



MUNICIPALITY OF EAST FERRIS

COMMUNITY IMPROVEMENT PLAN

APPLICATION PROCESS





The following general information is required to be submitted as part of the application:

PRE-CONSULTATION MEETING

Prior to completing the Community Improvement Plan Application Form, the applicant should contact the Municipality to conduct a pre-consultation meeting with the CIP Administrator. The meeting will discuss the proposed project and complete submission requirements.

COMPLETE APPLICATION FORM

Please complete and sign the attached application form and submit it to the CIP Administrator.

TWO QUOTES FOR PROPOSED WORK

Please submit with the application two qualified quotes for the proposed works.

DRAWINGS

Please submit drawings of the proposed works which may include site concept plan, elevations, floor plans, design details etc.

PHOTOGRAPHS OF EXISTING PROPERTY

Please submit digital photos of the current condition of the property/works to be improved.

**ADDITIONAL DOCUMENTS
(If applicable)**

Proof of ownership of property (or written consent from the property owner approving the proposed project and permitting the applicant to submit a CIP Application for the property).

Please submit any additional information which may be appropriate based on the nature of the application or financial program being applied for (example: most recent tax assessment).

For a complete list of Financial Incentive Programs available and the eligibility criteria for each please refer to the Municipality of East Ferris website. www.eastferris.ca

All CIP Application Form's deemed complete, must be approved by the CIP Evaluation Committee, in order to continue and the appropriate agreement must be executed prior to commencing any work.

Please note: A file number will be assigned for complete applications and this should be used in all communications.

If additional supporting material or documentation is required, or becomes necessary during the processing of the application, the applicant will be contacted and informed prior to the application proceeding.

If any questions arise, please contact:

Greg Kirton, Manager of Planning & Economic Development
Municipality of East Ferris
705-752-2740
greg.kirton@eastferris.ca

If applying for the **Exterior & Façade Improvement Grant**, provide the name of the qualified third-party contractor who will be completing the proposed renovations:

(Note: Applicants may perform their own renovations. However, in that case, labour costs will not be considered eligible.)

If applying for the **Signage Improvement Grant**, provide the name of the qualified third-party contractor who will be completing the proposed renovations:

PROJECT BUDGET

If applying to the **Exterior & Façade Improvement Grant**, provide a description and the cost of the renovation project to be completed:

Installation Fees	\$
Materials	\$

If applying to the **Signage Improvement Grant**, provide a description and the cost of the signage project to be completed:

Installation Fees	\$
Materials	\$

If applying to the **Municipal Fee Grant**, provide a description of the municipal permits required to complete the project (example. Building permits etc.) and costs for each:

TYPE OF PERMIT	COST (\$)
	\$
	\$
	\$
	\$

Total Project Costs

\$ _____

Funding Sources

Applicant: _____

Municipality of East Ferris: _____

Other Sources (identify): _____

Total Project Funding: _____

Note: total funding should match total costs.

Tax Increment Equivalent Grant Program

Please indicate the pre and post project assessed value of the property.

Pre-project assessed value:	\$
Post-project assessed value:	\$

PROJECT TIMELINE

**Within 2 year timeframe*

Project Start Date	
Project End Date	

BACKGROUND

Have any previous CIP Applications been submitted for this property?

- Yes
- No

If yes, provide details and Application Number below:

Are there any outstanding Work Orders on this property?

- Yes
- No

(If yes, identify the nature of the Work Order and attach a copy to the Application)

CERTIFICATION

All information provided is kept strictly confidential subject to the Municipal Freedom of Information Act.

The applicant consents to the use of its name, address and before and after photos to be used in connection with any program funding announcements.

I/We agree to abide by the terms and conditions of the CIP Program. I/We understand that the grant 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 provided is true, correct and complete. If any information provided is or subsequently becomes untrue, incorrect or incomplete, the Municipality may immediately cancel the grant. I/We are not involved in any action or proceeding involving a claim for damage with the Municipality.

I agree that all expenses incurred prior to receiving written recognition of approval from the Municipality of East Ferris will be deemed ineligible and may result in this and any associated application being disqualified.

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____