

**NORTHDALE CIP INCENTIVE PROGRAMS  
GENERAL PROGRAM REQUIREMENTS**

All of the financial incentive programs contained in the Northdale Community Improvement Plan (CIP) are subject to the following general program requirements as well as the individual requirements specified under each program. These general and program specific requirements are not necessarily exhaustive and the City reserves the right to include other requirements and conditions as deemed necessary on a property specific basis:

- a) Application for any of the incentive programs contained in the CIP can be made only for properties **within** the designated Northdale Community Improvement Project Area as shown in **Attachment A**;
- b) Application for any financial incentive program contained in the CIP must be submitted to the City and approved by the City prior to the commencement of any eligible works to which the financial incentive program will apply and prior to application for building permit;
- c) If the applicant is not the owner of the property, the applicant must provide written consent from the owner of the property to make the application;
- d) An application for any financial incentive program contained in the CIP must include plans, drawings, studies, reports, estimates, contracts, construction values, rental rates, sale prices, certifications, and other details and information as required by the City to satisfy the City with respect to costs, design and performance of the project and conformity of the project with the CIP;
- e) The City may require that an applicant submit a professional urban design study and/or professional architectural/ design drawings that are in conformity with applicable Urban Design Guidelines;
- f) For buildings designated under the *Ontario Heritage Act*, the City may require that proposed facade restoration and improvement works and building maintenance and improvement works that are subject of a financial incentive program application be supported by documentation in the form of historic photographs or drawings clearly showing the feature(s) to be restored or reconstructed;
- g) Review and evaluation of all incentive program applications and supporting materials against program eligibility requirements will be done by City staff, who will then make a recommendation to City Council. The application is subject to approval by City Council.

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- h) As a condition of application approval, the applicant may be required to enter into a grant or loan agreement with the City. This Agreement will specify the terms, duration and default provisions of the grant/loan. This Agreement is also subject to approval by City Council prior to the commencement of any works to which the financial incentive program will apply;
- i) Where other sources of government and/or non-profit organization funding (Federal, Provincial, Regional, Municipal, CMHC, Federation of Canadian Municipalities, etc...) that can be applied against the eligible costs are anticipated or have been secured, these must be declared as part of the Application. Accordingly, the loan/grant may be reduced on a pro-rated basis;
- j) The City reserves the right to audit the cost of any and all works that have been approved under any of the financial incentive programs, at the expense of the applicant;
- k) The City is not responsible for any costs incurred by an applicant in relation to any of the programs, including without limitation, costs incurred in anticipation of a grant and/or loan;
- l) If the applicant is in default of any of the general or program specific requirements, or any other requirements of the City, the City may delay, reduce or cancel the approved grant and/or loan, and require repayment of the approved grant and/or loan;
- m) The City may discontinue any of the programs contained in the CIP at any time, but applicants with approved grants and/or loans will still receive said grant and/or loan, subject to meeting the general and program specific requirements, and applicants with approved loans will still be required to repay their loans in full;
- n) Proposed works, approved drawings and as-built projects approved under the financial incentive programs must conform to the City's Official Plan, District Plan, Zoning By-law, applicable Block Plan, applicable Urban Design Guidelines, and all other City guidelines, by-laws, policies, procedures, and standards;
- o) All works completed must comply with the description of the works as provided in the application form and contained in the program agreement, with any amendments as approved by the City;

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- p) As-built projects must achieve a minimum of LEED certification or conform to at least 6 of the 10 Sustainability Strategies for Northdale;
- q) Where a project includes residential units, only those residential units containing three or fewer than three bedrooms will be eligible for funding;
- r) All improvements made to buildings and/or land shall be made pursuant to a Building Permit, and/or other required permits, and constructed in accordance with the Ontario Building Code and all applicable zoning requirements and planning approvals;
- s) When required by the City, outstanding work orders, and/or orders or requests to comply, and/or other charges from the City (including tax arrears) must be satisfactorily addressed prior to grant and/or loan approval/payment;
- t) Property taxes must be in good standing at the time of program application and throughout the entire length of the grant/loan commitment;
- u) City staff, officials, and/or agents of the City may inspect any property that is the subject of an application for any of the financial incentive programs offered by the City prior to application approval, or after application approval at any time during the term of the grant or loan;
- v) Eligible applicants can apply for one, more than one or all of the incentive programs contained in the CIP that are actually offered by the City, but no two programs may be used to pay for the same eligible cost;
- w) The total of all grants, loans and tax assistance provided in respect of a particular property for which an applicant is making application under programs contained in all CIPs applicable to that property shall not exceed the eligible costs of the improvements to that property under all applicable CIPs.
- x) The total annual Tax Increment Grant (or combination of any type of Tax Increment Grants) on a property shall not exceed the total incremental taxes per year on that property as a result of the development.

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**ATTACHMENT A – NORTHDALE COMMUNITY IMPROVEMENT PROJECT AREA**

