

**Planning Services Division**

Development Services Office  
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www.thunderbay.ca/CoreAreaGrants

*Received stamp does not imply  
acknowledgment of complete application*

**2022 GRANT PROGRAM**

Select all grants that are being applied for:  
 Planning and Building Fee Grant  
 Commercial Conversion – Main Floor Grant  
 Residential/Office Conversion – Upper Floor(s) Grant  
 Commercial Façade Improvement Grant

**APPLICANT INFORMATION**

The undersigned hereby applies for grant(s) as described in the Strategic Core Areas Community Improvement Plan, adopted by By-law 104-2016, as amended by By-law 04-2021.

Applicant is:                      Owner  
     Tenant  
     Agent

*NOTE: If the applicant is not the owner of the building, the owner's permission for all proposed work must be submitted with this application.*

Name:

Mailing address:

Email address:

Preferred phone number:

Alternate phone number:

**SUBJECT PROPERTY INFORMATION**

Project area:                      North Core                      South Core                      Westfort

Street address:                      Roll number:

Legal description:

Are there any known encroachments (i.e. alcoves, awnings) or encumbrances on the property?                      Yes                      No  
 If yes, please describe the encroachments:

Is the property subject to tax arrears, outstanding utility charges, work orders or any other legal claim, or lien?                      Yes                      No

Has the property received a grant or rebate under this or any other Community Improvement Plan program?                      Yes                      No

## PROJECT DESCRIPTION

Please provide details of all of the improvement / rehabilitation / restoration to be undertaken on the subject property in accordance with the grant being applied for. *Please attach photos of the current condition (interior / exterior) and renderings of the proposed works.*

What is the total estimated project cost for all improvements to the property?

### CONVERSION PROJECTS

*The following section applies to applications for conversion grants only.*

Please provide the following details for the **main floor** of the subject building.

Current use(s):

Proposed use(s):

Floor area size (m<sup>2</sup>):

Please provide the following details for the **upper floor(s)** of the subject building.

Current use(s):

Proposed use(s):

Floor area size (m<sup>2</sup>):

How will the proposed project promote the re-use of the main and/or upper floors to provide for a competitive location for commercial and/or residential activity?

Will the improvements enable a new business startup?

Yes

No

If yes, briefly describe the new business:

Is the property historic? Or is it a designated property under the Ontario Heritage Act?

Yes

No

If yes, briefly describe the proposed measures for protecting the cultural heritage of the property:

## COMMERCIAL FAÇADE PROJECTS

*The following section applies to applications for the commercial façade grant only.*

What is the anticipated visual outcome? How will the proposed project achieve aesthetic improvement? *Please provide conceptual drawing(s) from a design professional demonstrating all proposed improvements including materials, colours, lighting, etc.*

## COST AND COMPLETION DATE ESTIMATES

What is the Estimated Cost?

Quote 1:

Quote 2:

*Please attach at least two written estimates from qualified contractors/suppliers. Although the City will reference the lowest estimate for the grant, the applicant may select which one they chose to complete the work. Eligible costs include materials, equipment, and contracted labour to complete the proposed improvements. Labour provided by owner/tenant is not an eligible cost. Please attached a separate page, if multiple contractors and quotes are proposed.*

What is the Estimated Date of Completion?

*All works must be complete and approved by the City by December 1st, 2023.*

## APPLICATION CHECKLIST

*Please ensure that all required documents are attached according to the grant programs being applied for.*

- Current tax bill
- Owner's authorization (if the applicant is not the owner)
- Planning and Building Fee Grant Program application requirements
  - Planning and/or building permit application
- Commercial Conversion – Main Floor Grant Program application requirements
  - Photos of the current condition (interior / exterior)
  - Renderings of the proposed improvements
  - Two (2) written estimates
- Residential/Office Conversion – Upper Floor(s) Grant Program application requirements
  - Photos of the current condition (interior / exterior)
  - Renderings of the proposed improvements
  - Two (2) written estimates
- Commercial Façade Improvement Grant Program application requirements
  - Photos of the current façade condition
  - Renderings of the proposed improvements
  - Conceptual drawing(s) showing materials, colours, lighting, etc.
  - Two (2) written estimates

## ACKNOWLEDGMENT & AUTHORIZATION

### APPLICANT'S ACKNOWLEDGMENT

All information included in this application will be kept confidential until it is approved. I/We agree that all attached materials will become the property of the City of Thunder Bay upon submission.

I/We acknowledge that personal information collected on this form is collected pursuant to the Planning Act, R.S.O. 1990, c.P.13 for the purpose of processing this planning application.

I/We certify that the information given herein is true, correct, and complete in every respect and may be verified by the City by such inquiry as it deems appropriate.

I/We hereby acknowledge that applications will be evaluated according to adopted policies, plans, and by-laws of the City of Thunder Bay. The City reserves the right to evaluate applications based on additional criteria developed from time to time. Applicants may be contacted by the City of Thunder Bay during the evaluation process to clarify their application or to provide further information.

I/We hereby acknowledge that if our application is pre-approved, I/We will be required to enter into a Financial Incentive Program Agreement with the City of Thunder Bay.

This application is being made in accordance with the City of Thunder Bay Strategic Core Areas Community Improvement Plan. The undersigned hereby applies for the Community Improvement Incentive Programs in accordance with the application herewith submitted and acknowledges that the proposed work must comply with the provisions of the Building Code Act and the Ontario Building Code and any other statutes or regulations of the Province of Ontario, and all by-laws of The City of Thunder Bay. All required permits and licences must be obtained prior to initiation of the proposed works.

I/We hereby acknowledge that the City is not responsible for costs (unless otherwise approved and agreed upon) that are associated with this application, costs related to the anticipation of a grant, or any other costs incurred in relation to the financial incentive program.

The undersigned also acknowledges that it is understood that work carried out prior to the pre-approval of this application will not be eligible for funding.

Applicant (print)

Signature

Date

### OWNER'S AUTHORIZATION

*This section must be completed if the applicant is not the registered property owner. If the registered owner is a corporation, please include documentation demonstrating signing authority.*

I, \_\_\_\_\_ being the registered owner of the subject property hereby authorize

\_\_\_\_\_ to prepare and submit this application for the Strategic Core Areas Community Improvement Plan Incentive Program.

Owner (print)

Signature

Date