



Planning and Economic Development Department  
Commercial Districts and Small Business Section  
71 Main Street West, 7th Floor  
Hamilton, Ontario, L8P 4Y5  
Phone: (905) 546-2424 Ext. 2755

**\$280.00 Administration Fee for grants less than or equal to \$12,500**  
**\$970.00 Administration Fee for grants greater than \$12,500**  
**to accompany application**

**NOTE: IF THE PROPERTY ASSESSMENT IS UNDER APPEAL, AN APPLICATION WILL NOT BE ACCEPTED**

## **REVITALIZING HAMILTON TAX INCREMENT GRANT PROGRAM APPLICATION FORM**

### **IMPORTANT PROGRAM INFORMATION**

- 1) An estimate of the post-development assessment for the planned redevelopment, prepared by the Municipal Property Assessment Corporation (MPAC), and undertaken at the applicant's expense, will be required to be submitted to the City except where the planned development is one of the following:
  - a) a residential rental building containing six (6) or less units;
  - b) a residential-only condominium development of any scale; or
  - c) a mixed-use building containing residential condominiums and commercial uses provided the commercial uses are limited to the first two (2) storeys of the building.

Applicants must contact MPAC directly to initiate and complete the estimate.

In order for estimates to be accepted by the City, 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.

- 2) Where a site contains existing, occupied residential rental units at the time an application under this program is submitted to the City, please be advised that notification will be provided, by the City, to the occupied units that an application has been made under this program. Where an application is subsequently approved, occupied units will be further notified of the value of any incentive to be provided by the City, and the nature of improvements/work that the incentives are intended to facilitate, where applicable.
- 3) An approval under this program may be subject to requirements which limit potential Above Guideline Increase requests to the Landlord and Tenant Board for residential rental units occupied at the time an application is submitted to the City. Please see the Program Description for more information.

## APPLICANT/AGENT INFORMATION

NOTE: APPLICANT MUST BE REGISTERED OWNER OF PROPERTY

Registered Owner of Property:			
Contact Name:			
Address:			
City & Postal Code:			
Telephone:		Fax:	
Cell Phone:			
Email:			
If Corporation or Partnership, include Articles of Incorporation or Partnership Agreement (if applicable) and current Officers/Directors			
Names of Registered Shareholder/Partners (Include Shareholder Registry):			
Are you or any of the Directors/Shareholders/Partners in Litigation with the City of Hamilton?			

## PERSONAL (TO BE COMPLETED IF PROPERTY OWNED PERSONALLY)

Applicant's Name:			
Address:			
Telephone		Fax:	
Cell Phone:			
Email:			

**TYPE OF PROJECT BEING APPLIED FOR**

Please indicate which type of project you are applying for

Revitalization Project

Enhanced Revitalization Project

Please see Program Description for definitions of each type of Project

<b>PROPERTY INFORMATION</b>	
Property Address(es), Assessment Roll Number(s) of property(s):	
Current Use of Property:	
Proposed Use of Property (Include amount of square meters of commercial space to be constructed or renovated and/or amount of square meters and number of residential units to be constructed or renovated:	
Description of Proposed Development/Redevelopment:	

Estimated cost of work to be Performed: Please include project pro-forma or other documentation which shows cost of work

**At the time of the submission of this application to the City of Hamilton, do any of the improvements for which the grant is being sought apply to existing residential rental units?**

Yes  No

If no, proceed to the question "Will this project result in the creation of new jobs within the City of Hamilton? If yes, how many full time and part-time jobs will be created?".

If yes, please answer the following questions:

1. Has the existing building has been entirely vacant for at least two years prior to this program application being submitted to the City (not including periods of vacancy due to renovations)?  
Yes No

2. Have any tenants been displaced as a result of the planned renovations?  Yes  No

3. Has the project been approved for financial assistance under a Canada Mortgage and Housing Corporation (CMHC), Federal, Provincial or City program for the purposes of creating residential rental housing to address housing affordability in the city? Yes No

4. Is the property owner and program applicant a registered not-for-profit organization? Yes No

Please provide further details if necessary:

If Yes, please identify the address and unit numbers of the occupied units.

<p>Will this project result in the creation of new jobs within the City of Hamilton? If yes, how many full time and part-time jobs will be created?</p>	
<p>Legal Description of Property:</p>	
<p>Will a Plan of Condominium be Registered? <b>NOTE: IF YOU APPLY FOR THE PROGRAM CONFIRMING THAT THE PROJECT WILL BE A CONDOMINIUM IT WILL BE FORWARDED TO CITY COUNCIL AS A CONDOMINIUM PROJECT. IF, ONCE THE PROJECT IS COMPLETE, CONDOMINIUM REGISTRATION DOES NOT TAKE PLACE, THE GRANT WILL BE CANCELLED.</b></p> <p><i>If yes</i>, please provide the anticipated sale prices for the units. For mixed-use developments, please separate between the Residential and Non-Residential units (Retail, Office, etc.). Also, if applicable, identify the anticipated sale price for each parking space.</p> <p><i>If a Plan of Condominium will not be registered</i>, please provide the number of units, gross leasable area and anticipated rent for each. For mixed-use developments, please separate between the Residential and Non-Residential units. (Retail, Office, etc.) Where both Office and Retail exist, please further separate between both.</p> <p>Please attach supporting documentation for the aforementioned (Price list, Pro-forma, Appraisal, etc.)</p>	

Proposed Demolition Date (if applicable):	
Survey of Property (to be attached if available)	

**OTHER INFORMATION (TO BE COMPLETED BY ALL APPLICANTS)**

Addresses of other properties in the City of Hamilton Boundary owned by the Applicant. If the application is from a Partnership or Corporation include addresses of properties owned by the Partnership or Corporation.

**Note: This information is being collected to determine if there are any outstanding taxes owed to the City of Hamilton.**

Applicant/ Partnership/ Corporation Name	Street Number and Name	Area of City (i.e. Hamilton, Ancaster, Stoney Creek, Waterdown, Dundas, Binbrook)

**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 PROPERTY OWNER/ 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.

\_\_\_\_\_

\_\_\_\_\_

**Applicant's Signature**

**Date**

**CONSENT OF THE PROPERTY OWNER**

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

**CONSENT OF THE PROPERTY OWNER TO THE USE AND  
DISCLOSURE OF PERSONAL INFORMATION**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and I hereby authorize, and consent to, the use by, and the disclosure to, any person or public body of any information, including personal information that is collected for the purposes of processing this application. I also give permission to the City of Hamilton to utilize photographs of the property in their promotional material.

\_\_\_\_\_  
**Name of Property Owner (please  
print)**

\_\_\_\_\_  
**Signature of Property Owner (with  
appropriate signing authority)**

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

<b>Owner's Information:</b>	
Mailing Address:	
City and Postal Code	
Telephone (H):	
Telephone (B):	
Cell Phone:	
If Corporation or Partnership Name of Registered Shareholders/ Partners and percentages of ownership)	



## DOCUMENTS/INFORMATION REQUIRED WITH APPLICATION

- \_\_\_ Completed Application including payment of Application Fee
- \_\_\_ Articles of Incorporation including current list of Officers and Directors (if applicable)
- \_\_\_ Articles of Amendment (if applicable)
- \_\_\_ Shareholder Registry
- \_\_\_ Partnership Documents and list of partners (if applicable)
- \_\_\_ Explanation of Planning/Building Status i.e. Site Plan
- \_\_\_ Pro-forma for the project
- \_\_\_ Appraisal Based Upon Value of Completed Project (performed by an A.A.C.I) to include replacement cost; dated within 6 months of the date of application and addressed to the City of Hamilton (If available)
- \_\_\_ Other revenue to be derived from development (e.g. parking revenue or sale of parking stalls)
- \_\_\_ Photos of site prior to start of construction/renovation. Photos to be date stamped
- \_\_\_ Anticipated start date for construction

\*If applying for an Enhanced Revitalization Project Tax Grant, please include the following:

- \_\_\_ Proof of environmental sustainability certification(s) eligible under this Program; and/or
- \_\_\_ Documentation demonstrating inclusion of building standards with respect to enabling current or future district energy connections (subject to confirmation by Building Division); and/or
- \_\_\_ Documentation demonstrating that the improvement/development has been approved for financial assistance under a Canada Mortgage and Housing Corporation (CMHC), federal, provincial or City program for the purposes of creating residential rental housing that address housing affordability within the city.

**Please note** the above information/documentation form part of a completed application (unless deemed to be non-applicable by the City. The City reserves the right to reject any incomplete application.

\*This supporting documentation, if not available at the time of application, may be provided at a later date at the discretion of the City of Hamilton.

The information on this form is collected under the legal authorities provided in the *Municipal Act, 2001*, the *Municipal Freedom of Information and Protection of Privacy Act* and the *Planning Act* and will be used primarily to determine grant eligibility. If you have any questions about the collection of this information, please contact the Co-ordinator of Urban Renewal Incentives, Commercial Districts and Small Business Section, City of Hamilton Planning and Economic Development Department, 71 Main Street West, 7th Floor, Hamilton, Ontario L8P 4Y5, 905-546-2424 x2755.