



*Community Improvement Plan*

*The Corporation of  
The Township of Cramahe*

**APPLICATION PACKAGE**

FOR  
RESIDENTIAL CONVERSION AND REHABILITATION  
GRANT PROGRAM



## TOWNSHIP OF CRAMAHE

P.O. Box 357, 1 Toronto Street  
Colborne, Ontario. K0K 1S0  
Phone: 905-355-2821  
Fax: 905-355-3430

### COMMUNITY IMPROVEMENT PLAN RESIDENTIAL CONVERSION AND REHABILITATION GRANT PROGRAM APPLICATION FORM

Application Number (assigned by staff):	
Date Application Received:	

#### APPLICANT INFORMATION

Property Address:	
Apartment(s):	
Property Owner:	
Name of Tenant:	
Name of Business:	
Mailing Address:	
City/Postal Code:	
Telephone Number:	
Fax Number:	
Cell Phone Number:	

#### PROPERTY INFORMATION

Register Plan Number:	
Lot Number:	
Assessment Roll Number:	

The personal information on this form is collected under the legal authority of the Planning Act, Section 28. The personal information will be used for determining your eligibility for a grant. If you have any questions about the collection of information, please contact the Clerk-Administrator at (905) 355-2821.





SIGNATURE OF OWNER  
AFFIDAVIT OR SWORN DECLARATION  
DATE OF APPLICATION SUBMISSION

I, \_\_\_\_\_ of the \_\_\_\_\_  
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 is true.

Sworn (or declared) before me at the \_\_\_\_\_  
\_\_\_\_\_  
in the \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_

\_\_\_\_\_  
A Commissioner, etc.

\_\_\_\_\_  
Applicant's Signature

**CONSENT OF THE OWNER**

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

**CONSENT OF THE OWNER TO THE USE AND  
DISCLOSURE OF PERSONAL INFORMATION**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and for the purposes of the Municipal Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

\_\_\_\_\_  
Name of Owner (please print)

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

\_\_\_\_\_  
Date

**Owner's Contact Information:**

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

\_\_\_\_\_  
Telephone (Home)

\_\_\_\_\_  
Telephone (Business)

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Fax



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### NOTICE OF COMPLETION

I \_\_\_\_\_, hereby certify that all work has been completed as per my application for Community Improvement Plan Residential Conversion and Rehabilitation Grant Program and all paid invoices have been submitted.

\_\_\_\_\_  
Signature (Owner/Applicant)

\_\_\_\_\_  
Date

I, Christie Alexander, Clerk of the Township of Cramahe hereby certify that the Community Improvement Plan Residential Conversion and Rehabilitation Grant Program application is complete to the Township's Economic Development Advisory Committee's satisfaction.

\_\_\_\_\_  
Signature of Clerk

\_\_\_\_\_  
Date



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### **COMMUNITY IMPROVEMENT PLAN RESIDENTIAL CONVERSION AND REHABILITATION GRANT PROGRAM TERMS AND CONDITIONS**

#### **PURPOSE OF GRANT**

The goals of Cramahe Township's Community Improvement Plan Residential Conversion and Rehabilitation Grant Program are to encourage building owners to convert or rehabilitate existing units above the ground floor, and within existing floor space of a commercial, or commercial residential building.

This is a grant program, which means that the applicant pays for the improvement and the Township provides a grant for a portion up to a maximum of \$5,000 per residential unit, with a maximum of two (2) units per building per year. Costs in excess of the maximum grant shall be the responsibility of the applicant.

Relevant building permit fees apply. The Township shall provide a grant to offset such fees from the capital reserve account for this program after the work is completed and approved.

To be eligible for the grant program the applicant must be the registered owner of the subject property and must be current with their property taxes. Any work completed prior to approval by the Township is not eligible for funding.

The Grant may only be used for the purposes of residential improvements as indicated on the application form. The improvements must also be eligible for grant approval under the terms of the program. Grant allocations are made subject to Council approval.

Only commercial properties are eligible for residential rehabilitation and conversion improvement grant funding. Outstanding work orders must be satisfied prior to the funding approval.

The Township may only grant up to 50% of eligible costs.

## MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The Township may promote the program in partnership with the Economic Development Advisory Committee and reserves the right to use approved and funded projects as examples in promotional programming. The Township may promote an approved project by using photographs and descriptions of the project in promotional materials.

## PAYMENT OF THE GRANT

Applications for which grants which have been approved will be made available by notifying the applicant in writing, and will be disbursed by cheque made payable to the owner following:

- Completion of the proposed improvements to the satisfaction of the Township;
- Before a Township cheque is issued for the grant the applicant must submit proof of payment for approved, eligible completed work;
- Compliance with all terms and conditions of the application procedure, inspection procedures and completion of work within the prescribed time frame. Generally six months from the acceptance and approval date of the application;
- Applicant must obtain all building permits and any other required permits;
- Applicant is responsible for conformance with all applicable health and safety standards;
- Applicant also agrees to maintain the property and improvement;
- Funding approval will lapse if a notice of completion is not issued within eight months of the date of execution of the Agreement. The Economic Development committee may grant an extension of up to four months following receipt of a written request by the applicant setting out the reasons for the extension and providing a new date of completion.

## COMMITTEE REVIEW PROCESS

The Economic Development Advisory Committee will review the application and will make its recommendation within 45 days. The total grant amounts for each year are limited so the grants will be awarded on a first-come, first served basis and will be limited to one application per registered property owner per fiscal year.

Applications will be reviewed and selected based on their compatibility with the visions and goals of the Township of Cramahe Economic Development Advisory Committee and their impact on the downtown.

**LIMITATIONS OF LIABILITY AND INDEMNIFICATION, FURTHER  
CONDITIONS**

Township staff, officers and agents shall be saved harmless arising out of any actions or approvals granted, or any building code infractions associated with the completed work.

The Township shall be entitled to at any time to impose such additional terms and conditions on the use of the grant, which, in its sole discretion, it deems appropriate.