

City of St.Catharines

Community Improvement Plan (2015CIP)

Guidelines

For the

Tax Increment Finance (TIF) Program

Tax Increment Finance (TIF) Program

Guidelines

The Tax Increment Finance (TIF) Program offer grants to assist private sector redevelopment projects and brownfield remediation.

The program provides an annual grant, up to a maximum period of ten years, to offset a portion of the cost of redevelopment projects. The value of the grant is based on the increase in property tax assessment resulting from the completion of the project.

For redevelopment projects, the amount of the grant may be up to 45% of the increase in municipal property taxes paid on a property as a result of the new development project. For redevelopment projects involving brownfield environmental remediation, the amount of the grant may be up to 80% of the increase in municipal taxes paid on the property.

This program is available to all properties within the City's urban area, although not all projects may qualify under the programs eligibility and evaluation criteria.

The 2015CIP sets out the details and parameters of the TIF. These Guidelines are a companion document, providing answers to frequently asked questions and assistance to prospective applicants on how the program works.

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1. How does the TIF grant work?

The purpose of the grant is to offset eligible costs incurred by the property owner undertaking a redevelopment project, up to a maximum amount.

The list of project costs that are eligible for the grant is set out in Section 18.

The value of the grant is based on the increase in property tax assessment resulting from the completion of the project.

For redevelopment projects, the grant is equal to 45% of the increase in municipal property taxes paid on the property as a result of the increased property assessment. For redevelopment projects involving environmental remediation, the grant is 80% of the increase in municipal property taxes paid on the property.

The grant is given annually, up to a maximum period of 10 years, starting after the project has been completed.

It is not a reduction or rebate of property taxes. All property taxes must be paid each year before receiving the annual grant.

And regardless of whether the property assessment, and property tax, increases over subsequent years, the value of the annual grant does not change. Redevelopment projects must be completed within 3 three years, and redevelopment remediation projects within 5 years. The year the grant amount is determined must be within 2 years of completion of the project.

For example, property X is assessed for tax purposes at \$1,000,000. Based on this assessment, Bryan, the owner, pays \$12,800 in annual municipal property taxes. Bryan redevelops the property, without remediation, and spends \$200,000 in eligible project costs.

After the project is completed, the property is now assessed at \$2,700,000. Based on the increase in assessment, Bryan now pays \$34,600 in municipal taxes on the property.

The increase in municipal property taxes resulting from the new development is \$21,800. Bryan may receive an annual grant equal to 45 % of that increase, and in this case, \$9,810 per year to offset project costs.

He may receive the annual grant for up to 10 years, and as such, the total value of the grant is \$98,100.

Even though Bryan spent \$200,000 to complete the project, he would still only be eligible for the \$9,810 per year and the maximum of \$98,100 over ten years to offset his project costs.

If the project involved remediation, the value of the grant would be 80% of the increase in property taxes, and in this case, would be \$17,440 annually and a total of \$174,400 over 10 years.

The above example is illustrated on the following chart.

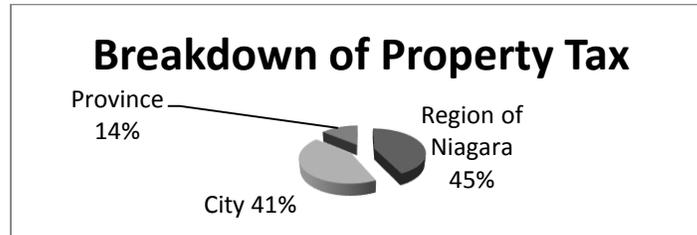
	<u>Property</u>		<u>For Redevelopment Projects</u>		<u>For Redevelopment Remediation Projects</u>	
	Assessment	Taxes	Annual Grant Value (taxes x 45%)	Total Eligible Grant Value	Annual Grant Value (taxes x 80%)	Total Eligible Grant Value
Pre - Project	\$1,000,000	\$12,800				
Post - Project	\$2,700,000	\$34,600				
Increase	\$1,700,000	\$21,800	.			
Grant Value			\$9,810	\$98,100	\$17,440	\$174,400
Grant Payment						
After Year						
1			\$9,810	\$88,290	\$17,440	\$156,960
2			\$9,810	\$78,480	\$17,440	\$139,520
3			\$9,810	\$68,670	\$17,440	\$122,088
4			\$9,810	\$58,860	\$17,440	\$104,640
5			\$9,810	\$49,050	\$17,440	\$87,200
6			\$9,810	\$39,240	\$17,440	\$69,760
7			\$9,810	\$29,430	\$17,440	\$52,320
8			\$9,810	\$19,620	\$17,440	\$34,880
9			\$9,810	\$9,810	\$17,440	\$17,440
10			\$9,810	\$ 0	\$17,440	\$ 0

The grant amount also cannot exceed eligible costs incurred. If Bryan spent \$75,000 to complete the project, the total grant he may receive is that amount. Bryan would receive the annual grant of \$9,810 after each of the first 7 years, and \$6,330 after the eighth year at which time the \$75,000 in eligible costs would be paid out.

	<u>Property</u>		<u>For Redevelopment Projects</u>		<u>For Redevelopment Remediation Projects</u>	
	Assessment	Taxes	Annual Grant Value (taxes x 45%)	Total Eligible Grant Value	Annual Grant Value (taxes x 80%)	Total Eligible Grant Value
Pre - Project	\$1,000,000	\$12,800				
Post - Project	\$2,700,000	\$34,600				
Increase	\$1,700,000	\$21,800	.			
Grant Value			\$9,810	\$75,000	\$17,440	\$75,000
Grant Payment						
After Year						
1			\$9,810	\$65,190	\$17,440	\$57,560
2			\$9,810	\$55,380	\$17,440	\$40,120
3			\$9,810	\$45,570	\$17,440	\$22,680
4			\$9,810	\$35,760	\$17,440	\$5,240
5			\$9,810	\$25,950	\$5,240	\$ 0
6			\$9,810	\$16,140		
7			\$9,810	\$6,330		
8			\$6,330	\$ 0		
9						
10						

2. What portion of property tax is eligible for the grant?

Property tax is divided into three portions – City, Region, and Provincial. As depicted in the chart below, approximately 41% of property taxes goes to the City, 45% to the Region of Niagara, and 14% to the Province.



The grant amount provided by the TIF program is based on the increase in the City portion of property taxes. Upon approval from the Region of Niagara, the grant also includes the Regional portion of tax. During the application and approvals process, the City seeks confirmation from the Region for participation in the program.

The TIF grant does not include the Provincial portion of property taxes paid.

Using the first example in Section 1, Bryan actually pays \$14,880 in annual property taxes. The municipal (City and Regional) portion of those taxes is 86%, or \$12,800. The Provincial portion is \$2,080. After development, Bryan pays \$40,230 in taxes, with the municipal portion being \$34,600, and the Provincial portion \$5,630. The increase in property taxes resulting from the project completion is \$25,350 (municipal \$21,800 / Provincial \$3,550). The increase in the municipal portion (City and Region) of property taxes (\$21,800) is the amount the grant is based on.

3. How do I apply?

The TIF application form is attached to these Guidelines as Appendix 3.

Complete Applications are to be submitted to the Planning and Building Services Department at City Hall, 50 Church Street, St.Catharines between the hours of 8:30 a.m. and 4:30 p.m.

Complete Applications may also be mailed to the following:

City of St.Catharines
Planning and Building Department
PO Box 3012, 50 Church Street
St.Catharines, ON
L2R 7C2

Receipt of an application in no way implies that it satisfies Complete Application Requirements or that it will be approved.

4. Is there an application fee?

There is no application fee. However, prospective applicants are required to have a Pre-Consultation meeting with City staff prior to making application, and which there is a fee for such meeting as set out in the City's Schedule of Rates and Fees. The purpose of the Pre-Consultation meeting is to review in detail the proposed project that is subject to the application (see Section 10 below).

5. Who can apply for the grant?

A property owner, or an authorized agent, can make application for the TIF grant.

If an agent is making application on behalf of a property owner, please ensure that Part A of the application form and the necessary authorization for Consent of the Owner in Part G are completed.

An application with Original signatures is required.

6. Who can receive the grant?

The TIF grant is only given to the owner of the subject property who enters into the TIF Agreement with the City, regardless of whether an authorized agent makes the application.

7. What properties are eligible for the program?

- i) The program is available to all properties within the City's urban area (see Appendix 1) although not all projects may qualify under the programs eligibility and evaluation criteria (see Section 8 and 13).
- ii) The property must be currently occupied by a building(s) or structure(s), or if the land is vacant, was previously occupied by a building(s) or structure(s) and which the City has a record of demolition for such building(s) or structure(s), or where it can be otherwise demonstrated that the property was previously occupied by a building(s) or structure(s).
- iii) For redevelopment projects involving remediation, a Phase II Environmental Site Assessment has been completed on the property at the cost of the applicant; and

that a Record of Site Condition (RSC) for the property cannot be filed on the Brownfields Environmental Site Registry because it does not meet certain Environmental Protection Act standards.

8. Are there minimum eligibility requirements to apply?

The following are minimum requirements necessary to be considered for TIF approval.

- Before applying, prospective applicants are required to have a Pre-Consultation meeting with City staff as set out in Section 10 below.
- The property owner must not be in arrears of any municipal financial obligation including, without limitation, property taxes and water/wastewater charges, for **any** property owned within the City.
- Any outstanding work orders on the subject property, and/or any orders or requests to comply from the Planning and Building Services Department, Fire Services or any other municipal department, must be satisfactorily addressed prior to any program approval.
- No grant will be approved for works which have previously received a grant for the same works under any City or Regional municipal incentive program.
- Projects must in conformity with the City's Official Plan (Garden City Plan) and Zoning By-law No. 2013-283.

9. Can I apply for another program at the same time?

Applicants applying for the TIF program may also apply for the 2015CIP Brownfield Tax Assistance (BTA) Program, subject to meeting the eligibility requirements for that program, but are not eligible to apply for the 2015CIP Residential/Office Conversion (ROC) Program or the Façade Improvement (FIP) Program.

10. Why is a Pre-Consultation meeting with staff required before applying?

Before applying, prospective applicants are required to have a formal Pre-Consultation meeting with staff prior to submitting an application.

The purpose of the Pre-Consultation meeting is to review in detail the proposed development plan to be submitted with the Complete Application (see Section 12). This includes a review of the scope of work contemplated, and preliminary analysis of proposed development plans (site plans and/or subdivision/condominium plans) to ensure compliance with the Official Plan, Zoning By-law and other municipal requirements, outside agency regulations, standards and requirements, servicing and infrastructure requirements, and any other requirements or approvals that must be satisfied to facilitate the project.

Important Note: The approval of a TIF application is tied to the development plan submitted with the application. Subject to minor revision, if the completed project is not consistent with the development plans for which approval was based upon, and as set out in the required TIF Agreement with the City, no grant will be provided.

As such, it is important that the proposed project be first vetted through the Pre-Consultation process to ensure that any requirements or conditions necessary to facilitate the development may be satisfied, and that the project may be completed consistent with the development plans submitted with the Complete Application.

Given the foregoing, it is strongly advised that proponents making application arrange for the required Pre-Consultation meeting well in advance of the Deadline Date for submission of applications (Section 11 below). It is important to allow sufficient lead time to ensure that development plans are thoroughly vetted, and that any requirements, conditions or plan revisions necessary to facilitate the project may be properly addressed.

As stated above, the completed project must be consistent with the parameters of the development plan subject to the TIF approval, or no grant will be provided.

11. Is there a Deadline Date for submitting a Complete Application?

The TIF Program is based on a competitive application process. All applicants for a given year must submit their Complete Application by the annual deadline date of ---
----- . Complete Applications may be submitted prior to this date, but all applications received will not be evaluated until after this date.

Unless otherwise posted on the City's web site, the same deadline date will apply every year.

Applications submitted will be reviewed for satisfaction of Complete Application requirements (Section 12 below). Applicants will be notified within 15 days of receipt of the application of any outstanding matters necessary to satisfy Complete Application requirements. Any application that remains incomplete after June 30th will not be processed.

Important Note: It is strongly advised that prospective applicants arrange for a Pre-Consultation meeting well in advance of the Deadline Date to ensure Complete Application requirements can be satisfied (see Section 10 and 12).

12. What is required for a Complete Application?

The application form, attached as Appendix 3, sets out all the required information and attachments necessary to be submitted for a Complete Application, and includes:

- Detailed development plans for the project (draft Site Plan, draft Plan of Subdivision / Condominium) – refer also to Section 10 and 13;
- Submission of the all estimated project costs (Part F, Section 5 of the application form) which sets out detailed and itemized cost estimates for the entire project that have been prepared by Qualified Professionals (Architect, Planner, Engineer, Lawyer, etc.);
- An Assessment Estimate prepared by the Municipal Property Assessment Corporation (MPAC) identifying the estimated property assessment after completion of the project;
- Where the project involves remediation, a Phase II Environmental Site Assessment and/or a Site Specific Risk Assessment (SSRA), undertaken by a Qualified Person as defined by Ontario Regulation 153/04, that identifies that a Record of Site Condition (RSC) for the property cannot be filed on the Brownfields Environmental Site Registry because it does not meet certain Environmental Protection Act standards; and

a remedial work plan, prepared by a Qualified Person as defined by Ontario Regulation 153/04, that identifies the estimated remediation works to be undertaken, the timing of works, and estimated costs of remediation required to permit a Record of Site Condition (RSC) to be filed with the Environmental Site Registry for the proposed use of the property.

Applications which are incomplete will not be processed.

13. How are applications evaluated?

The TIF Program is based on a competitive application process. All development proposals submitted as part of a Complete Application by the deadline date (see Section 11) will be evaluated based on the criteria set out in the chart below. Each criteria is given a points ranking. Those projects scoring the highest points total will be recommended for priority approval. A minimum of 28 points must be achieved to be eligible for approval.

Approved projects will be executed by a TIF Agreement between the owner and the City. The project must be completed consistent with the detailed development plans submitted as part of the Complete Application and as stipulated in the TIF Agreement (see Section 10 and 12), including the density and value added components of the project as set out below.

If the project does not result in the density generation or include value added components as originally proposed, and as stipulated in the TIF Agreement, there will be no grant given.

Evaluation Criteria	Weight (points)
1. <u>Redevelopment Projects</u>	20
2. <u>Redevelopment Projects involving Remediation</u> - estimated cost of remediation in relation to other projects:	
- highest	30
- 2 nd highest	25
- 3 rd highest	20
3. <u>Lot Size</u> - 1 hectare or less	2
- greater than 1 hectare	4
4. <u>Project Location</u> (for location of Priority Neighbourhoods and Intensification Areas, see Appendix 1)	
- within the Downtown Priority Neighbourhood	15
- within other Priority Neighbourhoods	10
- within an Intensification Area	5
5. <u>Financial Impact</u> - net benefit on weighted assessment in relation to other projects	
- highest	5
- 2 nd highest	3
- 3 rd highest	1
6. <u>Density Generation</u> (people and jobs per hectare) in relation to other projects	
- highest	10
- 2 nd highest	6
- 3 rd highest	3
7. <u>Value Added</u>	
- urban design features (façade, landscaping, public realm, etc)	2.5
- sustainability (LEEDS, energy efficiency, etc.)	2.5
- accessibility (universal access, barrier free) in accordance with Facility Accessibility Design Standards (FADS)	2.5
- heritage restoration/preservation	2.5
** For criteria 1 to 6, points are awarded on an all or nothing basis. For criteria 7, points may be awarded on a sliding scale up to a maximum of 10. **	

14. When will I know if my application has been approved or denied?

The approximate timeline for a staff report to City Council recommending priority approval of a project(s), together with an applicable TIF By-law and related agreement authorizing such approval, is 120 days.

Applicants will be notified of the staff recommendation once the subject report is posted on the City Council agenda (approximately 10 days prior to the applicable Council meeting)

If approved, the applicant has up to 120 days after adoption of the TIF By-law to enter into a TIF agreement with the City. The approval lapses and becomes null and void if this time frame is not met.

15. Is there an appeal process if my application is denied?

The decision of City Council for approval or denial of a TIF application is final. There is no appeal process.

Applicants who are not granted approval may wish to re-apply the following year.

16. Can I start the project before applying for or receiving grant approval?

No grant is provided retroactively for any works undertaken on the subject lands, or project costs incurred, prior to formal execution of a TIF Agreement with the City, except for:

- costs incurred for the preparation of environmental studies and/or development plans that are required to be submitted with the Complete Application (see Section 10 and 12).

17. Are there timelines to start and finish the project?

A project cannot be started until after the adoption of a TIF By-law by City Council, and the execution of a TIF Agreement between the property owner and the City. The approved applicant has up to 120 days from the date of adoption of the TIF By-law to enter into the TIF Agreement with the City. The approval lapses and becomes null and void if this time frame is not met.

To receive the grant, the project must be completed:

- for redevelopment projects, within three (3) years of the date of Agreement.
- for redevelopment projects involving remediation, within five (5) years of the date of Agreement.

18. What project costs are eligible for the grant?

i) Project costs eligible for the grant are as follows:

a) For Redevelopment Projects

- removal of debris including abandoned infrastructure and general improvements for structural safety purposes to meet the minimum requirements of the Ontario Building Code;
- site preparation, and construction/improvement or relocation of services, including water service, sanitary and storm sewers, roads, curbs, gutters, catchbasins, hydro, gas and communication services;
- demolition of buildings and structures, and removal and disposal of all materials and debris;
- capital expenditures for renovation of existing buildings to be retained and/or new building construction, including accessibility costs;
- streetscaping, landscaping improvements;
- construction of sound barriers, gas migration trenches;
- Municipal Property Assessment Corporation (MPAC) Assessment Estimate;
- legal and consulting fees as they relate to the preparation of complete application requirements and to eligible costs.

b) For Brownfield Remediation Redevelopment Projects

Eligible costs for remediation redevelopment projects include all those identified in a) above, and the following:

- A Phase II Environmental Site Assessment, Site Specific Risk Assessment (SSAR), and Record of Site Condition;
- environmental remediation in accordance with Ministry of Environment regulations and standards;
- placing of clean fill and grading;
- interest charges related to the cost of financing the preparation of remediation studies and undertaking the remediation;
- removal of waste materials.

- ii) Only those eligible costs that are directly paid for by the property owner who enters into the TIF Agreement with the City are eligible for the grant.
- iii) If a grant or other financial incentive has or is being secured for the same project from another government agency, non-profit group, or association, the amount, duration and provider of the grant or incentive must be declared.

If the amount of such grant or incentive, combined with the TIF benefit, is greater than the total of all eligible project costs, the TIF grant will be revised accordingly so that the total incentive provided does not exceed the total of eligible project costs.

19. When do I start to receive the grant payment?

The grant payment will commence after satisfying the conditions set out in Section 20 below.

20. What conditions need to be satisfied before receiving the grant?

The TIF agreement sets out all conditions that must be satisfied prior to disbursement of the grant.

Any portion of the grant received becomes liable for payment in full, with interest, where the owner or authorized agent, defaults on any of the conditions as stipulated in the applicable agreement.

The following provides a general outline of the minimum requirements that must be met prior to receiving the grant.

- i) The project must be completed within 3 years (for redevelopment projects), and 5 years (for redevelopment remediation projects) of the execution of the TIF Agreement; and, all the conditions of the TIF agreement must be satisfied, and request for payment commencement made, not more than 2 years after project completion.
- ii) The project must be completed in accordance with the detailed development plans submitted as part of the Complete Application, and as stipulated in the TIF Agreement, including the density and value added components of the project (see Section 10 and 13).

If, after completion, the project is not consistent with the parameters of the development plan subject to the TIF approval, no grant will be provided.

- iii) The project must be completed and all required municipal approvals are obtained and authorization given for occupancy.
- iv) The completed project must result in an increase in property tax assessment. If, after completion, the project does not result in an increase in property tax assessment, there will be no grant given.

No grant will be disbursed until a Supplemental Property Tax Assessment is received by the Municipal Property Assessment Corporation (MPAC) identifying the new property tax assessment resulting from the completed project.

Redevelopment projects must be completed within 3 three years, and redevelopment remediation projects within 5 years. This Supplemental Property Tax Assessment determines, in part, the value of the grant and must be based on a year that is not more than 2 years after completion of the project.

- v) All property taxes, local improvement charges, and any other charges of the City must be paid in full prior to and throughout the duration that the program is in effect.
- vi) Where a redevelopment project involves remediation, the owner shall submit to the City written acknowledgment from the Ministry of the Environment that a Record of Site Condition (RSC) has been prepared by a Qualified Person as defined by Ontario Regulation 153/04 and has been filed with the Environmental Site Registry for the proposed use of the property.

The City reserves the right to require the submission, to the City's satisfaction, of environmental reports and documentation showing the subject property has been remediated to allow the proposed use.

vii) Submission of:

- A written declaration of the total project cost.
- A properly executed Statutory Declaration together with the Eligible Costs Form, attached as Appendix 2, setting out a complete itemized accounting of **all** eligible project costs incurred by the property owner, and not just those enough to cover the grant amount, and must include the following;
 - Name of the Supplier of Service
 - Invoice date
 - Invoice Number
 - Dollar Amount of Invoice before HST
 - Amount of HST
 - Total Invoice Dollar Amount with HST
 - Brief Description of Expense
 - Cheque Number to Pay Invoice
 - Dollar Amount of Cheque
 - Date of Cheque

- A copy of all contracts, invoices, purchase orders, materials supplied, receipts for fees and other costs incurred by the property owner, proof of payment, and copies of processed cheques front and back, for the corresponding items listed on the Eligible Costs Form.

The Eligible Costs submitted may be subject to verification, third party review or independent audit at the expense of the Applicant, if required by the City.

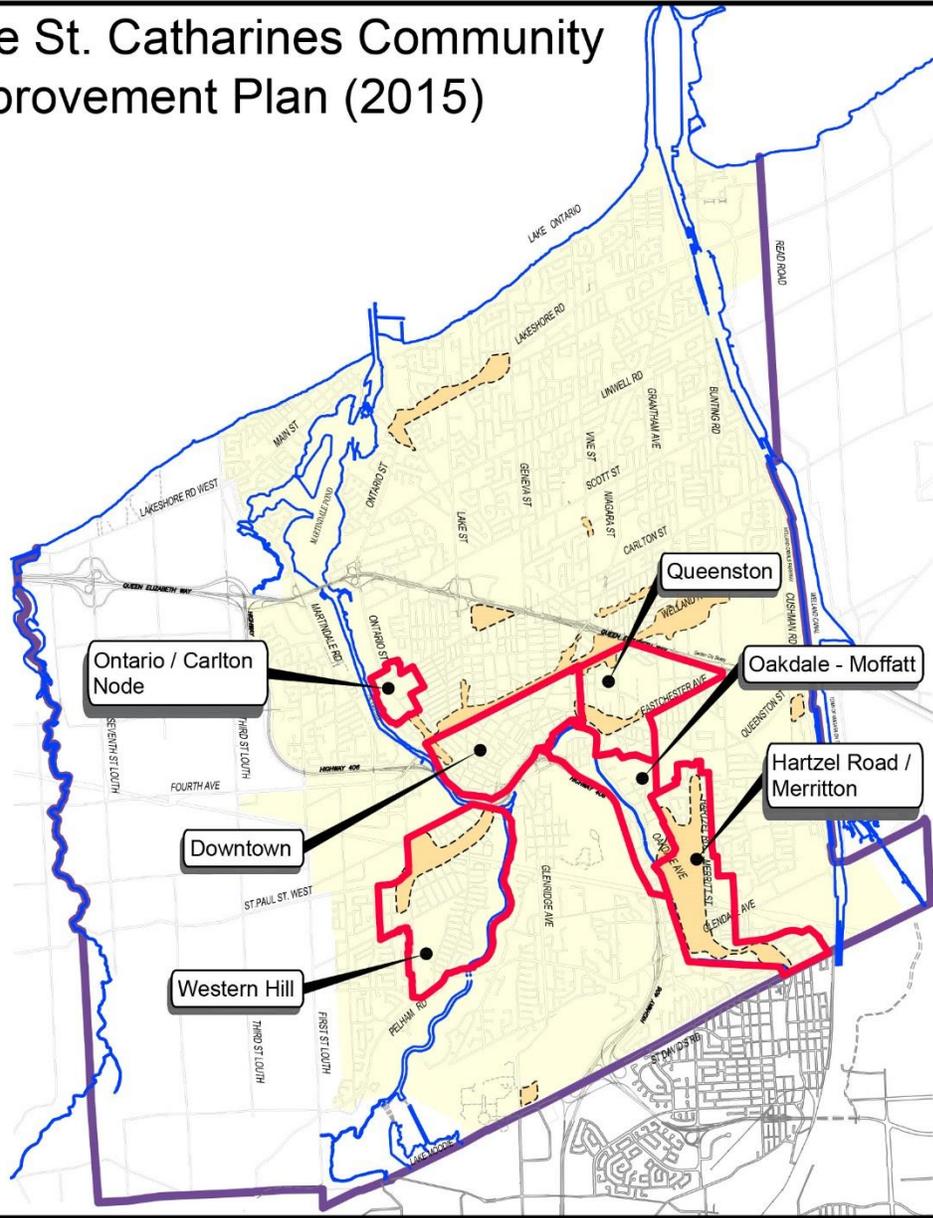
21. PROCESS - from beginning to end.

- Step 1 - Required Pre- Consultation meeting - see Section 10
 ▼
- Step 2 - Submit Complete Application by submission deadline date - see Section 11 and 12.
 ▼
- Step 3 - Staff Committee review and evaluation of all Complete Applications received - see Section 13.
 ▼
- Step 4 - Recommendation to Council for approval of selected project(s); Adoption of a TIF By-law to authorize execution of a TIF Agreement between successful applicant(s) and the City.
 ▼
- Step 5 - City seeks Regional Council resolution for matching grant.
 ▼
- Step 6 - Forward draft TIF Agreement to successful Applicant(s) for execution.
 ▼
- Step 7 - Execution of the TIF Agreement by the successful applicant must take place within 120 days of the adoption of the TIF By- law.
 ▼
- Step 8 - Commencement of the project after execution of the TIF Agreement.
 ▼
- Step 9 - The applicant has up to 3 years for redevelopment projects, and up to 5 years for redevelopment remediation projects, from the date of execution of the TIF Agreement, to complete the project; and, an additional 2 years from project completion to satisfy all necessary conditions of the TIF Agreement and to request the commencement of the grant payment. (See Section 20)
 ▼
- Step 10 - Commencement of grant payment subject to Step 9 above.

APPENDIX 1

Map of the Urban Area, Priority Neighbourhoods and Intensification Areas

The St. Catharines Community Improvement Plan (2015)



Community Improvement Plan (2015)

- Urban Area Community Improvement Project Area (Urban Area CIPA)
- Priority Neighbourhoods
 - Downtown
 - Queenston
 - Hartzel Road / Merritton
 - Oakdale - Moffatt
 - Western Hill
 - Ontario / Carlton Node
- Intensification Areas
- Municipal Boundary



APPENDIX 2

**STATUTORY DECLARATION
and
ELIGIBLE COSTS FORM**

Statutory Declaration and Eligible Costs Form

CANADA)	IN THE MATTER OF the work undertaken
)	under the Community Improvement Plan
PROVINCE OF ONTARIO)	described as
a _____)	_____
Project)	_____
)	at the property municipally known as
)	_____
)	_____
REGIONAL MUNICIPALITY OF NIAGARA)	in the City of St. Catharines, in the
)	Regional Municipality of Niagara
To wit:)	

I, _____, of the _____ of _____, in the Regional Municipality of Niagara, and Province of Ontario, DO SOLEMNLY DECLARE that:

1. I am the Owner of the property identified above, and am a resident of _____, hereby swear and declare that as such, I have personal knowledge of the facts hereunto declared and that all accounts for labour, subcontracts, products, construction, machinery, and equipment and other indebtedness which may have been incurred by myself for the performance of costs set out in the attached Eligible Costs Form, and for which as Owner, I am responsible, all accounts have been paid in full.
2. Further, that I have personal knowledge of the facts hereunto declared and swear that there are no outstanding work orders, or orders or requests to comply from any municipal department, Regional Department or other regulatory authority in respect of the redevelopment and/or remediation of the property and the business of the Owner conducted on the lands herein identified. Further, I do swear that all accounts that have become due and payable in connection with the redevelopment and/or remediation of the subject property, and construction, installation, and maintenance of the building, services and requirements of the Construction Lien Act have been complied with.
3. And I make this solemn declaration conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath.

DECLARED before me at the City _____)
of St. Catharines, in the _____)
Regional Municipality of Niagara, _____)
this day of 20 . _____)
_____)
_____)

A Commissioner, etc.

APPENDIX 3

APPLICATION FORM

THE CORPORATION OF THE
CITY OF ST. CATHARINES

www.stcatharines.ca

PO Box 3012, 50 Church Street
St. Catharines, ON L2R 7C2
Tel : 905.688.5600 | Fax: 905.688.5873
TTY: 905.688.4TTY (4889)

**PLANNING AND BUILDING SERVICES
DEPARTMENT**

COMMUNITY IMPROVEMENT PLAN (2015CIP)

APPLICATION FOR TAX INCREMENT FINANCE (TIF) PROGRAM

1. If an Agent is acting on behalf of a property Owner, please ensure that Part A of the Application form has been completed and signed authorization by the Owner has been given in Part G. An application with a photocopied Owner's signature is not acceptable.
2. Please type or print legibly the requested information on the Application form.
3. Please ensure that all of the required information and attachments are provided to ensure it is a Complete Application. Any application which is incomplete will not be processed.

Part A: Applicant, Agent Information

Applicant Information

Name of Registered Property Owner (s):

Address of Registered Property Owner:

Phone Number - Primary: _____

Secondary: _____

Fax Number:

Email Address:

Signature: _____

Date: _____

Agent Information (if applicable)

Name of Agent:

Address of Agent: _____

Phone Number - Primary: _____

Secondary: _____

Fax Number:

Email Address: _____

Signature: _____

Date: _____

Part B: Application Information

Please check the appropriate box

1. Is this application for a:

- Redevelopment Project []
- Redevelopment Project involving Remediation []

2. Is a concurrent application also being made for:

- the 2015CIP Brownfield Tax Assistance (BTA) Program - Yes [] No []
- the Provincial Brownfield Financial Tax Incentive (BFTIP) Program –
Yes [] No []
- other non 2015CIP incentive - Yes [] No []

3. Has the applicant had a formal Pre-Consultation meeting with Planning and Building Department staff to review the Project? - Yes [] No []. If the answer is yes, please provide the date of the meeting:

4. Does the project require related development approvals? If so, what type?

- Site Plan []
- Plan of Subdivision/Condominium []

Part C: Property Information

1. Address of subject property:

2. Legal Description (Lot and Plan No):

3. Property Size: _____ hectares

4. Existing Official Plan Designation: _____

5. Existing Zoning: _____

6. Is the property designated under Part IV or Part V of the Ontario Heritage Act?

- Yes [] No []

7. Description of current property use including all existing buildings and structures:

Part D: Description of Proposed Project

1. Proposed end use: Residential [] Commercial []

Mixed Use residential/commercial [] Employment []

2. Please provide a detailed description of the proposed Project.

3. Type/number of residential units proposed:

- single detached ____/semi-detached____/duplex____/triplex____/
fourplex____/quadruplex____/townhouse____/apartment____ .

4. Type/number/total size (glfa) of commercial units proposed:

	<u># of units / total glfa</u>
○ retail	____/____
○ service commercial	____/____
○ office	____/____
○ hotel/motel (# of guest rooms)	____/____
○ restaurant	____/____
○ banquet hall/place of assembly	____/____
○ theatre	____/____
○ nightclub	____/____
○ indoor recreation facility	____/____
○ motor vehicle use	____/____
○ other (**please specify on line below)	____/____

5. Number/type/total size (glfa) of employment units proposed:

	<u># of units / total glfa</u>
○ warehouse	____/____
○ industrial units	____/____
○ other (**please specify on line below)	____/____

6. Value Added Components

Please describe any Value Added components of the proposed project, including; urban design features (façade, landscaping, public realm components/improvements, etc.); sustainability components (LEEDS, energy efficiency, resource management, etc); accessibility components in accordance with Facility Accessibility Design Standards (universal access, barrier free measures, etc); heritage restoration and preservation.

Part E: Project Schedule

a) For redevelopment projects

- Estimated commencement date of project: _____
- Estimated date of project completion: _____

b) For redevelopment projects involving remediation

- Estimated commencement date of remediation: _____
- Estimated completion date of remediation: _____
- Estimated date for commencement of redevelopment component:

- Estimated date for completion of redevelopment component:

Part F: Complete Application Requirements

The following information is required to be attached to and submitted with this form as a Complete Application.

1. An Assessment Estimate prepared by the Municipal Property Assessment Corporation (MPAC) identifying the estimated property tax assessment resulting from the completion of the proposed project.
2. Attach one hard copy and one digital copy of detailed development plans prepared by a Qualified Professional(s). Depending on the scope of work proposed, these plans include the following:
 - a draft plan of subdivision / plan of condominium ; or a detailed draft site plan.
3. Where the project involves remediation, please submit:
 - A Phase II Environmental Site Assessment and/or a Site Specific Risk Assessment (SSRA), undertaken by a Qualified Person as defined by Ontario Regulation 153/04, that identifies that a Record of Site Condition (RSC) for the property cannot be filed on the Brownfields Environmental Site Registry because it does not meet certain Environmental Protection Act standards.

- A remedial work plan, prepared by a Qualified Person as defined by Ontario Regulation 153/04, that identifies the estimated remediation works to be undertaken, the timing of works, and estimated costs of remediation required to permit a Record of Site Condition (RSC) to be filed with the Environmental Site Registry for the proposed use of the property.
4. A written declaration, prepared by a Qualified Person(s), of the total Project cost.
 5. Detailed, itemized, cost estimates for the entire project, determined and prepared by a Qualified Person(s), including the following:

a) For Redevelopment Projects

- removal of debris including abandoned infrastructure and general improvements for structural safety purposes to meet the minimum requirements of the Ontario Building Code;
- lot preparation, and construction/improvement or relocation of services, including water service, sanitary and storm sewers, roads, curbs, gutters, catchbasins, hydro, gas and communication services;
- demolition of buildings and structures, and removal and disposal of all materials and debris;
- capital expenditures for renovation of existing buildings to be retained and/or new building construction, including accessibility costs;
- streetscaping, landscaping improvements;
- construction of sound barriers, gas migration trenches;
- Municipal Property Assessment Corporation (MPAC) Assessment Estimate;
- legal fees, consulting fees, and financing costs as they relate to the preparation of complete application requirements and to eligible costs.

b) For Brownfield Remediation Redevelopment Projects

Including all of 5 a) above, and the following:

- A Phase II Environmental Site Assessment, Site Specific Risk Assessment (SSAR), and Record of Site Condition;
- environmental remediation in accordance with Ministry of Environment regulations and standards;
- placing of clean fill and grading;

- interest charges related to the cost of financing the preparation of remediation studies and undertaking the remediation;
- insurance premium to guarantee remediation completion;
- removal of waste materials.

The City reserves the right to request additional information as deemed necessary on a site specific basis.

Part G: Acknowledgement / Authorization/ Declaration

Acknowledgement

I, _____ as the Owner of the land that is the subject of this
 (Name of Owner – printed)

application, acknowledge that **I DO** [] / **I DO NOT** [] have a pecuniary interest in the Costs as is required and provided with this application. (Please check the appropriate box).

Authorization

I, _____ as the Owner of the land that is the subject of this
 application, (Name of Owner – printed)

authorize:

_____ of
 (Name of Applicant – printed)

(Name of Company – printed)

of the City of _____, to make this application on my/our behalf.

Declared before me at the _____)

of _____)

 Signature

in the _____)
of _____)
this _____ day of _____ 20__)

A Commissioner

Declaration

I, _____ of the City of _____,
solemnly
(Name of applicant - printed)

declare that:

All statements contained in this application are true, and I 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 _____)
of _____)
in the _____)
of _____)
this _____ day of _____ 20__)

Signature

A Commissioner