATION ATTACHMENTS

The following documents/information may be required prior to the application being finalized, or at any point to verify prior to the grant being paid (City staff to indicate what is required at a pre-consultation meeting):

- Site plans
- Elevation drawings
- Cost estimates (prepared by a bona fide contractor)
- Additional/other documents as deemed necessary by City staff:
  - Incorporation Documents
  - Property Deed
  - Written Authorization from Owner to apply for the Grant
  - Reports
  - Business Plan
  - Survey
  - Architectural Drawings, Design Plans



# DOWNTOWN WINDSOR

## ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM



### COMMERCIAL/MIXED USE BUILDING FACADE IMPROVEMENT PROGRAM

#### G PROJECT DESCRIPTION

Provide a description of the proposed project. Include the building elements to be altered and the proposed materials to be used on the exterior of the building.

ESTIMATED CONSTRUCTION START  
AND END DATE (MONTH/YEAR)

START:

END:

Did you review, and does the application comply with, the Urban Design Guidelines?

YES

NO

Please submit current photographs of the facade with the Application package.

ATTACHED

#### H ESTIMATE OF ELIGIBLE COSTS

Please provide a list of costs that are eligible for the Commercial/Mixed Use Building Facade Improvement Program below (i.e. building facade restoration and improvement works, fees associated with facade improvements, development application fees, building permit fees, etc.).

Eligible Cost Item (See program guide for details of eligible costs)		Actual/ Estimated Cost
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Eligible Costs Eligible for a Grant (Sum Costs above)	\$	



# DOWNTOWN WINDSOR

## ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM



### COMMERCIAL/MIXED USE BUILDING FACADE IMPROVEMENT PROGRAM

#### Eligible Costs Details

Quotes from at least three (3) different qualified contractors may be required for the application. Please provide a minimum of three quotes from qualified contractors if applicable. If approved, you are not bound to choose between these contractors.

Please attach hard copies of the detailed estimates and contact information for each contractor to this application.

Quote	Company Name	Estimate	
		Labour	Materials
1		\$	\$
2		\$	\$
3		\$	\$

#### I REQUIRED APPLICATION ATTACHMENTS

The following documents/information may be required prior to the application being finalized, or at any point to verify prior to the grant being paid (City staff to indicate what is required at a pre-consultation meeting):

- Elevation drawings
- Details of the materials/elements being removed
- Material samples
- Product details and specifications
- Current photographs of the property
- Cost estimates including refined cost estimates (three (3) quotes prepared by a bona fide contractor)
- Additional/other documents as deemed necessary by City staff:
  - Incorporation Documents
  - Property Deed
  - Written Authorization from Owner to apply for the Grant
  - Reports
  - Business Plan
  - Site Plan and Survey
  - Architectural Drawings, Design Plans



# DOWNTOWN WINDSOR

## ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM



### BUILDING/PROPERTY IMPROVEMENT TAX INCREMENT GRANT PROGRAM

#### G PROJECT DESCRIPTION

Provide a description of the proposed project.

ESTIMATED CONSTRUCTION START AND  
END DATE (MONTH/YEAR):

START:

END:

ESTIMATED CONSTRUCTION COSTS OF  
THE PROPOSED DEVELOPMENT:

\$

Will the proposed improvement increase the  
Gross Floor Area (GFA) of an existing building?

YES

NO

If yes, please state the proposed GFA:

m<sup>2</sup>

Is the project a catalyst project (please see definition in Program Guide)?

YES

NO

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

YES

NO

Is the project targeting LEED Bronze or higher certification?

YES

NO

Will the project include affordable housing units?

YES

NO

If yes, what percentage (%) of the units are affordable?

%

What is the proposed rental rate/sales price (\$) per affordable unit?

\$

Is this a multi-phase development?

YES

NO

If yes, please provide a brief description of the phasing plan:



# DOWNTOWN WINDSOR

## ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM



### BUILDING/PROPERTY IMPROVEMENT TAX INCREMENT GRANT PROGRAM

#### H ESTIMATE OF ELIGIBLE COSTS

Please provide a list of costs that are eligible for the Building/Property Improvement Tax Increment Grant Program below (i.e. eligible costs that were not reimbursed as part of another CIP program, construction costs, costs associated with meeting Leadership in Energy and Environmental Design standards, development Feasibility and Support Studies, development application fees, building permit fees, on-site infrastructure upgrades, etc.).

Eligible Cost Item (See program guide for details of eligible costs)		Actual/ Estimated Cost
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Eligible Costs Eligible for a Grant (Sum Costs above)	\$	



# DOWNTOWN WINDSOR

## ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM



### BUILDING/PROPERTY IMPROVEMENT TAX INCREMENT GRANT PROGRAM

#### I REQUIRED APPLICATION ATTACHMENTS

The following documents/information may be required prior to the application being finalized, or at any point to verify prior to the grant being paid (City staff to indicate what is required at a pre-consultation meeting):

- Site plans
- Floor plans
- Elevation drawings
- Written project description/report
- Cost estimates including refined cost estimates (prepared by a bona fide contractor)
- Additional/other documents as deemed necessary by City staff:
  - Incorporation Documents
  - Property Deed
  - Written Authorization from Owner to apply for the Grant
  - Business Plan
  - Survey
  - Architectural Drawings, Design Plans





# DOWNTOWN WINDSOR

## ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM



### RETAIL INVESTMENT GRANT PROGRAM

#### G PROJECT DESCRIPTION

Provide a description of the proposed project.

ESTIMATED CONSTRUCTION START AND  
END DATE (MONTH/YEAR):

START:

END:

NUMBER OF NEW RETAIL UNITS PROPOSED:

Are the new or refurbished retail or commercial units located on the ground floor?

YES

NO

Will the new or refurbished retail or commercial units have direct access from the adjacent street?

YES

NO

Is the space currently vacant, and has it been vacant for at least six (6) months immediately prior to this Application?

YES

NO

If the Applicant is a Tenant, is there a five (5) year or longer lease in place for this/these unit(s)?

YES

NO

Please submit current photographs of the interior space with the Application package.

ATTACHED



# DOWNTOWN WINDSOR

## ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM



### RETAIL INVESTMENT GRANT PROGRAM

#### H ESTIMATE OF ELIGIBLE COSTS

Please provide a list of costs that are eligible for the Retail Investment Grant Program below (i.e. construction costs, design and architectural fees, development application fees, building permit fees, etc.).

Eligible Cost Item (See program guide for details of eligible costs)		Actual/ Estimated Cost
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Eligible Costs Eligible for a Grant (Sum Costs above)	\$	

#### Eligible Costs Details

Quotes from at least three (3) different qualified contractors may be required for the application. Please provide a minimum of three quotes from qualified contractors if applicable. If approved, you are not bound to choose between these contractors.

Please attach hard copies of the detailed estimates and contact information for each contractor to this application.

Quote	Company Name	Estimate
1		\$
2		\$
3		\$



# DOWNTOWN WINDSOR

## ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM



### RETAIL INVESTMENT GRANT PROGRAM

#### I REQUIRED APPLICATION ATTACHMENTS

The following documents/information may be required prior to the application being finalized, or at any point to verify prior to the grant being paid (City staff to indicate what is required at a pre-consultation meeting):

- Floor plans
- Interior/elevation drawings
- Material samples
- Current photographs of the existing property
- Cost estimates including refined cost estimates (prepared by a bona fide contractor)
- Additional/other documents as deemed necessary by City staff:
  - Incorporation Documents
  - Property Deed
  - Written Authorization from Owner to apply for the Grant
  - Copy of the Lease
  - Reports
  - Business Plan
  - Site Plan and Survey
  - Architectural Drawings, Design Plans<sup>1</sup>
  - Construction Drawings (including interior)

<sup>1</sup>The following Architectural Drawings, Design Plans may be required:

1. Interior renderings;
2. Interior design storyboards;
3. Concept plans;
4. Product specifications; and/or
5. Other details to the satisfaction of the City Planner.



# DOWNTOWN WINDSOR

## ENHANCEMENT STRATEGY AND COMMUNITY IMPROVEMENT PLAN GRANT APPLICATION FORM



### J SWORN DECLARATION

I/WE HEREBY APPLY for a grant under this program.

I/WE HEREBY AGREE to abide by the terms and conditions of the Downtown Windsor Community Improvement Plan.

I/WE HEREBY AGREE to enter into and abide by an agreement with the City that specifies the terms and conditions of the applicable grant program.

I/WE HEREBY AGREE to abide by the terms and conditions of the agreement.

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 City by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.

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 of the grant may be required.

I/WE HEREBY AGREE that the grant may be delayed, reduced, cancelled or repayment of the grant may be required if the eligible works are not completed or not completed as approved.

I/WE HEREBY AGREE that any eligible works carried out prior grant approval by City Council may not eligible under any grant program.

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 City in its sole discretion, subject to the terms and conditions specified in the program. Participants in the program whose application has been approved and who have entered into a grant agreement with the City will continue to receive grant payments, subject to meeting the terms and conditions in their grant agreement.

I/WE HEREBY AGREE that all grants will be calculated and awarded in the sole discretion of the City. Notwithstanding any representation by or on behalf of the City, 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 programs and the grant agreement. The City 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.

Dated at the \_\_\_\_\_, this \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_ YEAR  
CITY/TOWN OF... DAY MONTH

NAME OF OWNER OR AUTHORIZED AGENT

SIGNATURE OF OWNER OR AUTHORIZED AGENT

