

# DOWNTOWN HAMILTON OFFICE CONVERSION GRANT (DHO CG) PROGRAM



## APPLICATION FORM (FEASIBILITY STUDY APPLICATION ONLY)

APPLICATION FEE	PROGRAM CONTACT	FOR CITY STAFF USE ONLY	
<p style="text-align: center;"><b>\$320</b></p> <p>(Payable by Cheque to The City of Hamilton)</p>	<p>Johnpaul Loiacono, RPP MCIP Senior Project Manager <a href="mailto:johnpaul.loiacono@hamilton.ca">johnpaul.loiacono@hamilton.ca</a> 905-546-2424 x5134</p>	Application File #	
		Date Submitted	

SUBMISSION INSTRUCTIONS	COMPLETE APPLICATION CHECKLIST
<p><b>Submit complete application to:</b> <a href="mailto:johnpaul.loiacono@hamilton.ca">johnpaul.loiacono@hamilton.ca</a></p> <p><b>For mailing or in-person delivery of application fee:</b> 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"> <li><input type="checkbox"/> Completed and signed application form</li> <li><input type="checkbox"/> Quotes from the consultant for the proposed study</li> <li><input type="checkbox"/> Work plan in support of the Application</li> <li><input type="checkbox"/> Application fee</li> </ul> <p><b>IMPORTANT NOTE:</b> this is an Application to the Program for the purposes of completing a study to understand the feasibility of an Office conversion. This is <u>not</u> an Application for the purposes of a grant that will assist with construction of the Office conversion; a separate Application under the Program is required for that funding.</p>

### 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 a quote for the proposed study from the retained consultant and the workplan to support the application.
- 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.

**SECTION B: OWNER AND APPLICANT INFORMATION**

Name of Registered Property Owner					
Shareholders of Registered Property Owner (including % ownership)					
Name of Lessee (If Applicable)					
	<p>Has the Owner consented to the application?</p> <p 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, if applicable.</p>				
Mailing Address of Property Owner	Street				
	City		Province	Postal Code	
Primary Contact for Property Owner/Lessee	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 align="center">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p 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		

**SECTION D: FINANCIAL DETAILS**

Property Taxes	Current Property Taxes paid annually for all properties? \$ _____	
	Are any of the properties in tax arrears? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	If Yes, what is the value of the arrears? \$ _____	
Other Government Grants and Loans	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"/>	
	If Yes, please provide details including value of assistance:	
Other Financial Assistance	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"/>	
	If Yes, please provide details including the value of assistance:	

**SECTION E: FUTURE DEVELOPMENT DETAILS**

Proposed Development	Provide a brief summary of the proposed development.	
Sustainable Building Elements	Will the proposed 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"/>	
	Will the proposed development achieve certification for environmental sustainability? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Will the proposed development connect, or be designed to allow for future connection to, a district energy system? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Sustainable Building Elements	If Yes to any of the above questions, please provide the anticipated sustainable features:			
Estimated Development Timeframe	Works Start Date:		Development Completion Date:	

**SECTION F: PROPOSED STUDY DETAILS**

Name of Consultant				
Consultant Mailing Address	Street			
	City		Province	
Proposed Study	What is the study being proposed and subject to this application? _____			
Estimated Costs	Estimated cost of the Study?  \$ _____			

**SECTION G: SWORN DECLARATION**

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

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

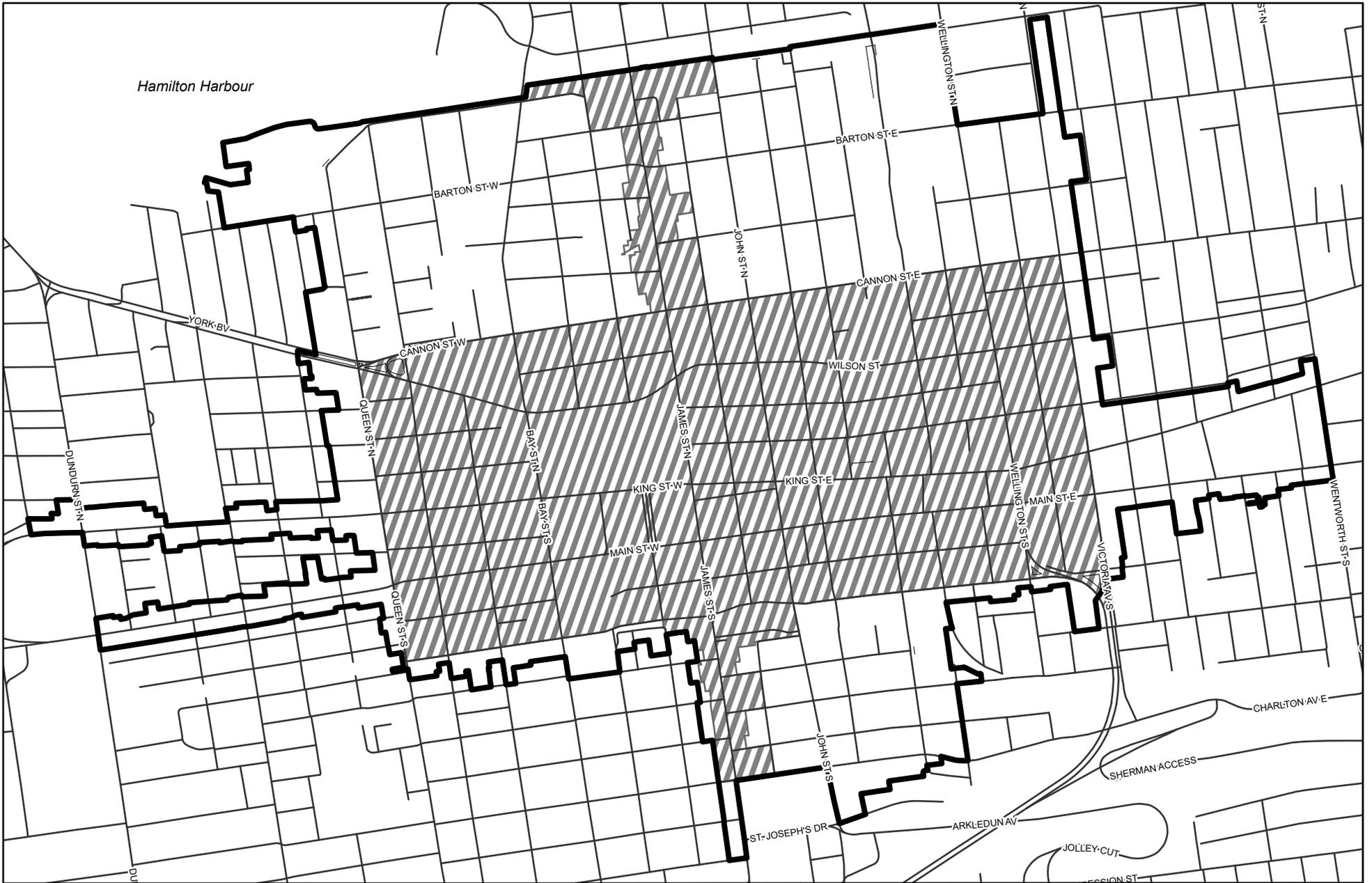
I/WE HEREBY AGREE that all grants will be calculated and awarded in the sole discretion of the City and that notwithstanding any representation by or on behalf of the City, or any statement contained in the program, no right to any grant arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the DHOCCG Program and DHOCCG 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)	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

