

## Chatham-Kent Community Improvement Plan Application Form

### What is the Community Improvement Plan?

The new Chatham-Kent CIP is a "Plan to Support the Chatham-Kent Growth Strategy and the 2023-2026 Council Term Priorities" in order to allow market driven investment for targeted needs throughout all of Chatham-Kent (i.e. rental/affordable housing, commercial and employment business growth).

For more information and eligibility requirements, please visit:

<https://www.chatham-kent.ca/EconomicDevelopment/programs/Pages/Community-Improvement-Plan.aspx>.

### Section 1 – Application Requirements

Please attach all applicable documents to the application form:

- Complete and Signed Application Form
- Drawings
- Two (2) Financial Quotes
- Confirmation of Ownership
- Any Other Documents Required by the Municipality at the Pre-consultation

### Section 2 - Registered Property Owner Information

Name: \_\_\_\_\_

If Corporation, Signing Officer: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### Section 3 – Authorized Agent Information and Owner Authorization

If the property owner is authorizing an agent to act on their behalf in making this application, please complete and sign this section. If an agent is authorized, all correspondence will be sent to the authorized agent. If no agent is authorized, all correspondence will be sent to the property owner.

Authorized Agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

I, \_\_\_\_\_ am the owner of the land that is subject of this application and I hereby authorize my agent \_\_\_\_\_ to make this application on my behalf and acknowledge that the authorized agent is to receive all correspondence pertaining to this application.

Dated at the \_\_\_\_\_, this \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Name of Owner

\_\_\_\_\_  
Signature of Owner

### Section 4 - Subject Property

Address: \_\_\_\_\_

Community: \_\_\_\_\_

Roll Number: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Brief Description of Current and/or Proposed Use: \_\_\_\_\_

Are property taxes for the subject property in arrears? Yes \_\_\_ No \_\_\_

Are there any outstanding orders registered against the subject property? Yes \_\_\_ No \_\_\_

Are there any outstanding violations under the Fire Code? Yes \_\_\_ No \_\_\_

## Section 5 - Program Checklist

Please place a check next to the programs that you are applying for:

- Property Tax Increment Equivalent Program
- Building & Planning Fee Rebate Program
- Commercial Façade Improvement Program
- Residential Conversion and Affordable Housing Grant Program

## Section 6 – Required for Major Rental Housing Developments and Affordable Housing Developments

### Key Definitions:

**Affordable Housing:** means housing accommodations and incidental facilities primarily for persons of low and moderate income that meet the requirements of any program for such purpose as administered by any agency of the Federal or Provincial government or the Municipality of Chatham-Kent.

**Affordable Housing Development:** means development, redevelopment or adaptive reuse of a property with five (5) or more Dwelling Units all of which are intended for use as rented residential premises where at least 25% of the units are Affordable Housing Units. An Affordable Housing Development may include a retirement home within the meaning of subsection 2 (1) of the *Retirement Homes Act, 2010*, but does not include a long-term care home within the meaning of subsection 2 (1) of the *Long-Term Care Homes Act, 2007*.

**Affordable Housing Unit:** means a Dwelling Unit that meets the definition for Affordable Housing. An Affordable Housing Unit does not include a Secondary Dwelling.

**Major Rental Housing Development:** means development, redevelopment or adaptive reuse of a property with fifty (50) or more Dwelling Units all of which are intended for use as rented residential premises, but does not include any classification of a Corporation as is defined in the *Condominium Act, 1998*. A Major Rental Housing Development may include a retirement home within the meaning of subsection 2 (1) of the *Retirement Homes Act, 2010*, but does not include a long-term care home within the meaning of subsection 2 (1) of the *Long-Term Care Homes Act, 2007*.

If applying as a **Major Rental Housing Development**, please fill in the following:

Number of Total New Residential Units? \_\_\_\_\_

Number of Bachelor and 1 Bedroom Units? \_\_\_\_\_

Number of 2 Bedroom Units or Greater? \_\_\_\_\_

Number of Retirement Home Units? \_\_\_\_\_

Municipality of Chatham-Kent  
Community Development  
315 King Street West, PO Box 640  
Chatham ON N7M 5K9  
Phone: 519-360-1998



If applying as an **Affordable Housing Development**, please fill in the following:

Number of Total New Residential Units? \_\_\_\_\_

Number of Affordable Housing Residential Units? \_\_\_\_\_

Number of Bachelor and 1 Bedroom Units? \_\_\_\_\_

Number of 2 Bedroom Units or Greater? \_\_\_\_\_

Number of Retirement Home Units? \_\_\_\_\_

### Section 7 - Other Sources of Funding

Have grants been previously received from the Municipality, Provincial or Federal Governments for the subject property?

Please describe including total amount of grants:

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## Section 9 – Application Agreement

I/We hereby apply for a grant under the Chatham-Kent Community Improvement Plan.

I/We hereby agree to abide by the requirements and provisions of the Chatham-Kent Community Improvement Plan.

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

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 or cancelled.

I/We hereby agree that any work carried out prior to written receipt from the Municipality of grant application is not eligible for the grant.

I/We hereby grant permission to the Municipality or its agents to inspect the property to which this application applies.

I/We hereby agree that the grant may be delayed, reduced or cancelled if the project is not completed, not completed as approved, or if the person(s) undertaking the eligible works is 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 Municipality in its sole discretion, subject to the requirements and provisions specified in the Chatham-Kent Community Improvement Plan. Participants in the program whose application has been approved will receive their grant, subject to meeting the requirements and provisions of the program.

I/We hereby agree all grants will be calculated and awarded in the sole discretion of the Municipality. Notwithstanding any representation by or on behalf of the Municipality, 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 requirements and provisions of the program. The Municipality 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.

This section should be signed by the property owner(s), agent, or if held by a corporation, by a signing officer (name and position) of the corporation.

Dated at the \_\_\_\_\_,  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Name of Owner

\_\_\_\_\_  
Signature of Owner