

Housing Community Improvement Plan

TOGETHER,
LET'S BUILD OUR FUTURE!



Application Form



**APPLICATION FOR FINANCIAL ASSISTANCE UNDER
THE HOUSING COMMUNITY IMPROVEMENT PROGRAM**

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For office use only.

Date application received	
Time application received	HH:MM
Date application reviewed with applicant	
Decision	☐ Approved ☐ Declined
Amount approved	
Date that written decision was sent	
Promissory note required	☐ Yes ☐ No ☐ Other:
Note:	

SECTION 1 – GENERAL INFORMATION AND INSTRUCTION

1. Before completing this application, we ask that the [Housing Community Improvement Plan \(Housing CIP\)](#) document be reviewed. This document outlines the purpose, as well as terms and conditions of each incentive program.
2. Prior to submitting an application, it is recommended to have a preliminary consultation with the Director of Economic Development Services. Please refer to the contact information [below](#) to schedule a meeting.
3. Although a project may be eligible for more than one incentive program, the same project may only be eligible once for each incentive program. Subsequent applications for the same project and for the same program in future budget cycles or years will not be considered.
4. Where the applicant is not the owner of the property, please ensure that the necessary authorization in [Section 8](#) of this application form is completed and signed by the property owner(s). If owner(s) authorization is not provided, the application will not be considered.
5. Attach to the application two (2) cost estimates for all eligible expenses and supporting documentation, including a copy of the contractor's quotation. Ensure that the contractor's information is included on the quotation submitted. The Housing CIP Evaluation Team may request additional quotations if those provided appear fraudulent.
6. Verify that all required information and documents are provided to ensure that the application is complete. Incomplete applications will not be processed. Please refer to [Section 10](#) of this document "Checklist for General Eligibility Criteria".

For more information, please contact Mireille Morrisette, Director of Economic Development Services, by telephone at 705 362-4341, ext. 1500 or by e-mail at mmorrisette@hearst.ca.

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SECTION 2 – APPLICANT INFORMATION

Applicant Information		
Name of Applicant	Home Telephone No.	Business Telephone No.
Email Address		
Address		Postal Code
Name(s) of Property Owner(s) (if different from the applicant). Owner's authorization is required under Section 8 , if the applicant is not the owner of the property.		
Name of Property Owner	Home Telephone No.	Business Telephone No.
Address		Postal Code
Name of the person or firm acting on behalf of the applicant, where applicable.		
Name of Person Acting on Behalf of Applicant	Home Telephone No.	Business Telephone No.
Address		Postal Code
Location of Subject Property		
Parcel Number	Municipality	
Civic Address		

Did you have a preliminary meeting with the Municipality before submitting this application?	☐ Yes ☐ No
If the answer is yes, please provide name of staff member:	
Date of meeting :	

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SECTION 3 – PROPERTY INFORMATION

This application applies to the following property:

Address	
Parcel #	
Town	
Province	
Postal Code	

Describe current property use, including all existing buildings and structures

Is any part of this property currently occupied or used for rental purposes? (select all that apply)	
Residential purposes	☐ Yes ☐ No
Commercial purposes	☐ Yes ☐ No
Institutional purposes	☐ Yes ☐ No
Presently vacant	☐ Yes ☐ No
How many residential dwelling units are currently operational and ready for occupancy?	
What is the current main floor coverage of commercial use (if applicable)?	
Is this property fully insured? <i>*Attach proof of insurance</i>	☐ Yes ☐ No
Are you aware of any orders or liens against the property?	☐ Yes ☐ No
If the answer is “yes”, identify the orders or liens:	
If subject land is vacant, what was the previous use of the property?	

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Please provide any other information relevant to this current property use.

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SECTION 4 – PROJECT DESCRIPTION

How many new dwelling units will this project create?		
Will these new dwelling units be considered barrier-free?		☐ Yes ☐ No
What is the forecasted timeline for the construction project?	Start date:	
	Completion date:	
Are you planning to conduct a feasibility study for your project?		☐ Yes ☐ No
Do you have any professional services fees included in your project? (e.g., engineers, architects, planners, designers, etc.)		☐ Yes ☐ No
Do you have any administrative services fees included in your project? (e.g., permit fees, zoning amendment application fees, etc.)		☐ Yes ☐ No
Do you anticipate that your project will result in an increase of at least \$10,000 in property value?		☐ Yes ☐ No
Does your project involve converting a residential space, mixed-use buildings, or commercial space into additional dwelling units?		☐ Yes ☐ No
Is your project focused on creating additional dwelling units within your residential property?		☐ Yes ☐ No
If so, how many units?		☐ one ☐ two
Is your project geared around the construction of a new multi-residential building? *multi-residential is defined as more than one housing unit		☐ Yes ☐ No
If the answer is yes, how many units will be included in the new building?		
Is the property currently served by municipal utilities?		☐ Yes ☐ No
If not, is your property located near municipal infrastructure?		☐ Yes ☐ No
Are any other approvals required in relation to your project? For example, is an Official Plan amendment, Zoning By-law amendment, minor variance, Site Plan, building permits or demolition permits required?		☐ Yes ☐ No
If the answer is yes, please provide more details:		

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Please provide an overview of the proposed project:

Are there any risks significant enough to potentially result in project cancellation?

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SECTION 5 – PROGRAMS

Please refer to the Incentive Programs section of the Housing Community Improvement Plan and select all incentive programs for which you would like to submit an application, ensuring that you meet the eligibility criteria for each program.

PROGRAMS	SELECT PROGRAM	LOWEST QUOTES	MAXIMUM ELIGIBLE	% ELIGIBLE	NUMBER OF UNITS	AMOUNT ELIGIBLE
Feasibility Study Grant Program	YES	15,000.00 \$	5,000.00 \$	50%		5,000.00 \$
Professional Services Grant Program	YES	25,000.00 \$	10,000.00 \$	50%		10,000.00 \$
Tax Increment Equivalent Grant Program	YES					
Administrative Fees Grant Program	YES	50,000.00 \$	10,000.00 \$	100%		10,000.00 \$
Conversion of Rental Residential Spaces	NO	0.00 \$	10,000.00 \$	50%		0.00 \$
Accessible housing unit	NO	0.00 \$	2,500.00 \$	50%		0.00 \$
Secondary Units Addition Grant Program	YES	15,000.00 \$	10,000.00 \$	50%	2	7,500.00 \$
Accessible housing unit	YES	3,000.00 \$	2,500.00 \$	50%	1	1,500.00 \$
Multi-Residential Rental Housing Construction Grant Program	NO	0.00 \$	25,000.00 \$	50%		0.00 \$
Accessible housing unit	NO	0.00 \$	5,000.00 \$	50%		0.00 \$
Municipal Utilities Connection Fee Grant Program	NO	0.00 \$	50,000.00 \$	50%		0.00 \$
Waste Disposal Fee Grant Program	YES	5,000.00 \$	10,000.00 \$	50%		2,500.00 \$
Total		113,000.00 \$				36,500.00 \$

The total amount requested for this financial assistance application is: _____

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SECTION 6 – CONSTRUCTION COST BREAKDOWN

If the amount requested in [Section 5](#) is higher or equal to \$50,000, the full version of the budget must be filled out. Please refer to the Excel Spreadsheet in the Expenses section for this information. If the amount requested is lower than \$50,000, please enter a breakdown of the expenses in the table below.

What are the estimated total costs of the project, all expenses included? _____

Item	Amount
Consultant Fees (e.g., design, etc.)	
Materials (if separate)	
Equipment (e.g., rental costs if separate)	
Contractor Charges	
Permit Fees	
Other (please specify)	
Other (please specify)	
Other (please specify)	
TOTAL ESTIMATED COST	

If you are unable to secure two (2) quotes for a particular expense, please provide a clear explanation (e.g., sole source supplier, unique specifications, etc.).

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SECTION 7 – FINANCIAL INFORMATION

In this section, we need to know the current funding sources, and how much has already been secured for the project.

If the amount requested in [Section 5](#) is higher or equal to \$50,000, please refer to the Excel Spreadsheet in the *Financing* section for this information.

If the amount is lower than \$50,000, please enter a breakdown in the table below.

Item	Amount	Status (submitted, not submitted, request approved, request denied, other)
Housing CIP Contribution Requested		
Applicant's Investment		
Owner's Investment		
Debt Financing		
Private Grants		
Government Grants		
Other (please specify)		
Other (please specify)		

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SECTION 8 – AUTHORIZATION OF PROPERTY OWNER(S)

Authorizations of Owner(s)

If the applicant is not the owner of the property that is the subject of this application, authorization set out below must be completed.

Authorization of Owner(s)

I/we, _____, am/are the owner(s) of the property that is the subject of this application for financial assistance under the Town of Hearst Housing Community Improvement Plan. I/we hereby authorize

_____ to make this application on my/our behalf.

Date

Signature of Owner

Signature of Owner

SECTION 9 – SWORN DECLARATION

I/WE HEREBY MAKE APPLICATION to the Corporation of the Town of Hearst for financial assistance under the Housing Community Improvement Program to carry out the work specified in this application in accordance with the terms and conditions of the specified incentive program, as set out in the Housing Community Improvement Program.

I/WE HEREBY AGREE to abide by the concept design guidelines set out in said Plan and the terms and conditions of said incentive programs.

I/WE ACKNOWLEDGE and declare that any financial incentive provided to this project may be reduced or cancelled at the discretion of the Corporation of the Town of Hearst, if the agreed upon work is not completed in accordance with the terms and conditions of said incentive programs, or if the consultants/ contractors/suppliers are not paid, or if the work is stopped for any reason, or if I/we default in any manner in my/our obligations as an applicant/owner under said program.

I/WE HEREBY ACKNOWLEDGE AND AGREE that the Corporation of the Town of Hearst shall not be responsible for any costs incurred by me/us in the preparation of this application or for work on this project undertaken and commenced prior to the written approval of the Corporation.

I/WE HEREBY AUTHORIZE the Corporation of the Town of Hearst to provide to subsequent owners and interested parties of the subject property, any studies, plans, drawings and specifications that may be produced for the purposes of this application and intended work, if I/we default in any manner from the terms and conditions of said incentive programs and the work is subsequently stopped.

I/WE COVENANT AND AGREE TO maintain complete insurance coverage, including liability coverage, current on the property subject to this application and shall provide evidence of the same to the Corporation of the Town of Hearst.

I/WE HEREBY CERTIFY the information given in this application, including all information provided in support of this application is true, correct and complete in every respect and may be verified by the Corporation of the Town of Hearst at its own discretion. Should any of the information provided herein be or subsequently become untrue, incorrect and/or incomplete,

I/WE HEREBY COVENANT AND AGREE that the Corporation of the Town of Hearst may immediately cancel any financial assistance provided and that full repayment of any money already advanced shall become due and payable with interest. Any failure of the Corporation of the Town of Hearst to verify the information provided herein is not a waiver of the Corporation's rights to so do.

I/WE HEREBY FURTHER DECLARE that I/we are not involved in any action or proceeding or pending action or proceeding involving a claim or claims for damages against the Corporation of the Town of Hearst.

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Signature of Applicant/Owner

Date

Signature of Applicant/Owner

Date

Signature of Owner

Date

Signature of Owner

Date

Signature of Owner

Date

SECTION 10 - CHECKLIST FOR GENERAL ELIGIBILITY CRITERIA

General Eligibility

- ❖ The incentive programs were developed to encourage the construction and creation of additional rental housing units. The construction of a private residence (house) is not eligible for incentive programs.
- ❖ Designated representatives of the Town of Hearst reserve the right to inspect properties deemed eligible for incentive programs.
- ❖ The proposed projects must represent an improvement over existing conditions, not simply a replacement of materials, siding and roofing, or structures as part of a normal life cycle. Proposed projects must create a new unit.
- ❖ The property in question must be located in the CIP project area, as designated by the municipal by-law at the time of application.
- ❖ If the applicant is not the property owner, written consent from the property owner must be provided to submit a request.

Financial Situation

- ❖ The property must not be in a position where property taxes are unpaid at the time of the submission of the application and until the receipt of a grant through this incentive program.
- ❖ The total amount of incentives paid through this program must not exceed 50% of the eligible costs for the property. The calculation excludes the amount granted under the Tax Increment Equivalent Grant Program. The addition of the amount granted under the Tax Increment Equivalent Grant Program must not cause the total amount of incentives paid to exceed 100% of the eligible costs for the property.
- ❖ The Town of Hearst reserves the right to audit the costs of all work approved under any incentive program, at the applicant's expense.
- ❖ Any grant request must provide a project budget estimate. When other sources of funding or grants are planned or have been obtained, these sources must be declared as part of the application.
- ❖ In some cases, a lease agreement may be required.

Application Process

- ❖ An application can only be accepted before the start of improvement, rehabilitation, or construction work. Work and studies initiated before the application are not eligible.
- ❖ The Town of Hearst reserves the right to end its incentive programs at any time. However, eligible projects will continue to receive the approved incentives.

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- ❖ The applicant must provide at least two (2) quotes for the work, plans, or required designs at the time of the financial incentive application, or the applicant must provide an explanation of why two (2) quotes are not possible. The calculation of granted subsidies will be based on the lowest quote at the time of the application. Some programs may only require one quote if it is a specialized service needed.
- ❖ Program applications will be submitted to staff and reviewed by the Housing Committee Improvement Plan Evaluation Team.
- ❖ Photos or any other visual support demonstrating the current state of the eligible property must be provided and attached to the application form.
- ❖ Plans, reports, estimates, contracts and other relevant information will be required to understand the concept of the proposed development.

Fund Allocation

- ❖ Funds will be allocated on a "first-come, first-served" basis.
- ❖ All applications are subject to fund availability.
- ❖ The Town is not responsible for costs incurred by an applicant under additional financial incentive programs. Approved amounts will be determined based on the lowest quote at the time of the application, not the final invoice after the project or activity for which the application was submitted has been completed.
- ❖ The total grant amounts for the same project cannot exceed \$150,000. This excludes the amount granted under the Tax Increment Equivalent Grant Program.
- ❖ The grant will be issued after the work related to the grant has been completed, proof of payment and leasing has been presented, and final building inspections have taken place.
- ❖ Eligible applicants can apply for one or more of the incentive programs contained in this plan. No program can be used to pay the same eligible cost.
- ❖ The granted amount will be calculated before the application of any tax.

Regulatory Compliance

- ❖ The project must comply with all requirements of the Town of Hearst Zoning By-law and must conform to the Official Plan of the Hearst Planning Area.
- ❖ Properties targeted by projects must be located within the boundaries of the town of Hearst.
- ❖ Ontario Building Code requirements must be met and a building permit must be obtained.
- ❖ All approved work and improvements must comply with applicable laws.
- ❖ The Town will conduct a final assessment of the project to ensure that it matches the details provided during the grant application.

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Terms and Penalties

- ❖ An agreement between the Town and the property owner(s) will be required. If a rental property benefiting from an incentive program is sold, the new owner(s) must enter into a new agreement with the Town.
- ❖ If an applicant fails to meet a program requirement or any other requirement of the Town of Hearst, the Town may delay, reduce, or cancel its approval for incentive programs.
- ❖ Additional residential units benefiting from the Secondary Units Addition Grant Program are not allowed to be used as short-term accommodation, such as Airbnb or similar.
- ❖ Approved grants apply to the registered owner(s) or the owner(s) or tenant(s) of the land and building. The name of all owners must be listed on the application. A tenant must obtain approval from the property owner(s) before submitting an application.
- ❖ A program commitment may be cancelled if the work has not started prior to the deadline stipulated in the agreement or if the building permit for said work is revoked by the Chief Building Official.
- ❖ Individuals involved in the application, whether the main applicant or affected property owner(s), must not have any overdue payments (arrears) to the Town of Hearst. This may include unpaid taxes, fines, or other financial obligations. The scope of this requirement encompasses not only debts owed to the Municipality (Town of Hearst), but also to any businesses or corporations owned by the Town of Hearst.