

Chatham-Kent Community Improvement Plan Application Guide

What is the Community Improvement Plan?

The new Chatham-Kent CIP is a “Plan to Support the Chatham-Kent Growth Strategy and the 2023-2027 Council Strategic Priorities” in order to allow market driven investment for targeted needs throughout all of Chatham-Kent including rental & affordable housing, commercial business growth and employment growth.

Contents of the Community Improvement Program Include:

- Background and Chatham-Kent Plan 2035.
- Planning Framework.
- Community Improvement Project Area.
- Definitions.
- Community Improvement Plan Objectives.
- General Incentive Program Requirements and Provisions.
- Incentive Program Details.

The Community Improvement Plan is found on the Chatham-Kent Website at this link:
<https://www.chatham-kent.ca/EconomicDevelopment/programs/cip-whats-in-it-for-developers>.

Programs Available

Property Tax Increment Equivalent Program

Commercial uses, employment uses, mixed use commercial/residential buildings, major rental housing developments and affordable housing developments, where the development, redevelopment and rehabilitation project results in an increase in the assessed value and taxes on the property.

Commercial Uses – Downtown Areas (Over \$250,000 Investment)
5 Years – 100%

Mixed Use Commercial/Residential Buildings – Downtown Areas (Over \$250,000 Investment)
5 Years – 100% (Market Rent Units)
10 Years – 100% (Affordable Units)

Hotel Development (Over \$1 million Investment)
5 Years – 100%

Major Rental Project (50+ Rental Units)
10 Years – 70%

Affordable Housing Development (Minimum 5 units, 25% of which are affordable)
10 Years – 100%

Employment Uses (Over \$1 million Investment)
5 Years – 100%

Major Employment Project (Over \$10 million Investment) **
10 Years -100%

**Incentive levels for employment projects with an investment of \$50,000,000 or more may be set at Council's discretion

Building & Planning Fee Rebate Program

The Building & Planning Fee Rebate Program is to provide assistance for the **development, redevelopment, adaptive reuse or rehabilitation** of properties via a reduction in applicable planning and building permit fees. Reduced planning and building permit fees may, in concert with other program support, help encourage development efforts by reducing initial regulatory costs.

Commercial Uses - Downtown Areas (Over \$250,000 Investment)
Up to \$20,000

Mixed Use Commercial/Residential Buildings - Downtown Areas (Over \$250,000 Investment)
Up to \$20,000

Employment Uses (Over \$1,000,000 Investment)
Up to \$20,000

Affordable Housing Development
No Limit

Additional Dwelling Units where the main dwelling is built and occupied for 3 or more years:
Up to \$5,000

□ Façade Improvement Program

The Façade Improvement Program is intended to encourage the redesign, renovation or restoration of facades of buildings containing a commercial use and mixed use commercial/residential buildings in **Downtown Areas**, by providing a financial incentive to offset some of the costs associated with the improvement of commercial facades.

Applicants will be eligible to receive a grant for 50% of the eligible costs of the facade improvements to a maximum amount of \$200 per linear foot.

□ Residential Conversion and Affordable Housing Grant Program

The Residential Conversion and Affordable Housing Grant Program is applicable to various for the **development, redevelopment, adaptive reuse or rehabilitation** of properties in the CIP areas. Specifically, the purpose is to provide an incentive to the creation of new or rehabilitated dwelling unit(s) in a **mixed use commercial/residential building** or the creation of new **affordable housing units or additional dwellings**.

Land use	Grant per unit	Unit Cap
Affordable Housing	\$7,500	N/A
ADUs – where the primary residence is built/occupied for a minimum of 3 years	50% of eligible costs up to \$22,000 plus 50% of eligible costs up to \$5,000 for each additional unit	Regulated by Zoning
ADUs – new builds to where the primary residence is built/occupied for less than 3 years	\$2,500	Regulated by Zoning
Mixed Use – in Downtown Areas	\$7,500	N/A

*Eligible costs do not include painting, cleaning, cosmetic updates or chattels.

Additional Dwelling Units in Agricultural Areas identified in the Official Plan that are greater than 140 sq. m in total floor area are not eligible for this program.

Application Requirements

- Complete and Signed Application Form**
 - The property owner **MUST** sign Sections 3 and 9 on the application form, regardless of whether an agent is filing the application on their behalf

- Drawings**
 - Façade Renderings
 - Floorplans
 - Site Plans

- Two (2) Financial Quotes**
 - Quotes from two (2) different contractors for the work. Grants estimates are based on the lower quote

- Confirmation of Ownership**
 - Tax Bill
 - PIN Abstract
 - Transfer

- Any Other Documents Required by the Municipality at the Pre-consultation**
 - If the property is owned by a numbered company, a copy of the Articles of Incorporation

Eligible Costs

Complete Section 8 of the application form similar to the example shown below:

Eligible Cost Item	Actual/Estimated Cost
<i>Demolition</i>	<i>\$25,000</i>
<i>Building Addition</i>	<i>\$500,000</i>
<i>Façade Improvements</i>	<i>\$25,000</i>
Total Cost	\$805,000

Payment

Payment of the grant is made to the registered property owner or their assignee following:

1. Successful completion of approved work.
2. Proof of payment of all invoices, including a copy of the invoice.
3. Verification that all municipal taxes and financial obligations are current and up to date.
4. Compliance with all terms and conditions of the application procedure, inspection procedure, development procedure, and completion of work within the prescribed time frame.