



Hamilton

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

**\$330 Application Fee for grants less than or equal to \$12,500**

**\$515 Application Fee for grants greater than \$12,500 to accompany Application**

**NOTE: TO BE ELIGIBLE FOR THE GRANT, IMPROVEMENTS MUST COMPLY WITH THE BARTON / KENILWORTH URBAN DESIGN GUIDELINES (IF APPLICABLE)**

## THE BARTON / KENILWORTH REVITALIZATION GRANT PROGRAM

### **IMPORTANT PROGRAM INFORMATION**

- 1) Where a site contains existing, occupied residential rental units at the time an application under this program is submitted to the City, please be advised that notification will be provided, by the City, to the occupied units that an application has been made under this program. Where an application is subsequently approved, occupied units will be further notified of the value of any incentive to be provided by the City and the nature of improvements/work that the incentives are intended to facilitate, where applicable.
- 2) An approval under this program may be subject to requirements which limit potential Above Guideline Increase requests to the Landlord and Tenant Board for residential rental units occupied at the time an application is submitted to the City. Please see the Program Description for more information.

<b>APPLICANT INFORMATION</b>	
Name of Applicant (Corporation or Individual or Partnership):	
Contact Name:	
Mailing Address:	
City & Postal Code:	
Telephone Number:	
Cell Phone Number:	
Email:	
Is applicant the property owner?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If "No", please complete the "Property Owner Information Section"</i>
If Corporation or Partnership, include Articles of Incorporation or Partnership Agreement (if applicable) and current Directors /Officers:	

Name of Registered Shareholders/Partners (Shareholder Registry):		
<b>PROPERTY OWNER INFORMATION</b>		
Name of Property Owner:		
Contact Name:		
Mailing Address:		
City & Postal Code:		
Telephone Number:		Fax Number:
Cell Phone Number:		
Email:		
If Corporation or Partnership, include Articles of Incorporation or Partnership Agreement (if applicable) and current Directors /Officers:		
Name of Registered Shareholders/Partners (Include Shareholder Registry):		
<b>THE PROPERTY</b>		
Property Address:		
Name of Business (tenant):		
Nature of Business (tenant):		

**Will any of the improvements for which the grant is being sought apply to existing residential rental units?**

Yes No

If no, proceed to the "Work Estimates" Section of the Application.

If yes, please answer the following questions:

1. Has the existing building has been entirely vacant for at least two years prior to this program application being submitted to the City (not including periods of vacancy due to renovations)? Yes No
2. Have any tenants been displaced as a result of the planned renovations? Yes No
3. Has the project been approved for financial assistance under a Canada Mortgage and Housing Corporation (CMHC), Federal, Provincial or City program for the purposes of creating residential rental housing to address housing affordability in the city? Yes No
4. Is the property owner and program applicant a registered not-for-profit organization? Yes No
5. Do the interior renovations primarily support improvements to a commercial space or will improve/replace shared building services utilized by both a commercial space and the rental residential units within the same building (such as plumbing, electrical or Heating, Ventilation and Air Conditioning (HVAC) systems) and not include renovations within individual residential rental units? Yes No
6. Are the planned renovations solely in response to the landlord/property owner being ordered to make repairs under any act or law or where the renovations are intended to support the legalization and/or recognition of an existing residential rental unit, without which, the unit would no longer be permitted to be occupied. Yes No

Please provide further details if necessary:

If Yes, please identify the address and unit numbers of the occupied units

How many square meters of residential space will be constructed /renovated as a result of this application?  
How many residential units will be constructed renovated as a result of this application?

How many square meters of commercial space will be constructed /renovated as a result of this application?

## WORK ESTIMATES

Please attach two (2) dated independent contractor estimates for each component of the proposed improvement. Grant to be awarded based upon the lowest bid.

Note: If applicant is the owner of a contracting company and will be utilizing their company to undertake the improvements, one estimate from an arms-length contractor will also be required.

Preferred Contractor:	
Building Repair Contractor Trade Licence Number:	Expiry Date:
Estimated Cost:	
Second Contractor:	
Building Repair Contractor Trade Licence Number:	Expiry Date:
Estimated Cost:	
Total Construction Cost:	
Total Grant Requested:	

\*Note if an applicant wishes to change contractors following Grant application submission the applicant must first notify staff from the Commercial Districts and Small Business Section and submit the required estimates to request approval for the change. Work must not commence prior to approval of the changes.

## 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 (if available) or prepare a sketch showing proposed improvements.


## **BUSINESS CASE FOR IMPROVEMENTS**

**Please identify how the improvements will improve the marketability of the property for prospective tenants and/or improve the business vitality and/or utilize formerly under-utilized upper floors.**

## 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)

## **CRIMINAL OFFENCE:**

Have you been convicted of any criminal offence for which you have not been granted a record suspension or pardon? Yes  No

For applicants that are Corporations, this question must be answered for all principals of the Corporation.

**Please note** that if the answer is “**yes**”, submission of a criminal conviction record check may be required.

**SIGNATURE OF OWNER /AUTHORIZED AGENT CERTIFICATION DATE OF  
APPLICATION SUBMISSION AND PERMISSION TO UTILIZE PHOTOGRAPHS OF  
THE PROPERTY IN THE CITY OF HAMILTON'S PROMOTIONAL MATERIAL**

I, \_\_\_\_\_, certify that answers and information I have provided in this application are true and complete, including my answer 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.

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

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**Applicant's Signature**

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**Date**

**Authorization:**

If the applicant is not the owner of the land that is the subject of this application, a separate written authorization of the Property Owner that the applicant is authorized to make the application must be included with this application.

**CONSENT OF THE PROPERTY OWNER**

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

**CONSENT OF THE PROPERTY OWNER TO THE USE AND  
DISCLOSURE OF PERSONAL INFORMATION**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and I hereby authorize, and consent to, the use by, and the disclosure to, any person or public body of any information, including personal information that is collected for the purposes of processing this application. I also give permission to the City of Hamilton to utilize photographs of the property in their promotional material.

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**Name of Owner (please print)**

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**Signature of Owner (with appropriate signing authority)**

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**Date**

<b>Property Owner's Contact Information:</b>	
Mailing Address:	
City:	
Postal Code:	
Telephone (Home):	Telephone (Business):
Cell Phone:	Email:

## DOCUMENTS/INFORMATION REQUIRED WITH APPLICATION

- Completed Application Form
- Payment of Application Fee
- Two (2) dated estimates for each of the works being proposed for funding
- Written authorization of the Property Owner that the applicant is authorized to make the application must be included with this application (if applicable)
- Articles of Incorporation Documents (if applicable)
- Articles of Amendment (if applicable)
- Shareholders Register (i.e. List of Shareholders and their respective percentage ownership) (if applicable)
- List of Applicant's Officers and Directors (if applicable)
- Anticipated start date for construction as well as anticipated completion date
- Photos demonstrating state of property prior to construction/renovation taking place. Photos are to be date stamped.

**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.

## REQUIRED PROOF OF PAYMENT PRIOR TO RECEIPT OF APPROVED GRANT

As part of the final due diligence carried out on an application prior to grant payment, the applicant will be required to provide the City with copies of final paid invoices which demonstrate that the approved works have been completed and fully paid. The applicant is also required to provide the City with further documentation which shows how this payment was made (e.g., cancelled cheques, e-transfer receipts, etc.).

**The information on this form is collected under the legal authorities provided in the *Municipal Act, 2001*, the *Municipal Freedom of Information and Protection of Privacy Act* and the *Planning Act* and will be used primarily to determine grant eligibility. If you have any questions about the collection of this information, 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.**

## THE BARTON / KENILWORTH REVITALIZATION GRANT PROGRAM

### ADDITIONAL INFORMATION

#### LETTER OF AGREEMENT/UNDERSTANDING

A detailed Letter of Understanding will be executed and returned to the appropriate agent of the City if a grant is approved and prior to any disbursement of funding under the terms of the grant.

Please refer to the following pages for a description of the terms which frequently appear in the Letters of Understanding.

#### DESCRIPTION OF TERMS AND CONDITIONS WHICH FREQUENTLY APPEAR IN THE LETTERS OF UNDERSTANDING

If the grant application is approved, the applicant will receive a Letter of Understanding detailing the terms and conditions of the grant and listing permits etc. that may be required.

#### Requirements that frequently appear in the Letters of Understanding

**Building Permits** are required for various types of construction/ renovation to facades i.e. stucco. Building Permits may also be required for awnings or replacing windows and/or doors.\*

**Sign Permits** are required for various types of signs including awnings with lettering.\*

\*If you are not sure if a Building Permit or Sign Permit is required for your project or what documents are needed in addition to the completed Building Permit application, please contact the Building Services Division at 905-546-2720.

Signs must also be in conformity with the current Sign By-Law. Contact Municipal Law Enforcement at (905) 546-2782 with questions pertaining to the Sign By-Law.

**Road Occupancy Permits** are often required to temporarily close access to municipal sidewalks or laneways in order to provide safety to the public. Contact the Public Works Department, Traffic Section at (905) 546-2424, Ext. 6381 with questions pertaining to Road Occupancy Permits.

**Encroachment Agreements** If an improvement to a property is located entirely or partly in, on under or above the City's property, an Encroachment Agreement may be required. Examples may include building resurfacing, a sign, or an awning. An Encroachment Application form must be submitted to Public Works along with a drawing showing the property line and where the encroachment is. If the application is approved, an Encroachment Agreement must be completed and registered on title by a solicitor. For information on Encroachment Agreements contact the Public Works Department, Operations and Waste Management Division at (905) 546-2424 Ext 4298.

**Note: Building Permits, Sign Permits, Road Occupancy Permits, and Encroachment Agreements must be obtained prior to the commencement of work.**

**Surveillance Cameras affixed to exterior facade** Surveillance cameras must comply with the Fortification By-law. They must not be designed or operated to view land beyond the perimeter of the land actually owned, leased or rented. For further details, please refer to By-law 10-122.

### **Who can complete the renovations?**

Many repairs and renovations to buildings – including stucco, siding, masonry work, framing, replacement of windows, etc.- must be completed by a contractor/contracting business that has their Building Repair Contractor's Trade Licence and Building Repair Master's Trade Licence for Hamilton. The Building Repair Contractor's Trade Licence grants the business legal permission to engage in the business of carrying out repairs or renovations of buildings.

The Building Repair Master's Trade Licence licences the person who plans and completes or supervises the work. Please note the Building Repair Contractor's Trade Licence and Masters Licence are specific to Hamilton. Outside contractors will require licences from Hamilton as well. Please contact Municipal Law Enforcement at 905-546-2782 to ensure your contractor has their Building Repair Contractor's Trade Licence.

Where a project "*has been designed by and is under supervision of a Professional Engineer or an Architect licenced to practice in Ontario*" a Building Repair Contractor's Trade Licence is not required. Periodic and Final Field Reviews from the Engineer or Architect must be submitted to the Building Services Department.

### **Building Exterior Cleaner's Licence**

In general, cleaning of building exteriors or other structures utilizing chemicals, pressurized air, water, steam or other abrasives must be carried out by persons who have a Building Exterior Cleaners' Licence.

**ESA (Electrical Safety Authority) Licence** Most electrical work requires the services of a licenced electrical contractor.

**Heritage Listed Properties** The Letter of Understanding may include recommendations from the Cultural Heritage Planner regarding the proposed work if the property is Heritage Listed or falls within a Heritage Character Zone.

**Due Diligence** Each application for City Financial Incentives must undergo several due diligence examinations by Staff. Some of those checks have been listed below.

Staff will:

- 1) Ensure that zoning is in conformity with the Program requirements
- 2) Check to see if the property is Heritage Listed or Designated
- 3) Check the status of the property taxes.
- 4) Check to ensure there are no Property Standards Orders, Building Code Violations, or Fire Orders on the property.
- 5) Check to see that the estimates submitted have been prepared by contractors that have their Building Repair Contractor's Trade Licence or that the work has been

designed and will be supervised by a Professional Engineer or Architect licenced to practice in Ontario.

- 6) Check on other items noted on the Certificate of Zoning Verification such as requirements for Municipal Licences.

The Letter of Understanding may indicate outstanding Building Permits that have not been closed or Property Standards Orders or Fire Orders that have not been rectified. Please note that Building Code, Fire Code, or Property Standards Violations must be rectified and property taxes must be paid in full prior to grant monies being advanced for completed work and that no grant funds will be paid out until the condition is met.

**Requirements for Building Permits and Building Repair Contractor's Trade Licensing**

Activity	Building permit required	Sign permit required	Building repair contractor trade license required
Replacing doors with or without frames	Maybe- depending on the work proposed		Yes
Replacing windows with or without frames	Maybe- depending on the work proposed		Yes
New awning	Yes		No
New awnings with lettering		Yes	No
Replacing the awning fabric - leaving the frame intact	Maybe- depending upon whether a permit was obtained for the awning when erected		No
Replacing the awning fabric with lettering - leaving the frame intact		Yes-refer to City of Hamilton Plans Examiner	No
Erecting New signage		Yes	No
Install new electrical signage		Yes	No - it requires ESA Licence
Window tinting	No		No
Installing window wraps		No- But must be compliant with the Sign By-Law	No
Installing new lighting	Maybe- depending on the work proposed		No - it requires ESA Licence
Stucco	Yes		Yes
Painting of Building	No		No
Cleaning brick with water	No		No. Contact a Cultural Heritage Planner for approved cleaning methods
Cleaning brick with chemicals	No		No. Contact a Cultural Heritage Planner for approved cleaning methods
Sandblasting brick	No		No. Contact a Cultural Heritage Planner for approved cleaning methods

Activity	Building permit required	Sign permit required	Building repair contractor trade license required
Mural	No		No
New storefront façade	Yes		Yes
Siding	Maybe- depending on the work proposed		Yes
Tuck pointing	Yes - but not if minor		Yes
Plastering	Yes - but not if minor		Yes
Drywall	Yes - but not if minor		Yes
Repair walkway	No		No
Repairing wood trim	No		No

## Additional Information on Window Replacement

Activity	Building permit required	Sign permit required	Building repair contractor trade license required
Windows require a permit if the window replacement falls into the following category:			
1. Windows are in a fire separation	Yes		Yes
2. when window sizes are changed or windows are relocated	Yes		Yes
3. when the building is a high rise building	Yes		Yes
4. if the building is a Part 3 building (a professional review is also required).	Yes		Work must be completed under direction & supervision of Professional Engineer or Architect
for Part 9 Single Family, Two Family and Three Family dwellings and townhouses replacement of the window does not require a permit.	No		
Replacement of a window means installing an entire exterior window assembly, including glass, sashes and frame into an existing window opening where the size and shape of such openings has not been altered in any way.			

**Note:** Where a project "has been designed by and is under supervision of a Professional Engineer or an Architect licenced to practice in Ontario" a Building Repair Contractor's Trade License is not required.

**Note:** The above "Requirements for Building Permits and Building Repair Contractor's Trade Licensing" are subject to change without notice.