



**COMMERCIAL BUILDING FACADE IMPROVEMENT
GRANT PROGRAM APPLICATION FORM**

(Last Revised June 16, 2011)

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 staff. The Program Guide describes the purpose and basic terms and conditions of the **Commercial Building Façade Improvement Grant Program**.
2. If an agent is acting on behalf of the property owner in making this application, please ensure that the required authorization is completed and signed by the owner as provided in Section E of the application form.
3. If the applicant is not the property owner, please ensure that written authorization from is obtained by the applicant from the property owner to make this application and that said written authorization is attached to the application form.
4. 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.
5. Please attach to this application the required supporting documents as requested by Township staff. An application will not be considered complete until all required documents have been submitted.
6. Please ensure that the application form is complete and all required signatures have been supplied.
7. Please print (black or blue ink) or type the information requested on the application form.
8. You may deliver your application in person or send it by mail to:

Township of West Lincoln
Planning Department
318 Canborough St.
P.O. Box 400
Smithville, ON.
L0R 2A0
Attention: Brian Treble

9. **For further information on this program, please contact Brian Treble, Director of Planning and Building, at (905) 957-3346 extension 5138 or via e-mail at btreble@westlincoln.ca**

-- PLEASE PRINT --

Application No. _____
(Office Use Only)

B. Applicant Information

Date: _____

Name of Registered Property Owner _____

Mailing Address of Property Owner

Telephone Number _____

Fax No _____

E-mail _____

**Name of Applicant if different from
Registered Property Owner** _____

Mailing Address of Applicant if different
from Registered Property Owner

Telephone Number _____

Fax No _____

E-mail _____

Agent Information (if any)

Name of Agent _____

Mailing Address _____

Telephone Number _____

Fax No _____

E-mail _____

Solicitor's Information

Name _____

Mailing Address _____

Telephone Number _____

Fax No _____

E-mail _____

C. Property Information

Municipal Address of Property for Which This Application is Being Submitted

Assessment Roll Number _____

Legal Description of Property (Lot and Plan Numbers)

Existing Property Use

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

Are property taxes paid in full on this property? Yes___ No___

Are there any outstanding work orders on this property? Yes___ No___

Size of Property _____ acres

Existing Buildings on Property? Yes___(if yes, specify building size below) No___

Building 1 _____ sq.ft.

Building 2 _____ sq.ft.

Building 3 _____ sq.ft.

iii) Construction Schedule

(Construction of all works must be completed within one (1) year of grant advancement)

Approximate Start Date of Construction _____

Approximate End Date of Construction _____

E. Authorization

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 _____, _____
(Township/Town of...)
Year Day Month

Name of Owner

Signature of Owner

If an agent is authorized in Section F above, all correspondence will be sent to the authorized agent. If no agent is authorized in Section F above, all correspondence will be sent to the Applicant.

F. 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 grant program.

I/WE HEREBY AGREE to enter into a grant agreement with the Township that specifies the terms and conditions of the grant.

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

I/WE HEREBY GRANT permission to the Township, or its agents, to inspect my/our property that is subject of this application.

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 may be required.

I/WE HEREBY AGREE that the grant may be delayed, reduced or cancelled if the work is not completed, not completed as approved, or if the contractors are not paid.

I/WE HEREBY AGREE the program for which application has been made herein is subject to cancellation and/or change at any time by the Township 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 Township will continue to receive their grant, subject to their grant agreement.

I/WE HEREBY AGREE all grants will be calculated and awarded in the sole discretion of the Township. Notwithstanding any representation by or on behalf of the Township, 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 program and the grant agreement. The Township 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 _____, _____
(Township/Town of....) Day Month Year

Name of Owner or Authorized Agent

Signature of Owner or Authorized Agent