

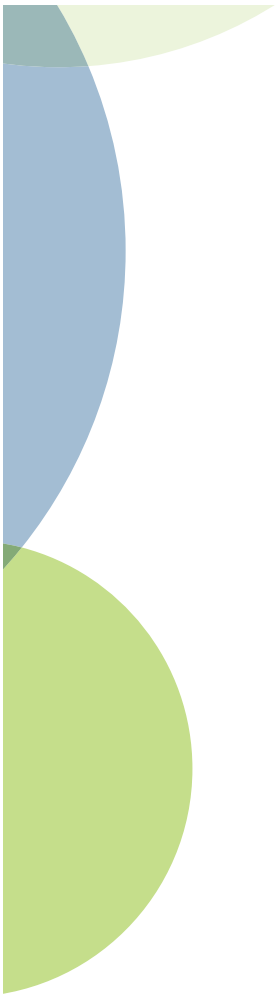
# Niagara Gateway Economic Zone and Centre Community Improvement Plan

## Incentive Programs Application Form



  
Niagara's  
Economic  
Gateway

[www.niagaragatewaycip.ca](http://www.niagaragatewaycip.ca)



# NIAGARA GATEWAY CIP INCENTIVE PROGRAM

## application form

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### PROGRAM DESCRIPTION AND BACKGROUND INFORMATION

*Please Note: This application form is to be used by persons wishing to apply for funding through the Gateway Community Improvement Plan (CIP) Incentive Program and is to be filled out by the owner or an agent authorized by the owner.*

The purpose of the Gateway CIP Program is to revitalize, strengthen and diversify the economy in Niagara by promoting private sector investment, development, redevelopment and construction activity on the employment lands in the Gateway Economic Zone and Centre.

Before filling out this form, please read the attached CIP Program Guide and arrange for a Gateway pre-application meeting with staff. By completing and submitting this application, you acknowledge and agree that the information contained herein may be used or made public by the Niagara Region through public reports to Regional Council or as otherwise required for the administration of Regional business.

If you find insufficient space on this form to respond to the questions, please provide additional information on a separate page and attach it to the completed form.

Please **PRINT** clearly, the information required on this form.

### Checklist for Consideration

*Before completing and submitting this application, please refer to the following checklist to confirm that you are eligible to apply for Gateway CIP incentives.*

- My property is within the Gateway CIP Project Area (see the companion Gateway CIP Program Guide for a map outlining the approved CIP Project Areas)
- My property is within a Strategic Location for Investment
- I have not yet obtained a building permit for this work
- I have not yet commenced any work to which this funding would apply
- The appropriate planning approvals have been received
- I have included the necessary documents required by the local area municipality and the Niagara Region
  - Plans
  - Drawings
  - Studies
  - Reports
- The proposed land use for the property is in conformity with the Regional Official Plan (ROP) and applicable local official plans (OPs), zoning by-laws and other planning requirements and approvals at the local and Regional levels



## OFFICE USE ONLY

1. Date of Submission: \_\_\_\_\_  
Day Month Year

## 2. Applicant Information

**a. Registered Owner** *(if a numbered company, please also provide company operating name and name and address of principal owner)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Applicant Name and Position \_\_\_\_\_

*(if different from owner; applicant must be a person able to bind the company)*

**b. Agent** *(All correspondence will be sent to the applicant, unless otherwise directed)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please circulate to both the registered owner AND the agent on all correspondence

**c. Agent Authorization**

I/we appoint and empower the agent listed above to act on my/our behalf with respect to this application.

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

*(or person who can bind the company)*

Applicant Name/Organization: \_\_\_\_\_

### 3. Description of the Property

a. Municipality

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b. Municipal address

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c. Legal description *(lot number, registered plan number, concession, reference plan, etc.)*

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d. Assessment Roll Number (ARN)

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e. Current zoning designation

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### 4. Status of Other Applications

Are there existing, or have there been previous applications to receive incentives on the subject lands?

Yes  No

If the answer is yes, please specify the type and amount of funding applied for, and the status of that application (if known).

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## 5. Description of the Project

a. Size of property \_\_\_\_\_

b. Existing property use \_\_\_\_\_

c. Number of existing buildings on property *(please indicate any plans regarding proposed demolition of existing structure)*

d. Size of existing buildings on property

**e. Project description**

*(In the space below, please provide a brief description of the project, including the size of specific new development/expansion)*

**f. Business description** *(in the space below, please provide a brief history of your business; e.g., core business, year established, changes in ownership, description of clients, markets, etc.)*

**g. Economic description** *(in the space below, please describe the economic benefits of the project; e.g., synergies with other industries, expanding local output, community partnerships, global significance, etc.)*

## 6. Project Investment

(Please fill in the chart below based on your anticipated investment in the project. Certain information required below will not affect project eligibility or the points achieved, however it must be included for analysis and reporting purposes.)

Projected Expenses (Years 1-5)	Amount (\$)
Land acquisition	
Site preparation	
Construction of new facility/upgrading existing facility <i>Note: Construction value must match the construction value listed on the building permit.</i>	
Value of equipment to be purchased/installed	
Operational costs (i.e. salaries, administration, etc.)	
<b>TOTAL</b>	

**a. Estimated funding for eligible costs expected from other sources**

(please list sources and amounts) \_\_\_\_\_

## 7. Please indicate the following:

**a. The expected number of full-time or full-time equivalent (FTE)\* jobs created through the project**

(estimate total within one year of project completion/occupancy) \_\_\_\_\_

**b. The expected number of full-time or full-time equivalent (FTE) jobs retained through the project**

(estimate total within one year of project completion occupancy)\*\* \_\_\_\_\_

**c. Please outline briefly your business case explaining how or why the proposed expansion/development is necessary to retain the specific number of jobs indicated above \*\***

\_\_\_\_\_

\_\_\_\_\_

**d. The estimated construction value of the project** (please note this figure must match that indicated on the building permit for the project; should there be discrepancy the construction value indicated on the building permit will be used)

\_\_\_\_\_

**e. The current assessed value of the property**

\_\_\_\_\_

**f. The current property taxes**

\_\_\_\_\_

**g. The expected START date of the project**

\_\_\_\_\_

**h. The expected END date of the project**

\_\_\_\_\_

\*Full Time Equivalent (FTE) is the number of working hours that represents one full-time employee during a fixed time period. For example, a normal full time employee works 1680 hours per year (35h X 48 weeks [52 weeks- 4 weeks of vacation]). Someone working 1420 hours during that year would represent .84 FTE (1420/1680). Two employees working in total 1600 hours during that same period would represent .97 FTE. For this grant, the jobs created through construction of the building are not considered full time or FTE and will not be used for calculating the economic performance score and the total grant amount for the project. \*\*For the purposes of this program, a retained job is defined as any job that is fully dependent or contingent upon the completion of the proposed expansion or development for its ongoing viability and continuation. Should you wish, attach your business case explanation to this application form and be sure to note above that you have done so.

## 8. Environmental Design Criteria

8a. In applying for funding, applicants may choose to incorporate LEED Certification OR Smart Growth Design Criteria into the project. Please indicate which program the project will be using:

LEED Anticipated level of LEED Certification:

Niagara Region Smart Growth Design Anticipated number of criteria to be met:  
Please refer to 8b and check off all criteria the project will be incorporating.

8b. If you indicated the project will be complying with Niagara Region Smart Growth Design Criteria, please check all Smart Growth design elements that the project will be incorporating. Please attach documentation outlining specifically how these criteria will be met.

On-site parking, located predominantly at the side or rear of the building. Parking located in front of the building does not occupy more than 50% of the lot frontage and it's depth does not exceed 2 parking bays plus a single access lane

Building facades facing the street provide architectural design treatments which include colour and material variations, windows and articulations in the wall plane

Development provides appropriate number of bicycle parking, storage facilities and change room facilities that exceed the minimum zoning by-law OR, if no requirements, meets the following:

1 per 500 m<sup>2</sup> of gross floor area, 80% of the spaces Class 1 and 20% Class 2

A shower/change facility is required for each gender if the gross floor area of the development is 20,000 m<sup>2</sup> or more

An entrance faces the road and is connected to the road by a walkway and off-street trails/walkways are provided if possible to minimize travel distances (e.g. connecting cul-de-sacs, connecting to transit stops, and access to public spaces) and/or contribute to broader community trail systems

On-site collection and storage facilities for recyclable waste AND one of the following: garden roof/ green roof; open grid paving or use of high-albedo materials; energy is generated on site from renewable energy sources; other suitable methods as approved by the local area municipality and Region

Use of at least one of the following strategies to reduce water consumption: drought-tolerant native species, captured rainwater, recycled wastewater; other non-potable water sources such as stormwater, air conditioning condensate, foundation drain water



## 9. Outstanding Items

**Are there any outstanding work orders on this property? If yes, please identify the nature of the work orders.**  
*(Please attach copies of existing work orders or enforcement notices to this application, if applicable)*

	NO	YES
Fire Code		
Building Code		
Property Standards		
Zoning By-Law Infractions		
Other Municipal By-Law Infractions		

## 10. Other Information

Please list and provide any other information that may be useful in reviewing this application (e.g., economic impact estimates, business case, etc.). Along with this application, please ensure you have attached one (1) copy of each of the following documents:

- Plans
- Drawings
- Studies
- Reports
- Cost and economic impact estimates
- Construction value *(estimates or quotations)*
- Other information *(Please provide any other information that may be useful to us in reviewing this application below)*

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## II. Execution of Agreement

All applicants are required to execute an agreement with the local area municipality and the Region outlining the terms and conditions of payment. A sample agreement has been included in this package. This application package must be submitted to the Gateway CIP contact in the municipality in which the project will take place (a listing of whom is included in this package). Confirmation will be sent to the applicant upon receipt of application.

## 12. Affidavit or Sworn Declaration

I, \_\_\_\_\_ of the  
*Please PRINT Name of Applicant*

\_\_\_\_\_ in the Province of \_\_\_\_\_  
*City/Town/Township Province*

verify that the information contained in this application is true and accurate to the best of my knowledge and belief.

\_\_\_\_\_  
*Applicant's Signature (Original Signature Required)*

\_\_\_\_\_  
*Date*





  
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