

## ERASE REDEVELOPMENT GRANT (ERG) PROGRAM APPLICATION FORM

**APPLICATION FEE OF \$950.00 TO ACCOMPANY APPLICATION**

### FOR OFFICE USE ONLY

Application No.: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

### SECTION A – GENERAL PROGRAM GUIDELINES AND INSTRUCTIONS

**NOTE: Prior to Submitting this application, please set up a pre-qualification meeting with City staff at least 30 business days prior to receipt of building permit to ensure a complete application.**

- 1) An application for the ERASE Redevelopment Grant Program (ERG) must be submitted to the Economic Development Department prior to the commencement of any works and prior to application for building permit;
- 2) Such application shall include reports, plans, estimates, contracts and other details as may be required to satisfy the City with respect to the eligible costs of the project and conformity of the project with the Community Improvement Plan and provincial environmental regulations
- 3) As part of a complete application, the applicant shall submit to the City the following documents for the subject site:
  - a) a Remedial Action Plan, prepared by a Qualified Person (as defined by regulation) outlining the proposed environmental remediation and estimated costs
  - b) a recent Phase II Environmental Site Assessment (ESA) and/or Phase III ESA/Risk Assessment prepared by a Qualified Person (as defined by regulation); and,
  - c) a Business Plan for the planned redevelopment prepared to the City's satisfaction;
  - d) planning and/or architectural drawings of the proposed redevelopment;
  - e) an estimate of the post-development assessment for the planned redevelopment, prepared by the Municipal Property Assessment Corporation (MPAC), undertaken at the applicant's expense, **except** where the planned development is one of the following:
    - i) a residential rental building containing six (6) or less units;
    - ii) a residential-only condominium development of any scale; or
    - iii) a mixed-use building containing a residential condominiums and commercial uses provided the commercial uses are limited to the first two (2) storeys of the building; and

**NOTE for 3) e):** Applicants must contact MPAC directly to initiate and complete the estimate. Applicants must advise MPAC that the estimate will be provided to the City of Hamilton, and as such, must include any necessary clauses to ensure the estimate can be provided to, and used by, the City for the purposes of this application, including in public reports to City Council.

- 4) The property shall be redeveloped such that the amount of work undertaken is sufficient to, at a minimum, result in an increase in the assessed value of the property;
- 5) The total value of the grant provided under this program shall not exceed the total value of work done under eligible program costs;
- 6) Eligible program costs include the costs of (see Section I (page 10) for geographic boundaries associated with Areas 1, 2, 3 and 4 referenced in this section):
  - a) environmental remediation, i.e., the cost of any action taken to reduce the concentration of contaminants on, in or under the eligible property to permit a Record of Site Condition (RSC) to be filed for the proposed use by a qualified person, including costs of preparing the RSC;
  - b) additional costs for Phase II ESAs, Remedial Action Plan and/or Risk Assessment not covered by the ERASE Study Grant Program;
  - c) installing environmental and/or engineering controls/works, as specified in the Remedial Action Plan and/or Risk Assessment and/or Certificate of Property Use;
  - d) monitoring, maintaining and operating environmental and/or engineering controls/works, as specified in the Remedial Action Plan and/or Risk Assessment and/or Certificate of Property Use;
  - e) the following Leadership in Energy and Environmental Design (LEED) Program components up to a maximum of 50% as per the City of Hamilton's LEED Grant Program (LGP) to achieve LEED certification under the LEED rating system by the Canadian Green Building Council (CaGBC):
    - i) incremental construction costs;
    - ii) consultation costs;
    - iii) energy modeling; and
    - iv) certification fees; and
  - f) demolition not covered by demolition charge credits (Areas 2 and 3 sites only);
  - g) removal of existing on-site infrastructure prior to replacement up to a maximum of 25% of construction/improvement costs for of on-site public works (water services, sanitary sewers and storm sewers) (Areas 2 and 3 sites only);
  - h) certain relocation/removal costs for existing and operating industrial manufacturing and transportation uses, where such costs relate to or contribute directly to the actual remediation and rehabilitation of the site (Area 3 sites only); and
  - i) costs for Designated Substances and Hazardous Material Survey and Industrial/Office Reuse Feasibility Study not covered by the ERASE Study Grant Program, and their removal and abatement (Area 2 sites, current/closed institutional or designated heritage buildings only);
- 7) The total of the grant provided under this program and the Study Grant Program, and the tax assistance provided under the ERASE Tax Assistance Program (TAP) and grants or loans provided under any other applicable Community Improvement Plan shall not exceed the total cost of rehabilitating the land and buildings;
- 8) Actual costs for any or all of the items in eligible program costs above may be subject to audit by the City, at the expense of the property owner;

- 9) 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 grant;
- 10) All ERG applications and agreements must be approved by City Council or City Council's designate;
- 11) The owner shall submit to the Environmental Site Registry under section 168.4 of the *Environmental Protection Act*, a record of site condition prepared by a qualified person. The owner shall notify the City when the record of site condition has been submitted;
- 12) The City reserves the right to require the submission to the City's satisfaction, of environmental reports and documentation showing the subject property has been remediated to the appropriate levels for the proposed use;
- 13) 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;
- 14) Approval of grant applications is at the absolute discretion of City Council and subject to availability of funds; and
- 15) Without limiting the discretion as set in paragraph 15, herein, the City Council or its delegate, whether or not an Applicant satisfies the requirements of the Program, may reject any application received from an applicant where there is credible information that an applicant has been involved recently or repeatedly in illegal activity, or is in active litigation with the City, supporting the conclusion that he or she will not conduct himself or herself with honesty and integrity in undertaking the activity, operation or business for which the loan/grant is sought. For corporate applicants, it will be the corporation and the principals of the corporation whose illegal activity will be considered.

**FOR QUESTIONS ABOUT THE PROGRAM OR TO SUBMIT A COMPLETE APPLICATION CONTACT:**

Phillip Caldwell, MCIP RPP  
 Senior Project Manager  
 (905) 546-2424 x2359  
[phil.caldwell@hamilton.ca](mailto:phil.caldwell@hamilton.ca)

City of Hamilton  
 Planning & Economic Development Dept.  
 Economic Development Division  
 Commercial Districts and Small Business Section  
 71 Main Street West, 7th Floor  
 Hamilton ON, L8P 4Y5

**REQUIRED DOCUMENTS CHECKLIST:**

- A completed Application Form
- A Remedial Action Plan, prepared by a Qualified Person
- A Business Plan for the planned redevelopment
- Planning and/or architectural drawings of the proposed redevelopment
- A digital copy of all recent environmental reports for the site (including Phase I ESA, Phase II ESA and/or Phase III ESA/Risk Assessment)
- An MPAC post-development assessment estimate of the planned redevelopment (if required - see Section A, 3) e) for more info)
- A cheque for the Application Fee

**SECTION B – OWNER APPLICANT/AGENT INFORMATION**

Name of Registered Property

Owner: \_\_\_\_\_

Mailing Address of Property

Owner: \_\_\_\_\_

\_\_\_\_\_

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

**If an Agent is acting on behalf of the Registered Property Owner please provide the following:**

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

Mailing Address of Agent: \_\_\_\_\_

\_\_\_\_\_

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

**CRIMINAL OFFENCES**

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.
- If the answer is “Yes”, submission of a criminal conviction record check may be required.

**SIGNATURE OF OWNER/AUTHORIZED AGENT CERTIFYING DATE OF APPLICATION SUBMISSION AND TO PROVIDE PERMISSION FOR THE CITY OF HAMILTON TO UTILIZE PHOTOGRAPHS OF THE PROPERTY IN 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 of Property(s) for which this Application is being submitted:

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Property Roll  
Number(s):

.....

Property Legal  
Description(s):

.....

Total Size of Site: \_\_\_\_\_ acres

Existing Use of  
Property(s):

.....

Current Zoning of the property(s): .....

Are there any buildings designated under Part IV of  
the Ontario Heritage Act on the property(s)?

Yes \_\_\_\_\_ No \_\_\_\_\_

Are there any outstanding work orders on the  
property(s)?

Yes \_\_\_\_\_ No \_\_\_\_\_

Are there existing buildings on the property(s)?

Yes \_\_\_\_\_ No \_\_\_\_\_

If **yes**, please identify the total floor area

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**SECTION D – PROPERTY TAX/FINANCIAL ASSISTANCE INFORMATION**

Current Property taxes paid annually for all properties? \$ \_\_\_\_\_

Are any of the property(s) in tax arrears? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, specify value of the arrears? \$ \_\_\_\_\_

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

Has any property received grants/loans or any other financial assistance from the City of Hamilton? Yes \_\_\_\_\_ No \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Will the development be the subject of any other sources of government funding? (including Federal, Provincial, Federation of Canadian Municipalities etc.) Yes \_\_\_\_\_ No \_\_\_\_\_

Approval Date	Approval #	Program Name	Value (\$)

**SECTION E – ENVIRONMENTAL INFORMATION**  
 (to be completed by a Qualified Person as defined by regulation for environmental studies)

Name of Consultant: \_\_\_\_\_

Mailing Address of Consultant: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

Has a Phase I Environmental Site Assessment (ESA) been conducted on the site? Yes \_\_\_\_\_ No \_\_\_\_\_

Has a Phase II ESA ever been conducted on the site? Yes \_\_\_\_\_ No \_\_\_\_\_

Has a Phase III ESA/Remedial Action Plan/Risk Assessment ever been conducted on the site? Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes to any of the above, please provide a digital copy of the study(s) completed.**

Describe any known or suspected environmental contamination issues (soil, groundwater, designated substances if applicable) affecting the site, including type of contaminants, extent, causes (brief site use history), underground storage tanks, above-ground storage tanks, etc.

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1. Estimated Costs of Environmental Remediation \$ \_\_\_\_\_

2. Estimated Costs for Phase II ESA/Remedial Action Plan/Risk Assessment not covered by the ERASE Study Grant Program. \$ \_\_\_\_\_

3. Estimated Costs for LEED Components (include breakdown) \$ \_\_\_\_\_

4. Estimated Costs for Building Demolition (Areas 2 and 3 only) \$ \_\_\_\_\_

5. Estimated Costs for on-site infrastructure upgrading (including on-site main sanitary and storm sewer lines and water lines) (Areas 2 and 3 only) \$ \_\_\_\_\_

**TOTAL COSTS (sum of items 1-5 above) \$ \_\_\_\_\_**

**SECTION F – DEVELOPMENT INFORMATION**

Provide a detailed description (building size/type, number of stories, construction materials, etc.) of the proposed development to take place on the site once this site has been environmentally remediated (please attach detailed plans)

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Estimated Construction Value of the Proposed Development

\$

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Estimated Construction Start Date (Month/Year)

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Estimated Construction End Date (Month/Year)

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**SECTION G – 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 – ERASE PROGRAM AREAS**

