

## ERASE STUDY GRANT (ESG) PROGRAM APPLICATION FORM

**APPLICATION FEE OF \$270.00 TO ACCOMPANY APPLICATION**

### FOR OFFICE USE ONLY

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

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

### SECTION A – GENERAL PROGRAM GUIDELINES AND INSTRUCTIONS

- 1) An application to the ERASE Study Grant (ESG) program **must be submitted to the City at least 10 Business Days prior to the commencement of the study** that is the subject of the application;
- 2) Assignees/agents are eligible to apply for the ESG only if they can provide written consent to conduct the study from the owner of the property (Section B); **\*Note that the person/firm undertaking the study that is the subject of the grant application is not permitted to be an applicant under this program\***
- 3) Studies eligible under this program include:
  - a) A preliminary, supplemental or complete **Phase II Environmental Site Assessment (ESA)** for the purposes of confirming and describing the extent of contamination on a site located within the Hamilton Urban Area (Area 1);
  - b) A **Phase III ESA, Remedial Action Plan or Risk Assessment** for the purposes of developing a plan to remove, treat, or otherwise manage contamination found on a site located within the Hamilton Urban Area (Area 1);
  - c) A **Designated Substances and Hazardous Material Survey** for the purposes of identifying the presence of such substances/materials on a site located within Hamilton's Older Industrial Area (Area 2) or which contains a building used for the purposes of a current/closed institutional use and/or is a Designated Heritage Building and located within the Hamilton Urban Area (Area 1); and
  - d) An **Office Reuse Feasibility Study** for the purposes of for sites located within Hamilton's Older Industrial Area (Area 2) or which contains a building used for the purposes of a current/closed institutional use and/or which is a Designated Heritage Building and located within the Hamilton Urban Area (Area 1); and
- 4) Applications for a Phase II ESA study must submit to the City a Phase I ESA that demonstrates that site contamination is likely and that a Phase II ESA will be required;
- 5) A maximum of one (1) study may be applied for per ESG application;
- 6) Studies composed of multiple adjoining properties will be considered as one site/project;

- 7) The maximum grant provided under this program is 50% of the lowest quote to a maximum of \$20,000 (excluding HST) per site/project;
- 8) A maximum of two (2) study grants may be provided per site/project to a combined maximum grant value of \$35,000 (excluding HST);
- 9) An application will be considered complete and submitted to the City on the date that a complete application form is submitted to the City along with the following supporting documents:
  - a) a detailed study work plan;
  - b) supporting studies required under this program (such as a Phase I ESA and any other past environmental studies); and
  - c) two cost estimates/quotes for the study; and
- 10) All environmental studies shall be completed by a “Qualified Person” as defined by the *Environmental Protection Act* and its regulations;
- 11) All completed studies must comply with the description of the studies provided as part of the complete grant application submitted to the City and must meet all applicable regulatory and environmental requirements;
- 12) One (1) digital copy of the completed study along with a copy of a paid invoice shall be submitted to the City prior to grant payment;
- 13) The City reserves the right to audit the costs of studies prior to advancing the grant payment; and
- 14) The total value of any grant(s) provided under this program will be deducted from eligible program costs for the ERASE Redevelopment Grant Program, if applicable.

**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

**COMPLETE APPLICATION CHECKLIST:**

- Completed Application Form
- Quotes from Two (2) Different Consultants for the Proposed Study
- A Detailed Work Plan from the Chosen Consultant for the Proposed Study
- A Digital Copy of any Previous Environmental Reports for the Site (including Phase I ESA, Phase II ESA and/or Phase III ESA/Remedial Action Plan/Risk Assessments)
- Cheque for Application Fee

**SECTION B – OWNER / APPLICANT INFORMATION**

Name of Registered Property Owner:

.....

Mailing Address of Property Owner:

.....

.....

Name of Primary Contact for Registered Property Owner (if different):

.....

Phone: ..... Email: .....

**THIS SECTION IS ONLY REQUIRED TO BE COMPLETED IF THE APPLICANT IS NOT THE CURRENT REGISTERED OWNER OF THE PROPERTY(S) LISTED IN 'SECTION C'**

Consent of Property Owner for Applicant to proceed with ESG:

*I \_\_\_\_\_ owner of the property at \_\_\_\_\_ do hereby provide my express consent for \_\_\_\_\_ to make this application for an ERASE Study Grant through the City of Hamilton, and to conduct study work on the site in support of the preparation of the study report in question.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Applicant: .....

Mailing Address of Applicant .....

Name of Primary Contact for Applicant (if different): .....

Phone: ..... Email: .....

**SECTION C – PROPERTY INFORMATION**

Municipal Address of Property(s) subject to the Study for which this Application is being submitted:

.....

.....

.....

Property Roll  
Number(s):

.....

Property Legal  
Description(s):

.....

Total Size of Site: ..... acres

Existing Use of  
Property(s):

.....

Do you plan to redevelop the  
property? Please Describe.

.....

.....

.....

.....

Current Zoning of the  
Property(s):

.....

Is the property(s) currently in tax arrears? Yes ..... No .....

Is the property(s) currently in tax arrears? Yes ..... No .....

If in tax arrears, 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:

.....  
.....

**SECTION D – 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 the past study(s) with this application.**

Specify the reason for conducting the proposed study on this site?

---

---

---

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.

---

---

---

---

---

Estimated Cost of Phase II ESA (excluding HST)     \$ \_\_\_\_\_  
**OR**

Estimated Cost of Phase III ESA/Remedial Action  
Plan/Risk Assessment (excluding HST)     \$ \_\_\_\_\_  
**OR**

Estimated Cost of Designated Substances and  
Hazardous Material Survey (excluding HST)     \$ \_\_\_\_\_  
**OR**

Estimated Cost of Office Reuse Feasibility Study  
(excluding HST)     \$ \_\_\_\_\_

## SECTION E – SWORN DECLARATION

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

I/WE HEREBY AGREE to abide by the terms and conditions of the grant program.

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 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 AGREE to provide the City of Hamilton with one (1) electronic copy of the completed study to which this application applies.

I/WE HEREBY GRANT PERMISSION to the City of Hamilton or its agents to inspect the property to which this application applies.

I/WE HEREBY AGREE that the grant may be reduced or cancelled if the study is not completed, not completed as approved, or if the environmental consultant(s) conducting the study are not paid.

I/WE HEREBY AGREE 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. 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 and paid. 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.

---

Name of Owner or Applicant (Please print)

---

Title

---

Signature of Owner or Applicant

---

Date

---

Name of Qualified Person  
(Environmental Consultant) (Please Print)

---

Title

---

Signature of Qualified Person

---

Date