

## 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 2018-2022 Council Term 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>.

### Program Eligibility

	Property Tax Increment Equivalent Program	Building & Planning Fee Rebate Program	Development Charges Partial Exemption Program	Façade Improvement Program	Residential Conversion and Affordable Housing Program
<b>Commercial Use:</b> means the use of any land, building or structure for the purpose of buying and selling commodities, or supplying of services as distinguished from Employment Uses, as defined.					
<b>Commercial Uses</b>				X	
Commercial Uses over \$250,000 in eligible costs	X	X			
<b>Mixed Use Commercial/Residential Building:</b> means a building containing on the ground or first floor a non-residential use permitted in the zone and a dwelling unit(s) or a small or large rental dwelling unit above the non-residential use or behind the non-residential use. However, the residential use on the ground or first floor may not be more than 50% of the gross floor area.					
<b>Mixed Use Commercial/Residential Buildings</b>				X	X

	Property Tax Increment Equivalent Program	Building & Planning Fee Rebate Program	Development Charges Partial Exemption Program	Façade Improvement Program	Residential Conversion and Affordable Housing Program
Mixed Use Commercial/ Residential Buildings over \$250,000 in eligible costs	X	X			X
<p><b>Employment Uses:</b> means the use of any land, building or structure for the purpose of industrial uses, offices, business support services, call centres, laboratory of scientific research facilities, warehousing, transport terminals, construction and other similar uses. An Employment Use does not include an Agricultural Use.</p> <p><b>Major Employment Project:</b> is a development, redevelopment or adaptive reuse of property that represents an investment of at least \$5 million of eligible costs.</p>					
Employment Uses over \$250,000 in eligible costs	X	X			
Major Employment Uses over \$5,000,000 in eligible costs	X	X			
<p><b>Major Rental Housing Development:</b> 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. A Major Rental Housing Development may include a retirement home within the meaning of subsection 2 (1) of the <i>Retirement Homes Act, 2010</i>, but does not include a long-term care home within the meaning of subsection 2 (1) of the <i>Long-Term Care Homes Act, 2007</i>.</p>					
Major Rental Housing Development	X		X		
<p><b>Affordable Housing Development:</b> 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 <i>Retirement Homes Act, 2010</i>, but does not include a long-term care home within the meaning of subsection 2 (1) of the <i>Long-Term Care Homes Act, 2007</i>.</p>					
Affordable Housing Development	X	X	X		X
<p><b>Dwelling Unit:</b> means a connected space for residential purposes, within a building, which includes one or more bedrooms, sanitary facilities, and cooking facilities, all of which are provided for the exclusive use of the occupants thereof and having a private entrance from outside the building or from a common corridor, stairway or elevator.</p> <p><b>Secondary Dwelling:</b> means a dwelling unit that is ancillary to a single detached dwelling, a semi-detached dwelling unit, or a row house dwelling unit and is located within one of the three foregoing dwelling types or within a building ancillary to one of the three foregoing dwelling types.</p>					

	Property Tax Increment Equivalent Program	Building & Planning Fee Rebate Program	Development Charges Partial Exemption Program	Façade Improvement Program	Residential Conversion and Affordable Housing Program
<b>A Dwelling Unit in a Mixed-use Commercial / Residential Building or Secondary Dwelling</b> where Permitted in the Zoning By-law					X

## 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

## 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 (Over \$250,000 Investment)  
5 Years – 60%

Mixed Use Commercial/Residential Buildings (Over \$250,000 Investment)  
5 Years – 60%

Employment Uses (Over \$250,000 Investment)  
5 Years – 60%

Major Employment Project (Over \$5,000,000 Investment)  
10 Years – 60%

Major Rental Housing Development and Affordable Housing Development  
10 Years – 60%

For the period from April 1, 2020, to March 31, 2022, the increment tax rebate above for all categories shall be 100% and thereafter return to the rates shown above.

**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 (Over \$250,000 Investment)  
Up to \$20,000

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

Employment Uses (Over \$250,000 Investment)  
Up to \$20,000

Affordable Housing Development  
No Limit

**Development Charges Partial Exemption Program**

The Development Charge Partial Exemption Program is to promote new **major rental housing developments** and new **affordable housing developments** within the Community Improvement Project Area by increasing the financial feasibility of eligible investments. This program would effectively provide a partial exemption on local DCs administered by the CKPUC for **eligible works**

Major Rental Housing Developments and Affordable Housing Developments – 50% Exemption

**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, by providing a financial incentive to offset some of the costs associated with the improvement of commercial facades.

The Façade Improvement Program will consist of a grant program, whereby **applicants** will be eligible to receive a grant for 50% of the **eligible costs** of the façade improvements to a maximum amount described in the chart below:

Cumulative length of <b>eligible works</b>	Maximum Grant Amount
0 - 50 ft.	\$ 7,500
50 - 100 ft.	\$ 15,000
100 - 150 ft.	\$ 22,500
150 + ft.	\$ 30,000

**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 **secondary dwellings**.

Affordable Housing Developments  
 \$2,500 per unit (\$50,000 maximum)

Secondary Dwelling Units  
 \$2,500 per unit

Mixed Use Commercial/Residential Building Units  
 \$7,500 per unit (\$60,000 maximum)

### Eligible Costs

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

<b>Eligible Cost Item</b>	<b>Actual/Estimated Cost</b>
<i>Drawings</i>	<i>\$2,500</i>
<i>Demolition</i>	<i>\$25,000</i>
<i>Building Addition</i>	<i>\$500,000</i>
<i>Façade Improvements</i>	<i>\$25,000</i>
<b>Total Cost</b>	<b>\$805,000</b>

## 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.