

A. General Information and Instructions

1. *Before filling out this application form, **please read the General Program Requirements and Program Guide(s) for the Tax Increment Grant Program.** Please ensure that you understand the general program requirements and the requirements for the specific program(s) for which you are making application.*
2. *Prior to submission of this application form, you must 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.*
3. *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.*
4. *The applicant shall not commence any works that are subject of this application prior to receiving approval of this application by the City and prior to the execution of any applicable grant/loan agreement(s) by the applicant and the City.*
5. *If an agent is acting on behalf of the property owner in making this application, please ensure that the required authorization is completed and signed by the owner as provided in Section C of the application form.*
6. *If you find insufficient space on this form to respond to questions, please provide additional information on a separate page(s) and attach to your completed application form.*
7. *Please attach to the application the required supporting documents as requested by City staff. An application will not be considered complete until all required documents have been submitted.*
8. *Please print (black or blue ink) or type the information requested on the application form.*
9. *You may deliver your application in person or send it by mail to:*

*City of Waterloo
100 Regina Street South
PO Box 337, Station Waterloo
Waterloo, ON., N2J 4A8
ATTENTION: Nancy Gehl, Economic Development
Phone: 519-747-8706
Fax: 519-747-8553*
10. *For further information on the Waterloo Northdale Incentive Programs, please contact Economic Development at ecdev@waterloo.ca or 519-747-8706.*

**CITY OF WATERLOO
TAX INCREMENT GRANT APPLICATION FORM**

-- PLEASE PRINT --

Application No. _____
(Office Use Only)

B. Applicant Information

<i>Name of Registered Property Owner</i>			
<i>Mailing Address of Property Owner</i>			
<i>Phone:</i>		<i>Fax:</i>	
<i>Email:</i>			

C. 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. 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/applicant.

<i>I,</i>		<i>am the owner of/applicant for the land that is subject of this</i>				
<i>application, and I hereby authorize my agent</i>						
<i>to make this application and to act on my behalf in regard to this application.</i>						
<i>Dated at the</i>		<i>, this</i>		<i>of</i>		
	<i>(City/Town of)</i>		<i>Day</i>		<i>Month</i>	<i>Year</i>
<i>Name of Owner/Applicant (please print)</i>		<i>Signature of Owner/Applicant</i>				

**CITY OF WATERLOO
 TAX INCREMENT GRANT APPLICATION FORM**

Agent Information (if any)

<i>Name of Agent</i>			
<i>Mailing Address of Agent</i>			
<i>Phone:</i>		<i>Fax:</i>	
<i>Email:</i>			

D. Solicitor's Information

<i>Name of Solicitor</i>			
<i>Mailing Address of Solicitor</i>			
<i>Phone:</i>		<i>Fax:</i>	
<i>Email:</i>			

E. Property Information

Municipal Address(es) of Property for which this Application is being submitted

<i>Assessment Roll Number(s)</i>		

Legal Description of Property (Lot and Plan Numbers)

<i>Existing Property Use</i>					
<i>Size of Property</i>		<i>square metres</i>			
<i>Existing Buildings on Property?</i>		Yes	No	<i>(If yes, specify building size below)</i>	
<i>Building 1</i>		<i>sq. m.</i>			
<i>Building 2</i>		<i>sq. m.</i>			
<i>Building 3</i>		<i>sq. m.</i>			

(Please list all additional buildings on a separate sheet)

**CITY OF WATERLOO
 TAX INCREMENT GRANT APPLICATION FORM**

<i>Is property designated under Part IV of the Ontario Heritage Act?</i>				Yes		No	
<i>Is this property in tax arrears?</i>	Yes		No				
<i>If yes, specify value of tax arrears</i>	\$						
<i>Are there any outstanding work orders on this property?</i>				Yes		No	

F. Other Sources of Government Funds

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

Yes _____ No _____

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

Program _____ \$ _____

Program _____ \$ _____

G. Project Description

1) Below please describe the proposed renovation, expansion, development or redevelopment project/works (building and unit size/type, number of stories, construction materials, etc.) to take place on the site that are eligible for the grant. Include the following information (as applicable) in your description:

- i) Number and square metres of residential units to be renovated or constructed by type (1 bedroom, 2 bedrooms, or 3 bedrooms);*
- ii) Square metres of commercial/retail and/or office space to be renovated or constructed;*
- iii) Square metres of community space to be renovated or constructed;*
- iv) Number of new businesses anticipated to occupy the commercial/retail and/or office space.*

(Please attach detailed architectural/design and/or construction drawings).

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2) Projected Rental Rates and Sale Prices:

Residential

Unit Type	Rental Rate (\$) per unit	Rental Rate (\$) per sq. m.	Sale Price (\$) per unit	Sale Price (\$) per sq.m.
1 Bedroom				
2 Bedrooms				
3 Bedrooms				

Commercial/Retail and Office

Unit Type	Rental Rate (\$) per sq. m.	Sale Price (\$) per sq.m.
Retail Commercial		
Office		
Service Commercial		

3) Construction Cost -- please attach cost estimate prepared by a qualified contractor for work to be performed.

- a. Total Construction Cost (estimate) \$

- b. Assessment Value of Land and Buildings after project completion (estimate) \$

4) Construction Schedule

Approximate Start Date of Demolition of Existing Building(s) (Month/Year)		
Approximate End Date of Demolition of Existing Building(s) (Month/Year)		
Approximate Start Date of Construction (Month/Year)		
Approximate End Date of Construction (Month/Year)		

**CITY OF WATERLOO
TAX INCREMENT GRANT APPLICATION FORM**

O) Sworn Declaration

I/WE HEREBY APPLY for a grant under this program.

I/WE HEREBY AGREE to abide by the terms and conditions of the grant program.

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

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 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 continue to receive grant payments, subject to meeting the conditions in their agreement.

I/WE HEREBY AGREE that all grants 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 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.

<i>Dated at the</i>		<i>, this</i>		<i>of</i>		<i>,</i>	
	<i>(City/Town of)</i>		<i>Day</i>		<i>Month</i>		<i>Year</i>
<i>Name of Owner/Applicant or Authorized Agent (please print)</i>				<i>Signature of Owner/Applicant or Authorized Agent</i>			