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**Planning Services****Community Improvement Plan (2020CIP)****APPLICATION FOR:****FAÇADE IMPROVEMENT PROGRAM (FIP)**

1. Before applying, it is essential that you read the [Guidelines for the Façade Improvement Program \(FIP\)](#). The Program Guidelines contain important information regarding Minimum Application Submission Requirements, Minimum Program Eligibility, Criteria, Process and Timelines.
2. Please ensure that all of the required information and submission materials are provided to ensure it is a Complete Application. Any application which is incomplete will not be processed.
3. Please type or print legibly the requested information on the Application form.

**PART A: APPLICATION INFORMATION**

1. Has the Applicant discussed/ reviewed the proposed project with a member of Planning Services staff.

Staff Member Name \_\_\_\_\_

Date of Review  
(DD/MM/YYYY) \_\_\_\_\_

## 2. Application Type

An application may be made for more than one building façade improvement grant on a site. In addition, application may also be made for the following:

- a Heritage FIP grant (HFIP) for a building façade improvement involving heritage restoration
- provision of permanent hard landscaping components as part of a building façade improvement

Application is being made for: (check✓ applicable box)

Building Façade Elevation	Type of Grant		Provision of Hard Landscaping Component
	FIP	HFIP	
North facing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
South facing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
East facing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
West facing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 3. Minimum Application Submission Requirements

Please confirm that the following minimum submission materials are included and attached for each building façade Improvement applying for (check✓ box):

- Proposed Façade Elevation Concept Plan
- Detailed Façade Elevation Plan, indicating all façade improvement components and dimensions
- Detailed estimate of Total and Eligible Project Costs
- Current Pictures of Façade Elevation
- Declaration of other Incentives
- Declaration of No Arrears on Subject Property

## 4. Other Applications

- i) Identify if there are any other current applications on the subject property.  
(official plan/ zoning by-law amendment; consent; minor variance; site plan)

- ii) Is an application also being made for other agency project incentives. If yes, specify name of provider and value of incentive

**PART B: OWNER, APPLICANT INFORMATION**

**1. Registered Property Owner(s)**

Name(s) \_\_\_\_\_  
Address(es) \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email Address \_\_\_\_\_  
Signature \_\_\_\_\_  
Date (DD/MM/YYYY) \_\_\_\_\_

**2. Applicant**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Title  
(owner, president, agent, etc.) \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email Address \_\_\_\_\_  
Signature \_\_\_\_\_  
Date (DD/MM/YYYY) \_\_\_\_\_

**\*IF THE APPLICANT IS NOT THE OWNER, ITEM # 3 BELOW MUST BE COMPLETED\***

**3. AUTHORIZATION** (Must be filled in if the applicant and/or agent is not the registered owner of the land) **\*PLEASE PRINT\***

I/We \_\_\_\_\_

hereby authorize and direct \_\_\_\_\_

to make this application on the property known municipally as \_\_\_\_\_  
for which I am/we are the registered owner(s).

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

**PART C: PROPERTY INFORMATION**

**1. Address of Subject Property(s)**

\_\_\_\_\_

**2. Legal Description of Subject Property(s)**

\_\_\_\_\_

**3. Property Size \_\_\_\_\_ Hectares**

**4. Existing Zoning By-law classification**

\_\_\_\_\_

**5. Heritage Designation**

Is the property designated under any of the following (check ✓ applicable box):

- Part IV of the Ontario Heritage Act
- Part V of the Ontario Heritage Act
- Listed as a Non-Designated Property of Cultural Heritage Value or Interest on the Municipal Heritage Register

**PART D: PROJECT INFORMATION**

**1. Current Use of Building:**

- **Ground Floor** \_\_\_\_\_
- **Upper Floors** \_\_\_\_\_

**2. Future Use of Building:**

- **Ground Floor** \_\_\_\_\_
- **Upper Floors** \_\_\_\_\_

### 3. Description of Proposed Project

For each building façade improvement, provide a detailed description of the work to be undertaken, including but not limited to alteration/ change in the type, colour of materials, surfaces and cladding; new features and fixtures; new signage, signage frame or backdrop; restoration, replacement or conservation of existing or original architectural elements; replacement, alteration or addition of doors and windows; changes in roofline, vertical or horizontal articulation; accessibility enhancements, hard landscaping components.

### **PART E: PROJECT SCHEDULE / PROJECT COSTS**

Provide Estimated Project Timeline, Total Project Costs and Eligible Project Costs for each building façade improvement.

<b>Building Façade Elevation</b>	<b>Start Date</b> (month/year)	<b>Completion Date</b> (month/year)	<b>Total Project Costs (\$)</b>	<b>Eligible Project Costs (\$)</b>
North facing				
South facing				
East facing				
West facing				

**PART F: 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 (check✓ appropriate box).

**Declaration**

I, \_\_\_\_\_ of the Municipality of \_\_\_\_\_,  
(Name of applicant - printed)

solemnly 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