

Corporation of the City of North Bay Downtown Financial Incentive Program Application Form



PROGRAM

- Feasibility Study Program
- Façade Program
- Planning and Building Fees Rebate Program
- Exemption from Parking Requirements Program
- Exemption from Development Charges Program
- Rehabilitation and Redevelopment Tax Increment Based Grant Program

CONTACT INFORMATION

Address of Project: _____

Name of Property Owner: _____

Name of Applicant (if different from Owner): _____

Name of Business: _____

Contact Name: _____

Contact Telephone #: _____

Contact Email Address: _____

Contact Mailing Address: _____

PROJECT DESCRIPTION

Brief history of business (i.e. year established, change in ownership, description of clients/markets, etc.)

Describe in detail the work to be done.

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CONTACT INFORMATION

Name of qualified, third-party consultant undertaking the feasibility study.

Name of Contractor for Façade.

PROJECT BENEFITS

Describe how proposed works will improve the building,(i.e. including how they address Building/Fire code issues).

Describe the benefits this project will have on your business and/or the Downtown (new permanent and short-term jobs created, streetscape improvement, etc.)

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PROJECT BUDGET

EXPENSES	AMOUNT	SOURCES	AMOUNT
Consultant/Contractor fees	<input type="text"/>	Applicant	<input type="text"/>
Materials (Façade Program only)	<input type="text"/>	City of North Bay (max. 50% of eligible costs)	<input type="text"/>
		Other sources (please list)	
		1. _____	<input type="text"/>
		2. _____	<input type="text"/>
		3. _____	<input type="text"/>
		4. _____	<input type="text"/>
TOTAL	<input type="text" value="\$0.00"/>	TOTAL	<input type="text" value="\$0.00"/>

BACKGROUND

Building Permit Number: _____

Permit Application Date: _____

Value of Project (from Building Permit): _____

Building Permit Fees Paid: _____

Other Fees Paid: _____

Have You Previously Applied to DCIP?
If Yes, Please Provide Details (Including Project #)

Are there any Outstanding Work Orders on this Property?
If Yes, Please Identify the Nature of the Work Order(s):

- Fire Prevention Yes No
- Property Standards Yes No
- Building Code Yes No
- By-Law Enforcement Yes No

Attach copies of existing work orders to this application, if applicable
Contact: Gwen Parks, 474-0400, ext. 423

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REQUIRED ATTACHMENTS

Applications will not be reviewed unless all required attachments are received. A copy of each of the following is required:

- Business Plan (for new businesses or businesses in existence for less than three years)
- Most recent financial statements (for businesses in existence for three years or more)
- Most current property-tax receipt
- Minimum of two quotes for all work to be undertaken
- All relevant studies/drawings
- Proof of ownership of property

CERTIFICATION

All information provided is kept strictly confidential subject to the Municipal Freedom of Information Act and the Corporation financial reporting duties.

The Applicant consents to the use of its name and address in connection with any program funding announcements.

I/We hereby apply for a loan commitment under this program. I/We agree to abide by the terms and conditions of the loan program. I/We understand that the loan can be reduced or cancelled if the agreed work is not completed or if contractors/suppliers are not paid. I/We hereby certify that the information given herein is true, correct and complete in every respect and may be verified by the Corporation. If any information provided is or subsequently becomes untrue, incorrect and/or incomplete, the Corporation may immediately cancel the loan and full repayment of any money already advanced, with interest, shall become due and payable. Any failure on behalf of the Corporation to verify the information provided is not a waiver of the Corporation's rights. I/We are aware that I/we will sign a promissory note agreeing to repay the loan and a lien may be registered on title of property(ies) at the discretion of the Corporation. I/We are not involved in any action or proceeding involving a claim for damage with the Corporation.

Signature of Property Owner or Applicant

Date

Signature of Property Owner or Applicant

Date