

**The Corporation of the City of North Bay  
Growth Community Improvement Plan (GCIP)  
Downtown Target Area  
Application Form**

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**Applicant Checklist**

**Pre-consultation meeting**

- Prior to completing this GCIP application form, it is strongly recommended that the applicant contact the [Planning Services Department](#) to conduct a pre-consultation meeting. The meeting will focus on the proposed project and complete submission requirements. To schedule pre-consultation meeting, email [growthcip@northbay.ca](mailto:growthcip@northbay.ca) or call 705-474-0400 ext. 2402.

**Complete application form**

- Please complete this application form in its entirety before submitting it to the Planning Services Department. Applications must be submitted to [growthcip@northbay.ca](mailto:growthcip@northbay.ca).

**Professional quote (s)/estimates**

- Please attach all quotes and/or estimates from qualified professionals with this application, if applicable.

**Professional drawings**

- Please attach any professional drawing (s) of the proposed works, if applicable. Professional drawings include but may not be limited to: site concept plan, elevations, floor plans, design details and façade designs.
- The costs associated with the development of professional drawings may be eligible under the [Professional Study Grant](#) financial incentive.

**Photographs of existing property and building interior & exterior**

- Please attach digital photos of the current condition of the property, building interior & exterior and works to be improved through the proposed work.

**Additional documentation**

- Please submit any historical documentation or information available for the property, if applicable.
- Please submit any additional information which may be applicable based on the nature of the application or financial incentive being applied for (i.e. tax assessment, historical photos, etc.).

**Please note:** All Growth Community Improvement Plan application forms are deemed complete by the [Planning Services Department](#). A file number will be assigned for complete applications and will be used in all future communications.

<b>1. Applicant Information</b>	<b>Fill Area Below</b>
Applicant Name	
Mailing Address	
Postal Code	
Telephone	
Mobile	
Email	
The Applicant is	Check One: <input type="checkbox"/> Registered Owner <input type="checkbox"/> A tenant <input type="checkbox"/> An authorized agent

<b>2. Owner Information (if different from above)</b>	<b>Fill Area Below</b>
Owner (s) Name	
Mailing Address	
Postal Code	
Telephone	
Mobile	
Email	

<b>3. Subject Property</b>	<b>Fill Area Below</b>
Legal Description	
Municipal Address	
Roll Number	

**4. Describe the present use(s) of the subject lands:**

5. Has an application for planning approval and/or building permit, or any additional required permits, related to the community improvement works, as described above, been submitted to date?

Yes

No

If yes, have any of these approvals or authorizations been received?

Yes

No

6. Please check all the Financial Incentive Program(s) for which you are applying. For more information on the Downtown Target Area, including the target area guidelines, visit [www.northbay.ca/gcip](http://www.northbay.ca/gcip).

Tax Increment Grant

Municipal Fee Grant

Development Charges Grant

Professional Study Grant

Façade Improvement Grant

Building Improvement Grant

Public Art Grant

Sidewalk Patio Grant

Parking and Landscaping Grant

Parking and Transit Fee Grant

7. Please describe the proposed project in detail and how it represents an improvement for the community. For more information on the goals and objectives of the Downtown Target Area, visit [www.northbay.ca/gcip](http://www.northbay.ca/gcip). Please attach additional pages if needed.

Approximate Project Start Date:

Approximate Project End Date:

8. Have you previously applied for any financial incentives through any City of North Bay Community Improvement Plans?

Yes

No

If yes, please explain which program (s), a brief description of the project and when the application was submitted.

<b>9. How many individuals are currently employed at the business operating on the subject property?</b>	<b>Fill Area Below</b>
Full Time	
Part Time	
Seasonal	

<b>10. How many jobs do you anticipate adding once the proposed project is completed?</b>	<b>Fill Area Below</b>
Full Time	
Part Time	
Seasonal	

<b>11. What do you anticipate the new job total will be after the proposed project is completed?</b>	<b>Fill Area Below</b>
Full Time	
Part Time	
Seasonal	

12. What is the estimated total construction cost of the project?

13. What is the estimated total value of the project?

14. Does the property currently have any residential units? If yes, how many?

**15. Are any new residential units proposed for this project? If yes, how many?**

**16. Agreement of Owner/Applicant**

I/We \_\_\_\_\_, have read and agree to the following terms and conditions;

I/We have read and agreed to the requirements found in the Downtown Target Area Guideline document (visit [www.northbay.ca/gcip](http://www.northbay.ca/gcip)).

I/We \_\_\_\_\_, have read and agreed to the general Growth Community Improvement Plan requirements ([Appendix 'A'](#)).

I/We agree that the City of North Bay and Mayor and Council have the right to advertise and announce projects that have received funding under any of the Growth Community Improvement Plan incentive programs;

I/We agree that the City may follow-up with successful applicants by way of survey (s) in future years;

I/We agree that the City of North Bay, Mayor and City Council may use photos of my property and/or building (s) for future marketing and advertising of the City and any Community Improvement Plan programs;

I/We agree that all expenses incurred prior to receiving written recognition of the submission of this application from the City will be deemed ineligible and may result in this and any associated applications being disqualified;

I/We understand that any and all grant (s) can be reduced or cancelled if the agreed upon work is not completed or if contractors/suppliers are not paid;

I/We hereby certify that the information provided 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 grant. Any failure on behalf of the Corporation to verify the information provided is not a waiver of the Corporation's rights;

I/We are not involved in any action or proceeding involving a claim for damage with the Corporation of the City of North Bay;

I/We hereby certify that the property subject to this application and any other property tied to applicant and/or property owner (s) in the City of North Bay are in good standing, including but not limited to; property taxes, status of applicable building permit (s), zoning etc.; and

I/We, the owner of the subject property, \_\_\_\_\_, agree to permit (authorized agent or tenant) \_\_\_\_\_ to submit the Community Improvement Plan application on our behalf and/or for their unit and property information can be shared with them as the agent or tenant.

**Signature of Owner:**

**Signature of Applicant:**

**Date:**

## Appendix 'A' – General GCIP Requirements

All of the incentive programs contained in this CIP are subject to the following general requirements as well as the individual requirements specified under each incentive program. The general and program specific requirements contained in this CIP 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) In the Industrial Target Area, the proposed redevelopment, rehabilitation of an existing industrial building in a M1, M2, M3, M4, MBP, MR, MAP-A or MAP-G zone through Zoning By-law No. 2015-30, as amended, must include a minimum of a 25% increase in useable floor space or have a substantial increase in employment;
- b) An application for any financial incentive program contained in this CIP:
  - i) Can be made only for development, redevelopment, rehabilitation, and/or adaptive reuse of a building or property within the identified target areas of this CIP;
  - ii) Must be submitted to the city prior to the commencement of any works to which the incentive program will apply and prior to the application for a building permit; and
  - iii) Must include plans, drawings, studies, reports, cost and/or other studies, details and information as may be required by the City to satisfy the City with respect to project eligibility, design, performance, and conformity with the CIP.
- c) Review and evaluation of an application and supporting materials against program eligibility requirements will be done by City staff and the Chair of Community Services (hereinafter "Review Team"), who will make the decision to approve, deny or defer the application;
- d) Eligibility will be based on the allocated funds to the CIP, and the applications will be dealt with on a first come first serve basis. Applicants may receive partial funding, if the remaining funds cannot meet the request of the applicant;
- e) Applicants applying under this CIP cannot apply for a tax increment grant program under any other applicable CIP or similar incentives. Properties which are located in multiple target areas can only apply for incentives in one target area for the lifetime of this plan;

- f) As a condition of approval, the applicant may be required to enter into a Grant Agreement with the City. This Agreement will specify the terms, duration, and default provisions of the incentive to be provided. This Agreement is also subject to approval by Council or Council's designate;
- g) 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;
- h) 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;
- i) If the applicant is in default of any of the general or program specific requirements, or any other requirements of the City, the approved grant may be delayed, reduced or canceled, and the applicant may be required to repay part or all of the approved grant;
- j) The applicant will have one (1) year from the time of approval of the application to submit the required information to receive their grant payment. The applicant may apply for an extension in writing; the Review Team has the authority on behalf of Council to grant extensions. Failure to meet the one (1) year requirement, and where no extensions have been given, the application will be deemed to have been denied and no grants will be given;
- k) The City may discontinue any of the programs contained in the CIP at any time, but applicants with approved grants will still receive said grant, subject to meeting the general and program-specific requirements in the allotted time;
- l) Proposed land uses must be in conformity with the Official Plan, Zoning By-law and other planning requirements and approvals;
- m) All proposed works approved under the incentive programs shall conform to provincial laws and City guidelines, by-laws, policies, procedures, and standards;
- n) All works completed must comply with the description of the works as provided in the application form and contained in the grant agreement, if required, with any amendments as approved by the City;
- o) All construction and 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;
- p) Where required by the City, outstanding work orders, and/or orders or requests to comply, and/or other charges from the City must be satisfactorily addressed prior to grant approval or payment;



- q) The property subject to GCIP application, and any other property and/or properties linked to the applicant and/or property owner (s), must be in good standing at the time of application and throughout the entire length of the grant commitment, including but not limited to; property taxes, status of Building Permit (s), zoning, etc.;
- r) City staff, officials, and/or agents may inspect any property that is the subject of an application for any of the incentive programs offered by the City;
- s) The total of all grants and tax assistance provided in respect of the particular lands and buildings for which an applicant is making the application under the programs contained in this CIP and any other applicable CIPs shall not exceed the eligible costs of the improvements to those particular lands and buildings under all applicable CIPs;
- t) An approved application permits City Staff, Officials and/or agents of the City the right to announce approved financial grants once the work has commenced or as agreed upon by the City and the applicant; and
- u) Proponent agrees to provide annual reporting documentation for the entirety of their tax increment period (four (4) years).