

TOWN OF INGERSOLL COMMUNITY IMPROVEMENT PLAN GENERAL INCENTIVE PROGRAM REQUIREMENTS

All of the financial incentive programs contained in the Town of Ingersoll Community Improvement Plan are subject to the following requirements as well as the individual requirements specified under each program. The general and program specific requirements contained in the Community Improvement Plan are not necessarily exhaustive and the Town reserves the right to include other requirements and conditions as deemed necessary on a program specific or property specific basis.

SUBMISSION OF APPLICATION:

Please submit the completed application form and other information as set out herein to:

Town of Ingersoll
Economic Development Office
130 Oxford Street (2nd Floor)
Ingersoll, ON N5C 2V5

Attention: Curtis Tighe, Economic Development Officer
Phone: 519-485-0120 Ext. 2225
curtis.tighe@ingersoll.ca

All of the financial incentive programs contained in the Town of Ingersoll CIP are subject to the following general program requirements as well as the individual requirements specified under each program. The general and program specific requirements contained in the CIP are not necessarily exhaustive and the Town reserves the right to include other requirements and conditions as deemed necessary on a property specific basis:

- a) Application for any of the incentive programs contained in the CIP can be made only for properties identified within the Community Improvement Project Area (CIPA, as shown as Figure 1 of the Community Improvement Plan).
- b) It is at the discretion of Council to establish priority areas, property targets and limits of funding for CIP projects within the CIPA area;
- c) Application for any financial incentive program contained in this CIP must be submitted to the Town prior to the commencement of any works to which the financial incentive program will apply and prior to application for building permit;
- d) If the applicant is not the owner of the property, the applicant must provide written consent from the owner of the property to make the application;
- e) An application for any financial incentive program contained in the CIP must include plans, estimates, contracts, reports and other details as required by the Town to satisfy the Town with respect to costs of the project and conformity of the project with the CIP;
- f) As a condition of grant/loan application, the Town may require the applicant to submit for approval as deemed necessary by the Town's Economic Development Officer or designate:
 - i) A Business Plan, with said plan to the Town's satisfaction;
 - ii) Professional urban design studies/architectural drawing(s) which shall have regard to the Town's Central Area Design Study;
 - iii) Impact studies such as but not necessarily limited to traffic studies and studies of microclimatic conditions (sun, shadow, wind);
- g) Review and evaluation of an application and supporting materials against program eligibility requirements will be done by Town staff. Approval of the application has been delegated to Town staff by Town Council;
- h) Each program in the CIP is considered active if Council has approved implementation of the program, and Council has approved a budget allocation for the program (as applicable);
- i) As a condition of application approval, the applicant shall be required to enter into a grant/loan agreement with the Town. This Agreement will specify the terms, duration and default provisions of the incentive to be provided;

- j) Where other sources of government and/or non-profit organization funding (Federal, Provincial, County, CMHC, Federation of Canadian Municipalities, etc...) that can be applied against the eligible costs are anticipated or have been secured, these must be declared as part of the application. Accordingly, the grant/loan may be reduced on a prorated basis;
- k) The Town 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;
- l) The Town 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 and/or loan;
- m) If the applicant is in default of any of the general or program specific requirements, or any other requirements of the Town, the Town may delay, reduce or cancel the approved grant and/or loan, and require repayment of the approved grant and/or loan;
- n) The Town may discontinue any of the programs contained in this CIP at any time, but applicants with approved grants and/or loans will still receive said grant and/or loan, subject to meeting the general and program specific requirements, and applicants with approved loans will still be required to repay their loans in full;
- o) All proposed works approved under the financial incentive programs and associated improvements to buildings and/or land must conform to any Façade Design Guidelines put in place by the Town, and all other Town guidelines, by-laws, policies, procedures, and standards;
- p) All works completed must comply with the description of the works as provided in the application form and contained in the program agreement, with any amendments as approved by the Town;
- q) Existing and proposed land uses must be in conformity with applicable Official Plan(s), Zoning By-law and other planning requirements and approvals at both the Town and County level;
- r) All 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;
- s) When required by the Town, outstanding work orders, and/or orders or requests to comply, and/or other charges from the Town must be satisfactorily addressed prior to grant and/or loan approval/payment;
- t) Property taxes must be in good standing at the time of program application and throughout the entire length of the grant/loan commitment;
- u) Town staff, officials, and/or agents of the Town may inspect any property that is the subject of an application for any of the financial incentive programs offered by the Town;

- v) Eligible applicants can apply for one, more or all of the incentive programs contained in the CIP, but no two programs may be used to pay for the same eligible cost. Also, the total of all grants and loans provided in respect of the particular property for which an applicant is making application under the programs contained in the CIP and any other CIPs, shall not exceed the eligible cost of the improvements to that property under all applicable CIPs;
- w) The total of all grants and loans provided in respect of the particular lands and buildings of an applicant under the programs contained in this CIP shall not exceed the cost of rehabilitating said lands and buildings.