
APPLICATION FOR COMMUNITY IMPROVEMENT PLAN (CIP)

APPLICATION IS HEREBY MADE TO: The Township of West Lincoln
318 Canborough Street, P.O. Box 400

Smithville, Ontario L0R 2A0
planning@westlincoln.ca

The undersigned hereby requests the Council of the Corporation of the Township of West Lincoln to consider this Community improvement Plan Application as it affects the lands and/or premises hereinafter described to the extent and upon the terms and conditions set forth in this Application, including Appendices hereto.

1. Section 1 – Application Instructions & Checklist

Please attach all the applicable documents listed below to the submitted application. To be considered complete, applications must include the following:

- ☐ Statement confirming that applicants have read through the Township's Affordable Housing CIP
- ☐ Completed and Signed Application Form
- ☐ Completed and Signed Application Agreement
- ☐ A copy of documentation or a letter of commitment outlining how the project will be affordable
- ☐ A Title Search confirming property ownership
- ☐ Any applicable supporting documentation (best determined through consultation with Township Staff) such as:
 - ☐
 - o A statement describing how the proposed project meets CIP goals and objectives;
 - o Photographs of the existing buildings or property condition;
 - o Where available, historical drawings or photographs;
 - o Building permit or site development application;
 - o Design drawings, rendering, elevation, grading, or any other specifications of the proposed project, as determined by the Township and prepared by a qualified professional;
 - o Any additional documentation or information deemed necessary by the Plan Administrator.

Completed forms shall be submitted to planning@westlincoln.ca

2. Section 2 - Applicant Information

Who is the primary contact for this application?

- ☐ Registered Owner of the property subject to the application
- ☐ Applicant/ Agent representing the Registered Owner

Name(s): _____

Telephone Number: _____

E-Mail Address: _____

Mailing Address:

I, _____, confirm that I understand that as the applicant for this document and, for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, my information will be collected under the authority of the *Planning Act*. I consent to the use or disclosure of the information provided to any person or public body for the purpose of processing this application.

Applicant Signature: _____

Date: _____

If being represented by an Agent, please fill out this section:

I, _____, as the applicant am hereby authorizing my agent _____ to act on my behalf regarding this application, including for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*. I understand that my information will be collected under the authority of the *Planning Act*. I consent to the use or disclosure of the information provided by my agent to any person or public body for the purpose of processing this application.

Applicant Signature: _____

Date: _____

	Agent Information (if applicable)	Owner Information
Name(s):		
Company Name (if applicable):		
Telephone Number:		
Mailing Address:		
E-Mail Address:		

Section 3 – Property and Project Details

Property Municipal Address: _____

Property Assessment Roll Number: _____

Brief Description of Current Use:

Description of the proposed use, intended project for this application, and how the project will contribute towards community improvement:

Approximate Construction Start Date: _____

Approximate Construction End Date: _____

Has the property received prior grants (not including Federal or Provincial) or municipal funding incentive of any kind? _____

If yes, please provide the details of the funding below:

Has the property previously received any Provincial or Federal funding?

If yes, please provide the details of the funding below:

General Application Questions

Have you completed or booked a pre-consultation meeting with the Township representative to discuss this project? _____

Check off the program you are applying for

1. Municipal Fee Grant (fill out Section 4 & 5 to this form) ☐
2. ADU Grant (Not currently open)

Is the property a designated heritage site? _____

Please select the current state of the building:

Vacant ☐ Occupied ☐ Other (Please describe) ☐

How many dwelling units will this project create?

What will the Proposed Level of Affordability be? (For APD and ASG program only):

Affordability Benchmark: (provide the proposed rent/sale price)

Years of Affordability Commitment: How many years of affordability are proposed? (APD and ASG only)

10 years ☐ 15 years ☐ 25 years ☐

Section 4 – Affordability Commitment

A condition of the Township's funding is that units through the program are rented at affordable rates. For the purposes of this Affordable Housing Community Improvement Plan ***Affordable Housing*** means:

In the case of ownership housing, the least expensive of:

- Housing for which the purchase price results in annual accommodation costs which do not exceed 30 percent of gross annual household income for low- and moderate-income households; or
- Housing for which the purchase price is at least 10 percent below the average purchase price of a resale unit in the municipality;

In the case of rental housing, the least expensive of:

- A unit for which the rent does not exceed 30 percent of gross annual household income for low- and moderate-income households; or
- A unit for which the rent is at or below the average market rent of a unit in the municipality.
 - ☐ I declare that as a part of this application for the Municipal Fee Rebate Program I intend to rent out the newly created units at affordable monthly rental rates as outlined in this Affordability Commitment. I understand that if I am found to be in breach of this agreement, the Township reserves the right to cancel the rebate and demand repayment.

Applicant/ Agent Signature: _____

Date: _____

Please Check which program you are applying for:

Municipal Fee Rebate Program ☐

Section 5 – Applicable Costs and Estimated Total Costs

Please outline the actual or anticipated municipal fees being applied for:

Eligible Cost and Program Being Applied For	Actual/ Estimated Cost
Building Permit (e.g.)	

Add additional pages as necessary and provide copies of cost estimates or receipts.

Total funding requested from the Township: \$_____

Application Agreement

I, the applicant (undersigned), declare that the information provided in this application is true and correct to the best of my knowledge. I have read and understood the information provided in this application, as well as the provisions of the Affordable Housing Community Improvement Plan document.

I agree that for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, my information will be collected under the authority of the *Planning Act*. I consent to the use or disclosure of the information provided to any person or public body for the purpose of processing this application.

I understand that if I have provided any untrue or misleading statements, or if I have not submitted the required documentation, my application may be rejected or not approved.

I understand that if I do not complete the work to the satisfaction of the Township, the rebate may be cancelled, reduced or delayed. All properties will be inspected by the Township upon completion of the project.

I understand that rebates are awarded to applicants based on the sole discretion of the Township.

Applicant/ Agent Signature: _____

Date: _____