

## City of Waterloo Uptown Community Improvement Plan (CIP) Application Form

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### How to Apply

Please note the applicant **shall not commence any works or studies** that are subject of a CIP application prior to receiving approval of that application by the City and prior to the execution of any applicable loan agreement(s) by the applicant and the City.

### Submission Checklist

- 1. Pre-Consultation with Economic Development Office**  
Prior to submission of this application form, please arrange for a pre-application meeting with staff to discuss and confirm program eligibility, application requirements including supporting documentation, proposed scope of work, cost and project timing.
- 2. Completed Application Form**  
Please ensure that this application is complete, all required signatures have been provided, and all required supporting documentation has been submitted. Failure to do so may result in refusal of the City to accept the application as complete or application processing delays.
- 3. Written Authorization**  
If the applicant is not the property owner, please ensure that written authorization is obtained by the applicant from the property owner to make this application and that said written authorization is attached to the application form. Please also indicate to whom payment of grants should be made. If an agent is acting on behalf of the property owner in making this application, please ensure that the required authorization in Part 1 of the application is completed and signed by the owner.
- 4. Drawings/Photos of the Property**  
Please attach photos of the current conditions of the building for which you are submitting an application as well as drawings/plans showing the proposed changes such as elevations, artist renderings, plans, etc.
- 5. Cost Estimates/Quotations**  
Please attach a minimum of two (2) cost estimates/quotations from bona fide licensed contractors, including a detailed breakdown of costs. The value(s) of the grant awarded is based on the lesser of the two estimates/quotations.
- 6. Application Submission**

**Please submit an electronic copy of your application by email to: [cip@waterloo.ca](mailto:cip@waterloo.ca)**

Should you have any issues in submitting the application by email, please contact the Economic Development Office:

**Attention:** Joseph Segato, Economic Development Coordinator  
**Contact No:** 519-465-5501  
**Email:** [cip@waterloo.ca](mailto:cip@waterloo.ca)

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### 1. Applicant Information

Name of Applicant\*: \_\_\_\_\_

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

Municipality: \_\_\_\_\_

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

Email: \_\_\_\_\_

\*If the applicant is not the property owner, please ensure that written authorization is obtained by the applicant from the property owner to make this application and that said written authorization is attached to this application form. Please also indicate to whom payment of the grant(s) and/or loan(s) should be made.

Name of Owner\*\*: \_\_\_\_\_

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

Municipality: \_\_\_\_\_

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

Email: \_\_\_\_\_

\*\*If the owner is a numbered company, provide the name of a principal of the company.

Name of Agent\*\*\*: \_\_\_\_\_

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

Municipality: \_\_\_\_\_

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

Email: \_\_\_\_\_

**Please specify to whom all communications should be sent:**

Applicant                       Owner                       Agent

### \*\*\*Agent Authorization and Information

If the property owner/applicant is authorizing an agent to act on his/her behalf in making this application, please complete and sign this section.

I, \_\_\_\_\_ am the owner of/applicant for the land that is subject of this application, and I hereby authorize my agent \_\_\_\_\_ to make this application to act on my behalf in regard to this application.

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

\_\_\_\_\_  
Name of Owner/Applicant (please print)

\_\_\_\_\_  
Signature of Owner/Applicant

**2. 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: \_\_\_\_\_

Proposed Use of the subject property, if different from current use: \_\_\_\_\_  
\_\_\_\_\_

Size of Property: \_\_\_\_\_ hectares

**Existing Buildings on Property:**

Building 1: \_\_\_\_\_ square metres

Building 2: \_\_\_\_\_ square metres

Building 3: \_\_\_\_\_ square metres

Please list any additional buildings on a separate sheet.

Is this property designated under the Ontario Heritage Act (i.e. located in a Heritage Conservation District or individually designated)?       Yes       No

Is this property in tax arrears?       Yes       No

If yes, specify value of tax arrears: \$ \_\_\_\_\_

Are there any outstanding work orders on this property?     Yes             No

**Other Sources of Government Funds**

Have you applied for or will you be obtaining any other sources of government funding (i.e. Federal, Provincial, Municipal, CMHC, Federation of Canadian Municipalities, etc.)?

Yes             No

If yes, please list other sources and amounts of government funding:

Program \_\_\_\_\_ \$ \_\_\_\_\_

Program \_\_\_\_\_ \$ \_\_\_\_\_

**3. Application Type**

The existing Uptown CIP program currently only includes the Façade Improvement Grant Program, Major Activity Grant Program and Parking Exemption Program.

To apply for the Façade Improvement Grant Program please complete Section A below.

**Please note that if you are applying for the Major Activity Grant Program or Parking Exemption program, please contact Economic Development staff at [cip@waterloo.ca](mailto:cip@waterloo.ca).**

**A. Facade Improvement Grant Program**

i) Please describe the facade maintenance, preservation, restoration and/or improvement works that are eligible for the matching grant (see the Program Guide for the definition of “eligible works”).

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ii) Is the façade you are planning to improve on both street-facing frontages on a corner lot?  
 Yes             No

iii) Please attach two (2) detailed costs estimates from bona fide licensed contractors for work to be performed and fill out the information below using the lowest cost estimate (excluding HST).

**Type of Improvement/Construction**

**Cost Estimate**

- a) Eligible Facade Improvement/Restoration Works      \$ \_\_\_\_\_
  - b) Other sources of government funding? (includes Federal, Provincial, Municipal, CMHC, FCM, etc.)      \$ \_\_\_\_\_
  - c) Total Eligible Costs (“a”-“b”)      \$ \_\_\_\_\_
  - d) Amount of Grant Applied For (0.5 x cost item “c” above) to permitted maximum identified in the Program Guide      \$ \_\_\_\_\_
- iv) Please include the timing of construction (construction of all works must be completed within one (1) year of grant approval).
- Approximate Start Date of Construction (Month/Year): \_\_\_\_\_
- Approximate End Date of Construction (Month/Year): \_\_\_\_\_

**Sworn Declaration**

I/WE HEREBY APPLY for the incentive program as indicated in this application form.

I/WE HEREBY AGREE to abide by the terms and conditions of these programs.

I/WE HEREBY AGREE to enter into an agreement with the City that specifies the terms and conditions of the grant/loan and abide by the terms and conditions of the agreement, and/ or promissory note.

I/WE HEREBY AGREE to abide by the terms and conditions of loan repayment as specified in the agreement and understand that the agreement and a second mortgage for the loan amount shall be registered against title to the property prior to the City releasing any funds.

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 City 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 City, 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/loan may be delayed, reduced or cancelled.

I/WE HEREBY AGREE that the grant/loan 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 that the programs for which application has been made herein are subject to cancellation and/or change at any time by the City in its sole discretion, subject to the terms and conditions specified in the program. Participants in programs whose applications have been approved and who have entered into an agreement with the City, will receive grant payments/their loan, subject to meeting the conditions in their agreement.

I/WE HEREBY AGREE that all grants and loans will be calculated and awarded in the sole discretion of the City. Notwithstanding any representation by or on behalf of the City, or any statement contained in the program, no right to any grant or loan arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the program and the grant/loan agreement. The City 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 or loan.

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

day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Name of Owner/Applicant or Authorized Agent (please print)

\_\_\_\_\_  
Signature of Owner/Applicant or Authorized Agent