



Planning and Economic Development Department
Commercial Districts and Small Business Section
71 Main Street West, 7th Floor
Hamilton, Ontario L8P 4Y5
Phone:(905) 546-2424

**2.10% of loan amount Administration Fee for
Designated Commercial, Industrial or like properties.
\$390.00 Administration Fee for other properties***

***Program changes were approved by Council in October 2025. Fees continue to reflect 2025 User Fees and Charges By-law No. 25-023 approved in January 2025 identified under the previous program name.**

HERITAGE REVITALIZATION LOAN PROGRAM

APPLICANT INFORMATION

Property Address:
Property Owner:
Name of Tenant (if applicable):
Mailing Address:
Phone Number:
Fax Number:
Cell Phone Number:

PROPERTY INFORMATION

Registered Plan Number(s)	
Lot Number(s)	
Assessment Roll Number(s)	

WORK ESTIMATES

*Must attach two (2) independent contractor estimates for the proposed improvement.

Name of Preferred Contractor: _____

Amount: _____

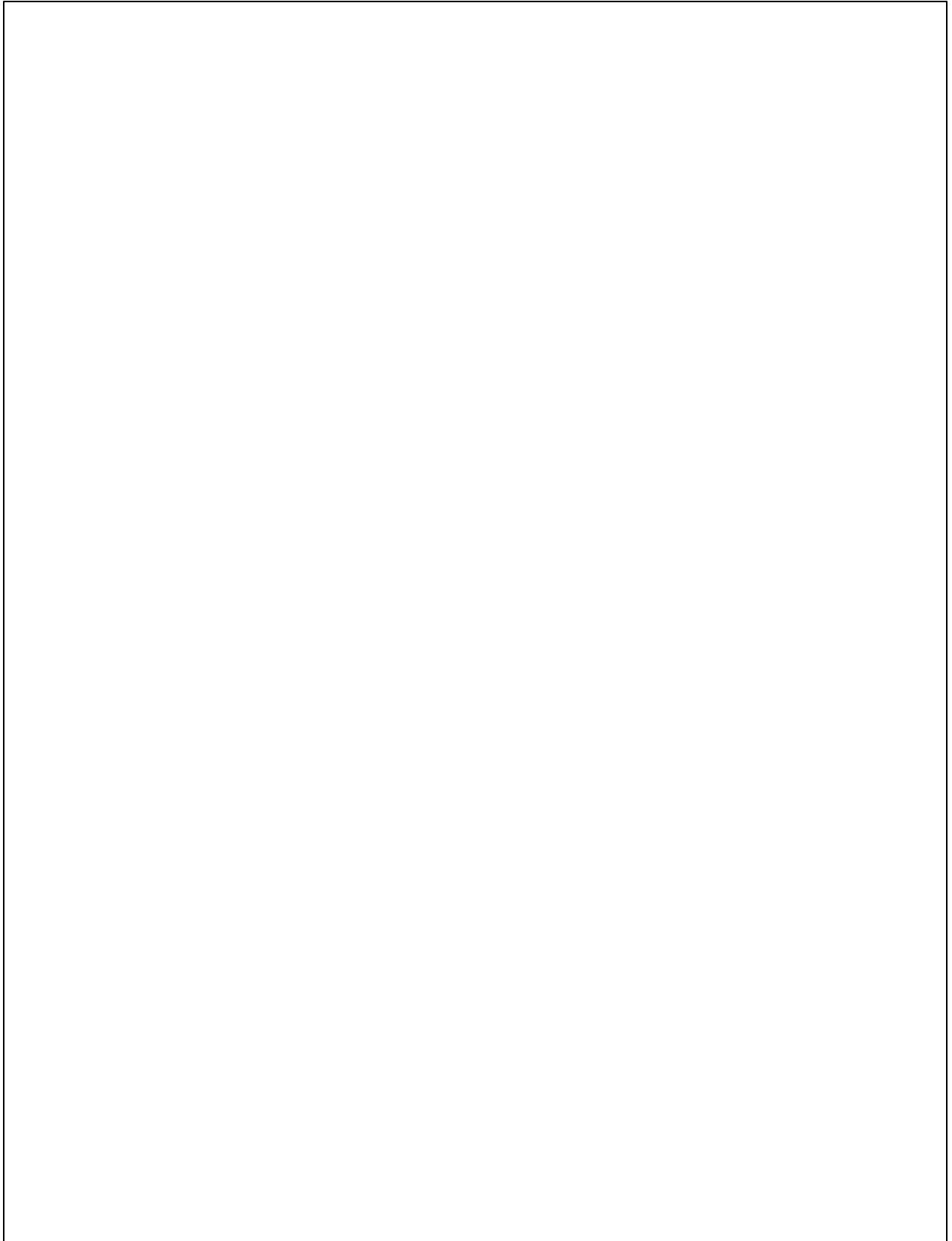
Name of Second Contractor: _____

Amount: _____

DESCRIPTION OF IMPROVEMENTS

Please provide a written description of the proposed improvements. Attach at least one (1) copy of architectural or design plan prepared by a professional or prepare a sketch showing the proposed improvements.

ATTACH A PHOTO OF THE EXISTING PROPERTY



**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. I also give permission to the City of Hamilton to utilize photographs of the project/property in the City of Hamilton's promotional material.

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 with this application.

CONSENT OF THE OWNER

Complete the consent of the owner concerning personal information set out below.

**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 *Municipal Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the *Ontario Heritage Act* and/or the *Planning Act* for the purposes of processing this application.

Name of Owner (please print)

Signature of Owner

Date

PERSONAL INFORMATION

Applicants Name _____

Address _____

Business Phone _____ Cell Phone _____

BUSINESS INFORMATION

Company Name _____

Address _____

Date of Registration _____

Names of Registered Shareholders _____

Solicitors Name _____

Address _____

Phone _____ Fax _____

Accountants Name _____

Phone _____ Fax _____

PROPERTY INFORMATION

Address _____

Date of Purchase _____ Purchase Price _____

Appraised Value _____

Current Mortgage Amount _____

Rate _____ Term _____ Date of Maturity _____

Secondary Financing _____

Name on Title _____

Proposed Use _____

Estimated Cost _____ Amount Requested _____

Current Use _____

***Please provide survey or site plan**

DECLARATION

I /we hereby grant permission to the city of Hamilton, or its agents to carry out necessary inquiries for the purpose of determining my/our income, assets, liabilities and credit information.

Date

Signature

Date

Signature

OTHER INFORMATION (TO BE COMPLETED BY ALL APPLICANTS)

Addresses of other properties in the City of Hamilton Boundary owned by the Applicant. If the application is from a Partnership or Corporation include addresses of properties owned by the Partnership or Corporation.

Note: This information is being collected to determine if there are any outstanding taxes owed to the City of Hamilton.

Applicant/Partnership/ Corporation Name	Street Number and Name	City (i.e. Hamilton, Stoney Creek, Waterdown, Dundas, Binbrook)

DECLARATION

I/We hereby grant permission to the City of Hamilton, to carry out the necessary inquiries for the purpose of determining my/our income, assets, liabilities and credit information, including checking my/our credit report with a Credit Bureau and, discussing the terms and conditions of my/our first mortgage with the mortgagee.

Date

Signature

Date

Signature

The personal information on this form is collected under the legal authority of the Ontario Heritage Act, Section 39. The personal information will be used for determining your eligibility for a loan. If you have any questions about the collection, please contact the Co-ordinator of Urban Renewal Incentives, Commercial Districts and Small Business Section, City of Hamilton Planning and Economic Development Department, 71 Main Street West, 7th Floor, Hamilton, Ontario L8P 4Y5, 905-546-2424 x2755.

DIRECTION TO THE FINANCIAL INSTITUTION THAT HOLDS THE FIRST MORTGAGE ON THE PROPERTY, TO SHARE INFORMATION ON THE MORTGAGE WITH THE CITY OF HAMILTON

TO: _____
(Name of Financial Institution/Mortgagee)

(Address and phone number of Financial Institution)

FROM: _____
(Name of Applicant)

ACCOUNT NUMBER: _____
(Reference number for mortgage account)

PROPERTY DETAILS: _____
(Address of mortgaged property)

You are hereby authorized and directed to provide the City of Hamilton with any requested information relating to the above-noted mortgage account and this shall be your good, sufficient and irrevocable authority for so doing.

Applicant's Signature: _____

Date: _____

The City of Hamilton respects your privacy. The information received from the financial institution will be held in strictest confidence. The information is being requested to assist your eligibility and continued eligibility for financial assistance under the Hamilton Community Heritage Fund Loan Program. However, please note that all information and records provided to the City in relation to the application may be subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M. 56, and that the City's obligations under the *Act* or any other applicable legislation may require information and/or records to be released to the public.

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DOCUMENTS/INFORMATION REQUIRED WITH APPLICATION

- ✓ Completed Application
- ✓ Incorporation Documents and list of Officers/Directors/Shareholders (if Corporation applying)
- ✓ Partnership Documents and list of partners (if partnership applying)
- ✓ Site Concept Plan (if applicable)
- ✓ Copies of two (2) estimates
- ✓ Confirmation of the value of the property i.e. appraisal
- ✓ Accountant Prepared Financial Statements if corporation or partnership applying (most recent 2 years and current year-to-date)
- ✓ Net Worth Statement (if individuals applying)
- ✓ Signed Declaration (page 4 of the application)

Please note the above information/documentation form part of a completed application (unless deemed to be non-applicable by the City. The City reserves the right to reject any incomplete application.

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