

DOWNTOWN HAMILTON OFFICE CONVERSION GRANT (DHOCG) PROGRAM



APPLICATION FORM

APPLICATION FEE	PROGRAM CONTACT	FOR CITY STAFF USE ONLY	
\$1,130.00 (Payable by Cheque to The City of Hamilton)	Johnpaul Loiacono, RPP MCIP Senior Project Manager johnpaul.loiacono@hamilton.ca 905-546-2424 x5134	Application File #	
		Date Submitted	

SUBMISSION INSTRUCTIONS	COMPLETE APPLICATION CHECKLIST
<p>Submit complete application to: johnpaul.loiacono@hamilton.ca</p> <p>For mailing or in-person delivery of application fee: City of Hamilton – Attention: Johnpaul Loiacono Economic Development Division Commercial Districts and Small Business Section 71 Main Street West, 7th Floor Hamilton ON, L8P 4Y5</p>	<ul style="list-style-type: none"><input type="checkbox"/> Completed and signed application form<input type="checkbox"/> A Business Plan for the planned development<input type="checkbox"/> Site Plan and architectural drawings for the planned development<input type="checkbox"/> Application fee

SECTION A: IMPORTANT INFORMATION BEFORE SUBMITTING THIS APPLICATION

- 1) Arrange a pre-consultation meeting with the Program Contact prior to submitting an application in order to determine potential eligibility
- 2) An application to the DHOCG Program must be submitted to the City prior to incurring eligible costs and the issuance of a Building Permit respecting the construction of 'Eligible Units'.
- 3) All applicants are required to review the detailed City Council approved DHOCG Program description and terms (including details of eligible and ineligible costs) available at:
<https://investinhamilton.ca/news-resources/downtown-hamilton-office-conversion-grant-program>

- 4) For the purposes of this Program:
- a) a 'Site' shall mean all properties/parcel of land associated with the building subject to an application under this Program;
 - b) an 'Eligible Unit' shall include only the following which shall also be in compliance with Section B, Paragraph 2 of the DHOCG Program:
 - i) A residential 'Dwelling Unit' or 'Dwelling Unit, Mixed Use', as defined in Hamilton Zoning By-law 05-200, as amended; or
 - ii) A 'Hotel Room' meaning an individual room(s) providing sleeping accommodations and sanitary facilities, which may or may not include kitchen facilities, and which comprises part of a 'Hotel' use as defined under Hamilton Zoning By-law 05-200;
- And shall exclude any of the foregoing that is owned in whole or in part or operated by or leased an Education Establishment as defined below.
- iii) An 'Educational Establishment' shall mean a non-for-profit university or college (established pursuant to the *Ontario Colleges of Applied Arts and Technology Act, 2002*, and its regulations) for academic instruction receiving funds from the Province of Ontario and shall include a hospital or institution.
- 5) Confirm that the Site subject to the application is located within the **Central Business District (Sub Area 1)** of the Downtown Hamilton Commercial District in which this program is made available. The Downtown Hamilton Commercial District is defined through the Revitalizing Hamilton's Commercial Districts Community Improvement Project Area By-law 25-114, which is attached to this Application form and available at: <https://www.hamilton.ca/sites/default/files/2025-05/25-114.pdf>
- 6) Applications shall include reports, plans, estimates, contracts and other details as may be required to satisfy the City with respect to the eligible costs and conformity of the project with the Revitalizing Hamilton's Commercial Districts Community Improvement Plan.
- 7) Ensure all required information and supporting documentation is provided as per the checklist contained herein.
- 8) Determine that the last confirmed use on the Site was 'Office' as defined in the City of Hamilton's Zoning By-law 05-200, that the proposal creates a minimum of 10 'Eligible Units', and, where the tenant is the Applicant, determine that the 'Eligible Units' are established via a long-term leasehold of no less than 99 years, as required in the Program description and terms.

SECTION B: OWNER AND APPLICANT INFORMATION

Name of Registered Property Owner					
Shareholders of Registered Property Owner (including % ownership)					
Name of Lessee (If Applicable) (note: the Lessee must have an agreement of a long-term leasehold of no less than 99 years)					
	<p>Has the Owner consented to the application?</p> <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Owner consent must be provided in the Sworn Declaration section of this Application form.</p>				
Mailing Address of Property Owner	Street				
	City		Province		Postal Code
Primary Contact for Property Owner/Lessee	Name				
	Email		Phone		
Agent for Owner/Lessee (If Applicable)	Name				
	Email		Phone		
Criminal Offences	<p>Has the Applicant been convicted of any criminal offence for which a record suspension or pardon has not been granted? (For applicants that are Corporations, this question must be answered on behalf of all principals of the Corporation)</p> <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p style="text-align: center;">If Yes, submission of a criminal conviction record check may be required.</p> <p>I, _____, certify that my answer is true to the question of whether or not I (or the principal(s) of the Corporation) have been convicted of any criminal offence for which a record suspension or pardon has not been granted.</p> <p>Signature: _____</p>				

SECTION C: SITE/PROPERTY INFORMATION

All Properties Subject to this Application (the Site)	Municipal Address(s)	
	Legal Description(s)	
	Roll Number(s)	
	Zoning	
	Total Site Area	_____ ha. (_____ ac.)
Designated Heritage Buildings	Are there any buildings designated under Part IV or V of the <i>Ontario Heritage Act</i> located on the site? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Work Orders	Are there any outstanding Municipal, Provincial or Federal Government orders on the site? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please describe:	
Existing Buildings	Are there any other existing buildings on the site? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please describe (including existing floor area):	
Existing Uses on the Site		

SECTION D: FINANCIAL DETAILS

Property Taxes	<p>Current Property Taxes paid annually for all properties? \$ _____</p> <p>Are any of the properties in tax arrears? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p style="margin-left: 40px;">If Yes, what is the value of the arrears? \$ _____</p>
Other Government Grants and Loans	<p>Has, or will, the planned development be the subject of any other financial assistance from the City of Hamilton, Provincial/Federal Governments or related agencies? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p style="margin-left: 40px;">If Yes, please provide details including value of assistance:</p>
Other Financial Assistance	<p>Will unit conversions be partially or wholly funded by an entity other than the registered property owner? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p style="margin-left: 40px;">If Yes, please provide details including the value of assistance:</p>

SECTION E: PLANNED DEVELOPMENT DETAILS

Planned Development	<p>Provide a detailed description of the planned development including all uses, storeys, number of units (in table below), floor area, etc. Please include detailed plans.</p>			
	Number of 'Eligible Units' Created			
	One-Bedroom	Two-Bedroom	Three-Bedroom	Hotel
Sustainable Building Elements	<p>Will the planned development include a mix of affordable residential units supported by a Federal, Provincial Municipal or related agency program? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Will the planned development achieve certification for environmental sustainability? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Will the planned development connect, or be designed to allow for future connection to, a district energy system? Yes <input type="checkbox"/> No <input type="checkbox"/></p>			

Sustainable Building Elements	If Yes to any of the above questions, please provide details:																	
Anticipated Development Timeframe	Works Start Date:		Development Completion Date:															
Estimated Costs Breakdown	Estimated costs for 'Eligible Units' by type?																	
	<table border="1"> <thead> <tr> <th>Unit Type</th> <th>Number of Units</th> <th>Cost/unit</th> </tr> </thead> <tbody> <tr> <td>One-Bedroom</td> <td></td> <td></td> </tr> <tr> <td>Two-Bedroom</td> <td></td> <td></td> </tr> <tr> <td>Three-Bedroom</td> <td></td> <td></td> </tr> <tr> <td>Hotel</td> <td></td> <td></td> </tr> </tbody> </table> <p>Estimated soft costs (e.g. architectural and engineering fees)? (Not including any fees levied by the City including those associated with Building or Planning applications)</p> <p style="text-align: right;">\$ _____</p>				Unit Type	Number of Units	Cost/unit	One-Bedroom			Two-Bedroom			Three-Bedroom			Hotel	
Unit Type	Number of Units	Cost/unit																
One-Bedroom																		
Two-Bedroom																		
Three-Bedroom																		
Hotel																		

SECTION G: SWORN DECLARATION

I/WE HEREBY APPLY for a grant under the DHO CG Program.

I/WE HEREBY AGREE to abide by the terms and conditions of the DHO CG Program as specified in this application and in the City of Hamilton Revitalizing Hamilton 's Commercial Districts Community Improvement Plan (please refer to Plan for additional details).

I/WE HEREBY AGREE to enter into an DHO CG Agreement with the City of Hamilton that specifies the terms and conditions of the grant.

I/WE HEREBY AGREE to abide by the terms and conditions of the DHO CG Agreement.

I/WE HEREBY CERTIFY that the information contained in this application is true, correct and complete in every respect and may be verified by the City of Hamilton by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.

I/WE HEREBY AGREE that any work carried out prior to the submission of a complete application to the City is ineligible.

I/WE HEREBY GRANT PERMISSION to the City, or its agents, to inspect my/our property prior to, during, and after environmental remediation, site rehabilitation and project construction.

I/WE HEREBY AGREE that the program for which application has been made herein is subject to cancellation and/or change at any time by the City in its sole discretion, subject to the terms and conditions specified in the Program Description. Participants in the program whose application has been approved will continue to receive grant payments, subject to their DHO CG Grant Agreement.

I/WE HEREBY AGREE that all grants will be calculated and awarded in the sole discretion of the City and that notwithstanding any representation by or on behalf of the City, or any statement contained in the program, no right to any grant arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the DHO CG Program and DHO CG Grant Agreement. The City is not responsible for any costs incurred by the Owner/Applicant in any way relating to the program, including, without limitation, costs incurred in anticipation of a grant.

I/WE HEREBY GRANT PERMISSION for the City to utilize site and development photos in public reports and promotional materials.

Dated at the _____, this _____ of _____, _____
(City/Town of...) Day Month Year

_____ Name (Owner/Lessee, If Applicable)	_____ Title	_____ Signature	_____ Date (MM/DD/YY)
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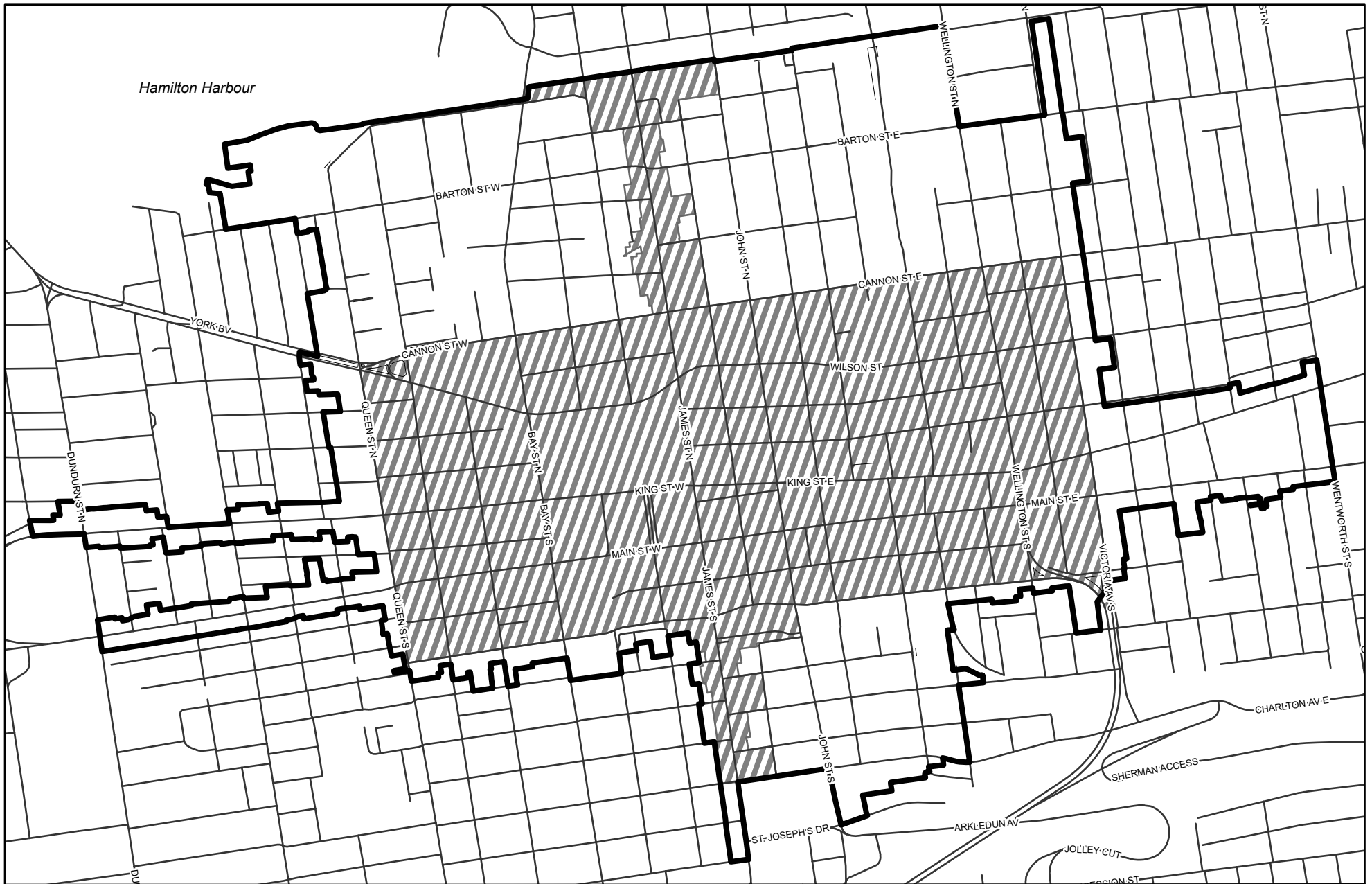
_____ Name (Owner for Consent, If Applicable)	_____ Title	_____ Signature	_____ Date (MM/DD/YY)
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Name (Agent, If Applicable)

Title

Signature

Date (MM/DD/YY)



Date:
June 2025



Not To Scale

Revitalization Hamilton's Commercial Districts Community Improvement Project Area Map

-  Downtown Hamilton Commercial District Community Improvement Project Area
-  Sub-Area 1: Central Business District



Hamilton
PLANNING & ECONOMIC
DEVELOPMENT DEPARTMENT