



# Municipality of Huron East



## Brussels Community Improvement Plan Application Package

July 2017

The Municipality of Huron East is pleased to announce that the Brussels Community Improvement Plan is finalized, and is now accepting applications for the Commercial Facade Improvement Grant Program.

Before completing an application, applicants should review the Brussels Community Improvement Plan, in particular, the following sections;

- (i) Façade Improvement Grant Eligibility Criteria (*Ref: Appendix I*)
- (ii) General Eligibility Requirements. (*Ref: Section 7.1*)

The plan can be found in its entirety on the Municipality of Huron East website.  
[http://www.huroneast.com/he\\_gov/documents/2017BrusselsCIPforWebsite.pdf](http://www.huroneast.com/he_gov/documents/2017BrusselsCIPforWebsite.pdf)

Prior to submitting the grant application, applicants are required to arrange and participate in a **pre-application consultation meeting** with one or more members of the Huron East Community Improvement Plan Review Team to discuss and confirm application requirements, program eligibility, proposed scope of work, project timing, supporting documentation and other requirements.

Heritage properties located in the CIP district and designated under Part IV and/or Part V of the Heritage Act may also be eligible for a Heritage Tax Relief Grant or Loan; however, the applicant will be required to submit a separate application, which will be reviewed by the municipal heritage committee prior to work being undertaken. Applications can be obtained at the Municipal Office located at Seaforth Town Hall 72 Main Street South or by calling 519.527.1710.

The municipality is excited to introduce this program and the benefits it will bring to its community. With collaboration, shared investment, and a unified vision, together we can build a better Brussels and Huron East.

Contact for the Downtown Brussels Community Improvement Plan:

Jan Hawley, Economic Development Officer, Municipality of Huron East  
[jhawley@huroneast.com](mailto:jhawley@huroneast.com)  
Box 610, 72 Main St., Seaforth ON, N0K 1W0 519-527-0160



# Brussels Community Improvement Plan Application Package

## COMMUNITY IMPROVEMENT PLAN GRANT PROGRAM- INFORMATION

*Please retain for your records*

### **PURPOSE OF THE GRANT**

This grant may only be used for the purposes of commercial façade improvements as indicated on the application form. The improvements must also be eligible for grant approval under the terms of the program.

The grant assignment is non-transferable between properties, property owners, authorized tenant or another individual or corporation.

### **FREEDOM OF INFORMATION AND PROTECTION PRIVACY ACT**

Applications made under the terms of this program are made publicly available.

### **PAYMENT OF THE GRANT**

Applicants of approved projects will be notified in writing and will be required to enter into an Execution Agreement with the Municipality. The payment of the grant will be disbursed by cheque made payable to the owner/tenant (named applicant) following:

- Completion of approved improvements in its entirety
- Proof of payment of all invoices
- Confirmation that taxes are current
- Compliance with all terms and conditions of the application procedure, inspection procedures and completion of work within the prescribed time frame that is eighteen (18) months from the approval date of the application



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### **LIMITATIONS OF LIABILITY AND INDEMNIFICATION, FURTHER CONDITIONS**

Staff, officers and agents shall be saved harmless arising out of any actions or approvals granted, or any building code infractions of the Municipality of Huron East associated with the completed work.

The Municipality of Huron East shall be entitled to at any time impose such additional terms and conditions on the use of the grant, which in its sole discretion deems appropriate.

### **GRANT REPAYMENT**

The grant recipient (applicant) must repay the whole or any portion of the grant, if the recipient (applicant):

- Knowingly provides false information on the application form, or throughout the process of the application.
- Uses grant monies for anything other than approved works forming part of the application.
- Breaches any terms or conditions of the grant.

### **UNUSED PORTIONS OF THE APPROVED GRANT**

The Municipality of Huron East may withhold any portion of the grant above the final construction costs if the final cost differs from the estimates provided with the application.

Proper accounting procedures must be used in relation to the payment of invoices for improvements and works constructed under the terms of the grant.



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## Description of Terms and Conditions

If the grant application is approved, the applicant will receive information detailing the terms and conditions of the grant and listing permits etc. that may be required.

Requirements that frequently appear:

### **Building Permits**

Are required for various types of construction/ renovation to facades i.e. stucco. Building Permits may also be required for awnings or replacing windows and/or doors.

[http://www.huroneast.com/he\\_gov/documents/BuildingPermitApplication.pdf](http://www.huroneast.com/he_gov/documents/BuildingPermitApplication.pdf)

### **Sign Permits**

Are required for various types of signs including awnings with lettering. Signs must also be in conformity with the current Sign By-Law.

[http://www.huroneast.com/he\\_gov/documents/SignBy-lawGuidelinesandPermitForm.pdf](http://www.huroneast.com/he_gov/documents/SignBy-lawGuidelinesandPermitForm.pdf)

### **Road Occupancy Permits**

Are often required to temporarily close access to municipal sidewalks or laneways in order to provide safety to the public. Contact the Public Works Department. 519.527.1710

### **Encroachment Agreements**

If an improvement to a property is located entirely or partly in, on, under or above municipal property, an Encroachment Agreement may be required.

Note: Building Permits, Sign Permits, Road Occupancy Permits, and Encroachment Agreements must be obtained prior to the commencement of work.

### **Who can complete the Renovations?**

Many repairs and renovations to buildings - including stucco, siding, masonry work, framing, replacement of windows, etc.- must be completed by a contractor/contracting business that has its Trade Licence to engage in the business of carrying out repairs or renovations of buildings.

ESA (Electrical Safety Authority) Licence - Most electrical work requires the services of a licensed electrical contractor.

Please note that Building Code, Fire Code, or Property Standards Violations must be rectified and property taxes must be paid in full prior to grant monies being advanced for completed work. No grant funds will be paid out until all condition are met.



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## Owner Information

Name of Owner	
Contact Name	
Mailing Address	
City & Postal Code	
Telephone Number	
Cell Number	
Email	
If Corporation or Partnership, Date of Incorporation/ Registration of Business	
Name of Registered Shareholders/Partners (include percentages of ownership)	

## Applicant Information\* (Only complete this section if the applicant is not the owner)

Is the applicant the owner of the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, please do not complete this section.</i>
Name of Applicant	
Contact Name	
Mailing Address	
City and Postal Code	
Telephone Number	
Cell Number	
Email	



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## Property Information

Property Address	
Is the property designated under the Ontario Heritage Act?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Name of Business	
Nature of Business	

## Work Estimates

Please attach, two (2) independent contractor estimates for each component of the proposed improvement. Grant will not necessarily be awarded based upon the lowest bid. Contractors must provide a copy of their WSIB Clearance Certificate with the estimate.

Preferred Contractor	
Estimated Cost	
Second Contractor	
Estimated Cost	
Total Grant Requested (\$)	



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## Description of Proposed Improvements

Please provide a written description of the proposed improvements. Attach the following items: (1) photographs of the existing condition of the property; (2) historical photographs and/or drawings of the property (if possible); (3) building drawings prepared by a professional, (4) a work plan for the improvements; and (5) two cost estimates for eligible work provided by licensed and insured contractors.

## Signature of Owner/Authorized Agent; Affidavit or Sworn Declaration Date of Application Submission

I, \_\_\_\_\_, solemnly declare that the information contained in this application is true, and that the information contained in the documents that accompany this application is true.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

### Authorization:

*If the applicant is not the owner of the land that is the subject of this application, written authorization of the Owner that the applicant is authorized to make the application must be included in this application.*

*The personal information on this form is collected under the legal authority of the Planning Act, Section 28. The personal information will be used for determining your eligibility for a grant.*



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## COMMUNITY IMPROVEMENT PLAN GRANT PROGRAM

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

### AUTHORIZATION OF OWNER FOR AGENT TO MAKE THE APPLICATION

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize \_\_\_\_\_, to make this application on my behalf.

\_\_\_\_\_  
Name of Owner (Please Print)

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

### CONSENT OF THE OWNER TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purpose of processing this application.

\_\_\_\_\_  
Name of Owner (Please Print)

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner