

ERASE STUDY GRANT (ESG) PROGRAM APPLICATION FORM

APPLICATION FEE OF \$280.00 TO ACCOMPANY APPLICATION

PRIOR TO SUBMITTING THIS APPLICATION:

- CONTACT CITY STAFF TO DETERMINE ELIGIBILITY
- REVIEW THE ESG PROGRAM DESCRIPTION FOR DETAILED PROGRAM TERMS AND CONDITIONS

FOR OFFICE USE ONLY

Application No.: _____

Date Submitted: _____

SECTION A – GENERAL PROGRAM REQUIREMENTS

- 1) An application to the ERASE Study Grant (ESG) program **must be submitted prior to work commencing** on the study that is the subject of the application;
- 2) Assignees/agents are eligible to apply only if written consent is provided by the owner of the site (Section B) ***consultants undertaking the study are not permitted to be an Applicant ***
- 3) Studies eligible under this program include: (see Section F (page 8) for geographic boundaries associated with Areas 1, 2, 3 and 4 referenced below)
 - a) A **Phase II Environmental Site Assessment (ESA)** for the purposes of confirming and describing the extent of contamination on a site located within the Urban Area (Areas 1-4);
 - b) A **Phase III ESA/Remedial Action Plan/Risk Assessment** for the purposes of developing a plan to remove, treat, or otherwise manage contamination found on a site located within the Urban Area (Areas 1-4);
 - c) A **Designated Substances and Hazardous Material (DSHM) Survey** for the purposes of identifying the presence of substances/materials in buildings located in the Older Industrial Area (Area 2) or current/closed institutional buildings and/or heritage building designated under Parts IV or V of the *Ontario Heritage Act* within the Urban Area (Areas 1-4); and
 - d) An **Office Reuse Feasibility Study** for the purpose of investigating the potential reuse of buildings located within the Older Industrial Area (Area 2) for an office use; 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 comprised of multiple conjoining properties will be considered as one site/project;
- 7) The maximum grant provided is the lesser of 50% of the lowest quote submitted, the actual cost of the study or the program 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 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 including: a detailed study work plan; supporting/previous studies; and two cost quotes for the proposed 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;
- 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; and
- 15) Without limiting the discretion as set in paragraph 14, 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 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, RPP MCIP
 Senior Project Manager
 (905) 546-2424 x2359
phil.caldwell@hamilton.ca

MAILING ADDRESS:

City of Hamilton – Attention: Phil Caldwell
 Economic Development Division
 Commercial Districts and Small Business
 Section
 71 Main Street West, 7th Floor
 Hamilton ON, L8P 4Y5

COMPLETE APPLICATION CHECKLIST:

- Completed and signed application form**
- Quotes from Two (2) Different Consultants for the proposed study**
- A Detailed Work Plan for the proposed study**
Prepared by a ‘Qualified Person’
- Digital copies of all previous environmental studies for the site**
- A cheque in the amount of the application fee**
Made payable to the ‘City of Hamilton’

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:

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Property Roll
Number(s):

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Property Legal
Description(s):

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Total Size of Site: acres

Existing Use of
Property(s):

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Do you plan to redevelop the
property? Please Describe.

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Current Zoning of the
Property(s):

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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:

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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:

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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?

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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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Estimated Cost of Phase II ESA (excluding HST)
(Areas 1-4) **OR**

\$

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Estimated Cost of Phase III ESA/Remedial Action
Plan/Risk Assessment (excluding HST) (Areas 1-
4) **OR**

\$

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Estimated Cost of Designated Substances and
Hazardous Material Survey (excluding HST)
(Area 2, any current/closed institutional building
or designated heritage building) **OR**

\$

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Estimated Cost of Office Reuse Feasibility Study
(excluding HST) (Area 2 only) **OR**

\$

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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

SECTION F – ERASE PROGRAM AREAS

