

1. Program Description

This program provides a financial incentive in the form of a grant that reduces the Town development charges normally payable on rehabilitation, redevelopment, infill and intensification projects.

2. Who can apply?

Only owners of properties within the Vineland Central Business District Community Improvement Project Area that meet the program eligibility requirements may apply.

The Town retains the right and absolute discretion to reject an application received from a person or corporation which in the opinion of the Town or its professional advisers, does not possess the experience, financial, technical, personnel or other resources that may be required to carry out the obligations that the applicant proposes to assume under the terms of its application and grant agreement.

3. How does the Program work?

The program has two components. The first component is an automatic grant equal to 50% of the Town development charges normally payable on residential, commercial, mixed use and non-exempt institutional development and redevelopment projects in the Community Improvement Project Area. This grant will be paid at the time Town development charges are normally paid, i.e., usually at building permit issuance.

The second component of the program is an additional grant equal to 50% of the Town development charges normally payable **only** if the project satisfies the requisite Regional Smart Growth Design Criteria or the project achieves any level of Leadership in Energy and Environmental Design (LEED) Certification.

4. What types of properties/projects are eligible for the development charge reduction?

All development within the Community Improvement Project Area that is not exempt from payment of development charges.

5. What conditions must be met to be eligible for a development charge reduction?

In addition to the General Program Requirements, the following program specific requirements must also be met:

- (a) The Town may require submission of a Business Plan, with said Plan to the Town satisfaction; and
- (b) The applicant will be required to submit an estimate of the total cost of the rehabilitation/redevelopment works prepared by a bonafide licensed contractor.

6. Is there a fee to apply?

No.

7. When will the grant funds be advanced?

The first grant payment equal to 50% of the development charges normally payable will be made at the time development charges are normally paid. This is usually at the time of building permit issuance.

If the applicant has applied for, and been approved for, the additional grant equal to 50% of the development charges normally payable, this grant will be paid only once:

¹ Mixed use includes commercial/residential, commercial/institutional and other mixed uses containing commercial use

- (a) The eligible project is complete;
- (b) The applicant has submitted documentation acceptable to the Town that demonstrates the level of LEED Certification achieved or incorporation of the requisite Regional Smart Growth Design Criteria;
- (c) Final building inspections have taken place;
- (d) An occupancy permit has been issued (as applicable); and
- (e) All deficiencies have been addressed.

8. What are the default provisions?

The default provisions are contained in the Grant Agreement. Payment of the grant reduction may be delayed or cancelled if:

- (a) Property taxes are in arrears;
- (b) The building is demolished or any of the heritage features are altered in any way that would compromise the reason for designation;
- (c) The applicant declares bankruptcy;
- (d) The applicant uses the grant for works that are not eligible for this program;
- (e) The applicant fails to maintain the improvements as required in the Grant Agreement; and
- (f) The applicant is in default of any of the provisions of the Grant Agreement.

9. How do I apply for a grant?

- (a) Arrange a pre-application meeting with Staff in order to determine program eligibility, proposed scope of work, project timing, etc.; and
- (b) If authorized to apply for a grant, complete and submit an application form. Ensure that all required signatures have been provided and that the application is accompanied by all required documentation as shown in the required documents checklist.

10. What happens next?

- (a) Applications and supporting documentation are reviewed by Staff to ensure that they meet all of the eligibility requirements. If your application does not meet the eligibility requirements, you will be notified of this in writing;
- (b) Staff may request clarification or additional supporting documentation;
- (c) Staff will perform an initial site visit(s) and inspection(s) of the property (if necessary).
- (d) A recommendation on the grant application is made by Staff and forwarded to Council or Council's designate;
- (e) If your application is approved by Council or Council's designate, the Grant Agreement is then executed by the Town. A copy of the executed agreement(s) is then returned to you for your records;
- (f) Construction of the approved works may now commence, subject to issuance of a building permit(s);
- (g) The 50% Development Charge Grant will be applied at the time development charges are normally paid, i.e., usually at building permit issuance;
- (h) Contact staff toward construction completion;
- (i) Upon completion of the project, submit "after" picture(s) of the completed project and any other required documentation proving completion of the project;
- (j) Also, if you applied for the additional 50% Development Charge Reduction Grant, upon completion of the project, submit written documentation to demonstrate the level of LEED Certification achieved or incorporation of the requisite Regional Smart Growth Design Criteria into the as built project;
- (k) Upon completion of works, staff will conduct a final site visit(s) and inspection(s) (as necessary) to ensure compliance with the Grant Agreement, Commercial Façade Design Guidelines and any permits pursuant to the *Ontario Heritage Act*;
- (l) Upon review and approval of all submitted documentation, the Town will issue a grant cheque to the applicant for the additional 50% Development Charge Reduction Grant; and
- (m) The applicant will be asked to complete a grant receipt form and return this to the Town.

For further information on this program, please contact Kathleen Dale M.C.I.P., R.P.P., Director of Planning and Development, at (905) 563-8205 Ext 242 or via e-mail at kdale@lincoln.ca

Development Charge Grant Program Administration

