



Hamilton

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

\$124 Administration Fee for Grants of \$5,000 or less

\$332 Administration Fee for grants less than or equal to \$12,500 & Greater than \$5,000

\$513 Administration Fee for grants greater than \$12,500 to accompany Application

COMMERCIAL DISTRICT REVITALIZATION GRANT PROGRAM

APPLICANT INFORMATION

Applicant (Corporation or Partnership or Individual):		
Contact Name:		
Mailing Address:		
City & Postal Code:		
Telephone Number:		
Cell Phone Number:		
Email:		
Is applicant the owner?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If "No", please complete the "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 (include Shareholder(s) Registry):		

PROPERTY OWNER INFORMATION

Name of 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(s) Registry):	
THE PROPERTY	
Property Address:	
Is this property within the boundaries of a Business Improvement Area (BIA)? If yes, provide name of BIA:	
Name of Business:	
Current Uses of Property (i.e. How many commercial units and residential units are at the property? How many of each are vacant?)	
How many square meters of commercial space is subject to the application?	
Please state how many feet the front of the building measures:	
WORK ESTIMATES	
Please attach two (2) independent contractor estimates for each component of the proposed improvement. Estimates must be dated. Grant to be awarded based upon the lowest bid.	
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 the Commercial Districts and Small Business Section and submit the required estimates to request approval for the change prior to the commencement of work.	

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.

Please indicate if your proposed works include any of the following:

- Long-lasting landscaping on private property including tree plantings, statuary, rain gardens and perennial vegetation to a maximum of \$3,000 per application as part of the total Grant awarded
- Installation of permanent exterior electric vehicle charging stations to a maximum of 50% of the total Grant available under this Program
- Depaving of existing hard surfaces (excluding areas containing required parking spaces) where the surface area will be replaced by a porous material to a maximum of 50% of the total Grant available under this Program
- Installation of sustainable electric power generating equipment, including solar panels and micro-wind turbines, to a maximum of 50% of the total Grant available under this Program
- Installation of an exterior living green wall covering a minimum 50% of a street facing façade to a maximum 50% of the total Grant available under this Program

ACTS OF GRAFFITI AND VANDALISM

Does this application include works related to graffiti removal or repairs resulting from an act of vandalism?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes to the above, the City requests that you answer the following additional questions. Responses will not impact the City's evaluation of this application but will help the City to track incidents of hate in the community.	
Do you believe that any act of graffiti or vandalism subject to this application was hate-motivated?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If believed to be hate-motivated, has the incident been reported to the Hamilton Police?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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	Area of City (i.e. Hamilton, Ancaster, Stoney Creek, Waterdown, Dundas, Binbrook)

SIGNATURE OF OWNER/AUTHORIZED AGENT AFFIDAVIT OR SWORN DECLARATION DATE OF APPLICATION SUBMISSION AND PERMISSION TO UTILIZE PHOTOGRAPHS OF THE PROPERTY IN THE CITY OF HAMILTON'S PROMOTIONAL MATERIAL

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 property in the City of Hamilton's promotional material.

Applicant's Signature

Date

AUHTORIZATION: If the applicant is not the owner of the land that is the subject of this application, a separate written authorization of the 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.

Name of Property Owner (please print)

Signature of Property Owner (with appropriate signing authority)

Date

Property Owner's Contact Information:	
Mailing Address:	
City:	
Postal Code:	
Telephone (Home):	Telephone (Business):
Cell Phone:	Fax:

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
- If the tenant of the property is the applicant, written authorization of the Owner that the applicant is authorized to make the application must be included with this application.
- Articles of Incorporation Documents, if applicable
- Articles of Amendment, if applicable
- Partnership Agreement Documents, if applicable
- Shareholders Registry (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. Hard copies of 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.).

PLEASE RETAIN FOR YOUR RECORDS

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.

COMMERCIAL DISTRICT REVITALIZATION 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 whether an Encroachment Agreements is required, contact the Public Works Department at encroachment@hamilton.ca.

Surveillance Cameras affixed to exterior facade Surveillance cameras must comply with 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.

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

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 Master's 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.

ESA (Electrical Safety Authority) Licence Most electrical work requires the service 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 Commercial Districts and Small Business Section's Financial Incentives must undergo several due diligence examinations by Staff. Please see the Program Description for further details.

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- not eligible for Commercial District Revitalization Grant	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
Roofing (New or repair)	Contact Building Division for further information		Contact Building Division for further information

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