



## LEED GRANT APPLICATION FORM

**PLEASE PRINT**

**Application No  
(Office use only)**

**\$904.00 Administration Fee to Accompany the Application**

### **Section A Program Description and Criteria**

- 1) The LEED Grant Program is available to property owners developing, redeveloping or renovating lands and buildings within the Hamilton LEEDING the Way Community Improvement Project area as outlined on the attached plan;
- 2) An application for LEED Grant Program (LGP) must be submitted to the Economic Development Division, Planning and Economic Development Department. prior to the commencement of development;
- 3) The City will share (50/50) the eligible incremental construction costs (to a maximum, as per the table contained on page 2 of the LEED Grant Program Description and Terms), consultation, energy modeling and certification fees with the applicant to achieve official certification under the LEED rating system by the Canadian Green Building Council (CaGBC).
- 4) The total value of the LEED grant provided under this program will not exceed the increase in municipal realty taxes as a direct result of the development or redevelopment of the land or building;
- 5) The LEED grant shall not exceed 75% of the municipal realty tax increase during the first five (5) years *following* the official certification of the building by the Canadian Green Building Council (CaGBC);
- 6) The LEED grant shall not exceed the City's share of the incremental construction cost;
- 7) The LEED grant shall terminate following the 5 year period (5 grant payments) or when the City's share of the incremental construction cost has been granted in full or whichever comes first;
- 8) The LEED grant does not preclude the applicant from applying for any other available municipal programs except other tax increment financing programs.
- 9) The LEED grant may be assigned by the registered owner, assessed owners, and tenants, and to any person to whom such owner or tenant has assigned the right to receive the grant;
- 10) The application must include reports, plans, estimates, assessment records, contracts, confirmation that realty taxes are current and other details as may be required to satisfy the City with respect to the eligible costs of the project and conformity with the LEEDING the Way Community Improvement Plan;
- 11) Eligible program costs include the costs of construction, consultation, energy modeling, certification fees to achieve LEED certification under the LEED rating system by the Canadian Green Building Council (CaGBC);

- 12) The compliance of this application with the criteria of this program and the amount of the property grant (within the permitted terms of this program) is at the sole discretion of and subject to Council approval.
- 13) Actual costs for any or all of the above items in eligible program costs above may be subject to audit by the City, at the expense of the property owner;
- 14) All property owners participating in this program will be required to enter into an agreement with the City which will specify the terms and conditions of the annual grant;
- 15) All LEED Grant Program applications and agreements must be approved by City Council or City Council's designate;
- 16) The City reserves the right to require the submission to the City's satisfaction, of reports and documentation submitted to the CaGBC for certification under the LEED rating system;
- 17) The project must be in compliance with City by-laws and policies, including zoning, site plan, urban design guidelines, etc.; and
- 18) If a building(s) erected on a property participating in this program is demolished before the grant period expires, the remainder of the monies to be paid out under the grant shall be forfeited;

For further information about this program, please contact:

**Brian Morris**

Business Development Consultant

Economic Development Division

Planning and Economic Development Department

71 Main Street West, 7<sup>th</sup> Floor

Hamilton, Ontario L8P 4R5

Phone: 905-546-2424 Extension 5602

Fax: 905-546-4107

E-Mail: [Brian.Morris@hamilton.ca](mailto:Brian.Morris@hamilton.ca)

Website: [www.investinhamilton.ca](http://www.investinhamilton.ca)

**Section B Applicant / Agent Information**

Name of Registered Property Owner \_\_\_\_\_

Mailing Address of Property Owner \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

***Agent Information (if any)/Applicant/Tenant***

Name of Agent \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**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.

**Section C Property Information**

Municipal Address(es) of Property for which this Application is being submitted

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Roll Number(s) \_\_\_\_\_

Legal Description of Property (Lot and Plan Numbers)

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Existing Property Use

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Does this proposal conform with the Zoning By-law                      Yes \_\_\_\_\_ No \_\_\_\_\_

Has this proposal receive Site Plan Approval                              Yes \_\_\_\_\_ No \_\_\_\_\_

Is property designated under Part IV of the Ontario Heritage Act?      Yes \_\_\_\_\_ No \_\_\_\_\_

Are there any outstanding work orders on this property?      Yes \_\_\_\_\_ No \_\_\_\_\_

Size of Property \_\_\_\_\_ Ha. (acres)

Existing Buildings on Property?      Yes \_\_\_\_\_ (if yes, specify building size below)      No \_\_\_\_\_

Building 1 \_\_\_\_\_ sq. ft.

Building 2 \_\_\_\_\_ sq. ft.

Building 3 \_\_\_\_\_ sq. ft.

(Please list all additional buildings on a separate sheet)

**Section D Property Tax Information**

Current property taxes paid annually      \$ \_\_\_\_\_

Is this property in tax arrears?      Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, specify value of tax arrears      \$ \_\_\_\_\_

Have tax arrears been cancelled (in whole or in part) on this property under any City program?      Yes \_\_\_\_\_ No \_\_\_\_\_

Has or will this property receive grants/loans or other financial assistance from the City under any other City program?      Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please specify program and amount of financial assistance received from the City

**Section E LEED Certification**

What level of LEED Certification Rating is the applicant seeking?

- Silver
- Gold
- Platinum

Provide details on level of LEED Certification including:

1. Site Development

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2. Water Efficiency

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3. Energy Efficiency

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4. Material Selection

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5. Indoor Environmental Quality

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6. Innovation in Design

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Provide an **estimate** of eligible costs to achieve LEED certification under the LEED rating system by the Canadian Green Building Council (CaGBC) . **(Attach Action or Business Plan and /or other consultant reports and/or work plan/budget that provides estimates of these costs)**



**Section G Other Sources and Funds**

Have you applied for or will you be obtaining any other sources of government funding? (includes Federal, Provincial, Federation of Canadian Municipalities, etc...)

Yes \_\_\_\_\_ No \_\_\_\_\_ Approval Date: \_\_\_\_\_ Approval No: \_\_\_\_\_

Yes \_\_\_\_\_ No \_\_\_\_\_ Approval Date: \_\_\_\_\_ Approval No: \_\_\_\_\_

If yes, please list other sources and amounts of government funding (if/once approved provide confirmation of approval with fund contact information):

Program \_\_\_\_\_ \$ \_\_\_\_\_

Program \_\_\_\_\_ \$ \_\_\_\_\_

**Section H Authorization**

I, \_\_\_\_\_ am the owner of the land that is subject of this application, and I hereby authorize our agent / solicitor \_\_\_\_\_ to make this application and to act on my behalf in regard to this application.

Dated at the \_\_\_\_\_, this \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_  
(City/Town of...) Day Month Year

\_\_\_\_\_  
Name of Owner

\_\_\_\_\_  
Signature of Owner

**Section I Sworn Declarations**

I/WE HEREBY APPLY for a grant under this program.

I/WE HEREBY AGREE to abide by the terms and conditions of the LEED Grant Program as specified in this application and in the City of Hamilton LEEDING the Way Community Improvement Plan (please refer to Plan for additional details).



I/WE HEREBY AGREE to enter into a LEED Development or Redevelopment 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 LEED Development or Redevelopment 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 GRANT PERMISSION to the City, or its agents, to inspect my/our property prior to, during, and after 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. Participants in the program whose application has been approved and who have entered into the LEED Redevelopment Agreement with the City, will continue to receive grant payments, subject to their LEED Redevelopment Agreement.

I/WE HEREBY AGREE that all grants will be calculated and awarded in the sole discretion of the City. 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 LEED Grant Program and the LEED Redevelopment 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.

**12 ACKNOWLEDGEMENT CLAUSE**

I acknowledge that the City of Hamilton is not responsible for identification and remediation of contamination on the property which is the subject of this Application - by reason of its approval to this Application.

\_\_\_\_\_   
*Date*

\_\_\_\_\_   
*Signature of Owner*

**13 AFFIDAVIT OR SWORN DECLARATION**

I, \_\_\_\_\_ of the \_\_\_\_\_   
in the \_\_\_\_\_ make oath and say (or solemnly declare) that the   
information contained in this application is true and that the information contained in the documents that accompany   
this application in respect of the above Sections is true.

Sworn (or declared) before me

at the \_\_\_\_\_

in the \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_   
*Applicant*

**14 AUTHORIZATIONS**

14.1 If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included or the authorization set out below must be completed by the owner.

**Authorization of Owner for Agent to Make the Application**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application for approval of a plan of subdivision (or condominium description) and I authorize \_\_\_\_\_ to make this application on my behalf.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Owner*

14.2 If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.

**Authorization of Owner for Agent to Provide Personal Information**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application for approval of a plan of subdivision (or condominium description) and for the purpose of the Freedom of Information and Protection of Privacy Act, I authorize \_\_\_\_\_, as my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of the application.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Owner*

**15 CONSENT OF OWNER**

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

Consent of Owner to the Disclosure of Application Information and Supporting Documentation

Application information is collected under the authority of the *Planning Act*, R.S.O. 1990, c. P.13. In accordance with that Act, it is the policy of the City of Hamilton to provide public access to all *Planning Act* applications and supporting documentation submitted to the City.

I, \_\_\_\_\_, the Owner, hereby agree and acknowledge  
(*Print name of Owner*)

that the information contained in this application and any documentation, including reports, studies and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, I hereby consent to the City of Hamilton making this application and its supporting documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third party upon their request.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Owner*

Dated at \_\_\_\_\_, this \_\_\_\_\_ of \_\_\_\_\_,  
the \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(*City/Town of...*)      *Day*      *Month*      *Year*

\_\_\_\_\_  
*Name of Owner or Authorized Agent (Please print)*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Signature of Owner or Authorized Agent*