

DOWNTOWN HAMILTON OFFICE CONVERSION GRANT (DHO CG) PROGRAM



APPLICATION FORM

APPLICATION FEE	PROGRAM CONTACT	FOR CITY STAFF USE ONLY	
<p style="text-align: center;">\$1,130</p> <p>(Payable by Cheque to The City of Hamilton)</p>	<p>Johnpaul Loiacono, RPP MCIP Senior Project Manager johnpaul.loiacono@hamilton.ca 905-546-2424 x5134</p>	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 DHO CG 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 DHO CG 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 DHOCCG 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? If Yes, please describe:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Existing Buildings	Are there any other existing buildings on the site? If Yes, please describe (including existing floor area):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Existing Uses on the Site		

Sustainable Building Elements	If Yes to any of the above questions, please provide details:
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Anticipated Development Timeframe	Works Start Date:	Development Completion Date:	
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Estimated Costs Breakdown	<p>Estimated costs for 'Eligible Units' by type?</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;">Unit Type</th> <th style="text-align: center;">Number of Units</th> <th style="text-align: center;">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 DHOOG Program.

I/WE HEREBY AGREE to abide by the terms and conditions of the DHOOG 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 DHOOG 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 DHOOG 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 DHOOG Grant Agreement.

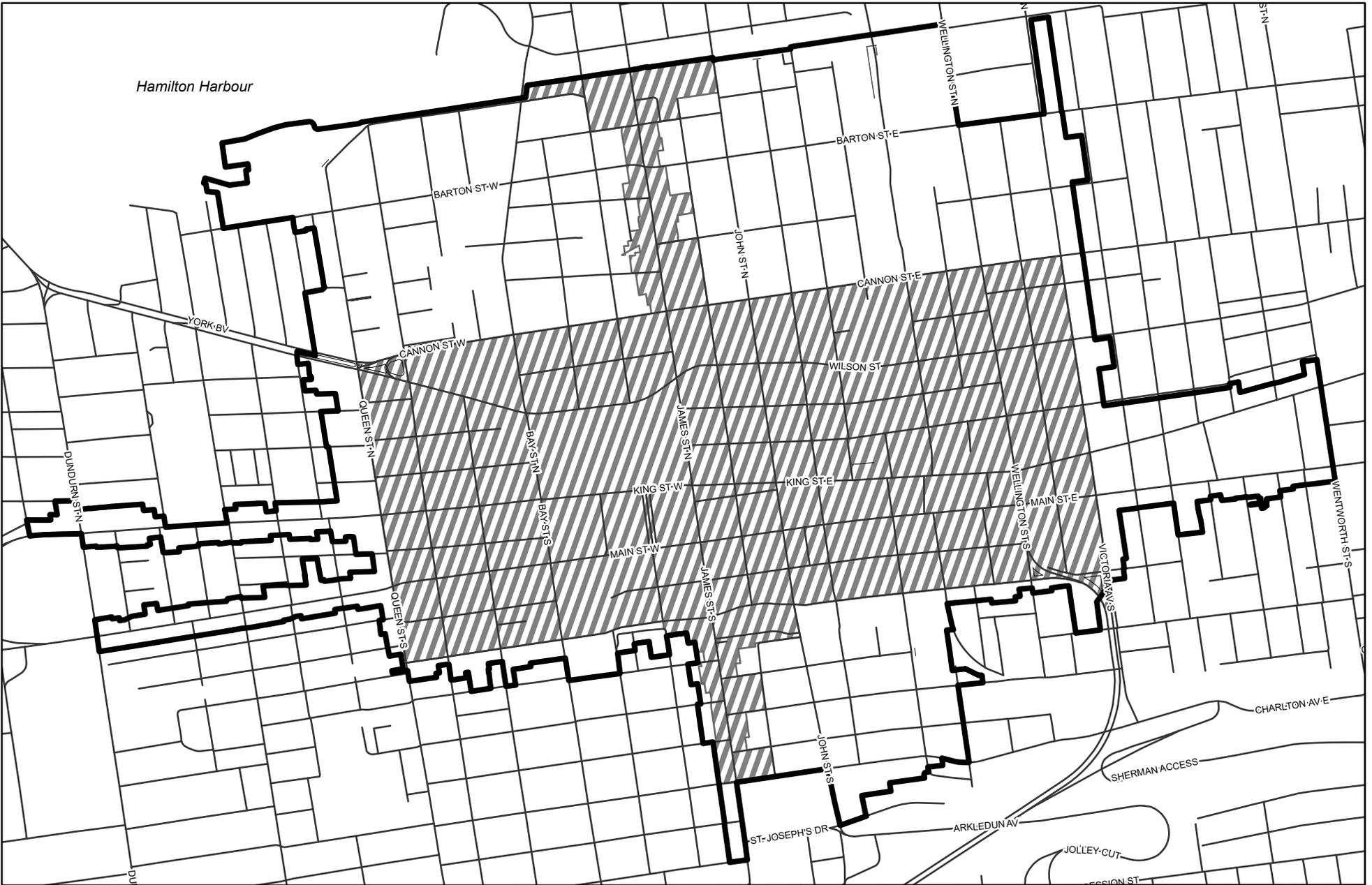
I/WE HEREBY AGREE that all grants will be calculated and awarded in the sole discretion of the City and that notwithstanding any representation by or on behalf of the City, or any statement contained in the program, no right to any grant arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the DHOOG Program and DHOOG 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)
Name (Owner for Consent, If Applicable)	Title	Signature	Date (MM/DD/YY)
Name (Agent, If Applicable)	Title	Signature	Date (MM/DD/YY)

Hamilton Harbour



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

