



Hamilton

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

\$120.00 Application Fee for Grants less than or equal to \$5,000
\$320.00 Application Fee for Grants less than or equal to \$10,000 & greater than \$5,000

COMMERCIAL VACANCY ASSISTANCE PROGRAM

APPLICANT INFORMATION (MUST BE TENANT OF PROPERTY)

Name of Applicant (Individual or Corporation or Partnership):	
Contact Name:	
Mailing Address:	
City & Postal Code:	
Telephone Number:	
Cell Phone Number:	
Email:	
If Corporation or Partnership, include Articles of Incorporation or Partnership Agreement (if applicable) and current Officers/Directors	
Name of Registered Shareholders/Partners (Shareholder Registry)	

PROPERTY OWNER INFORMATION

Name of Owner:	
Contact Name:	
Mailing Address:	
City & Postal Code:	
Telephone Number:	
Cell Phone Number:	
Email:	
If Corporation or Partnership, include Articles of Incorporation or Partnership Agreement (if applicable) and current Officers/Directors	
Name of Registered Shareholders/Partners (include Shareholder Registry)	

THE PROPERTY

Property Address:

Name of Business:

WORK ESTIMATES

Please attach two (2) independent contractor estimates for each component of the proposed improvement. Estimates are to be dated. Grant to be awarded based upon the lowest bid.

Preferred Contractor:

Building Repair Contractor Trade Licence Number:

Expiry Date:

Estimated Cost:

Second Contractor:

Building Repair Contractor Trade Licence Number:

Expiry Date:

Estimated Cost:

Total Construction Cost:

Total Grant Requested:

***Note if an applicant wishes to change contractors following Grant application submission the applicant must first notify the Commercial Districts and Small Business Section and submit the required estimates to request approval for the change prior to the commencement of work.**

DESCRIPTION OF IMPROVEMENTS

Please provide a written description of the proposed improvements. Attach at least one (1) copy of architectural or design plan prepared by a professional (if available) or prepare a sketch showing proposed improvements.

How many square meters of commercial space will be constructed /renovated as a result of this application?

Duration of lease between tenant and property owner:

Is the business intended to be a "pop-up" or permanent business?

Is the commercial space subject to the application currently vacant?

Does the commercial space subject to the application have street facing access to the public and is located either at or below grade?

What is the planned commercial use (retail, restaurant, artist studio with commercial component, other)?
Please provide a brief description of your business.

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)

**SIGNATURE OF OWNER/AUTHORIZED AGENT AFFIDAVIT OR SWORN
DECLARATION
DATE OF APPLICATION SUBMISSION AND PERMISSION TO UTILIZE
PHOTOGRAPHS OF THE PROPERTY IN THE CITY OF HAMILTON'S
PROMOTIONAL MATERIAL**

I, _____, solemnly declare that the information contained in this application is true, and that the information contained in the documents that accompany this application is true. 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

Authorization:

A separate written authorization of the property owner that the applicant is authorized to make the application must be included with this application.

CONSENT OF THE PROPERTY OWNER

Complete the consent of the property 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

Property Owner's Contact Information:	
Mailing Address:	
City:	
Postal Code:	
Telephone (Home):	Telephone (Business):
Cell Phone:	Email Address:

DOCUMENTS/INFORMATION REQUIRED WITH APPLICATION

- ___ Completed Application Form
- ___ Payment of Application Fee
- ___ Two (2) dated estimates for each of the permanent works being proposed for funding
- ___ Copy of a draft lease agreement for the commercial space/building that is the subject of a Program application
- ___ If the tenant of the property is the applicant, written authorization of the Property Owner that the applicant is authorized to make the application must be included with this application
- ___ Articles of Incorporation Documents (if applicable)
- ___ Articles of Amendment (if applicable)
- ___ Partnership Agreement Documents (if applicable)
- ___ Shareholders Registry (i.e. List of Shareholders and their respective percentage ownership) (if applicable)
- ___ List of Applicant's Officers and Directors (if applicable)
- ___ Anticipated start date for construction as well as anticipated completion date
- ___ Photos demonstrating state of property prior to construction/renovation taking place. Hard copies of photos are to be date stamped.

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.

REQUIRED PROOF OF PAYMENT PRIOR TO RECEIPT OF APPROVED GRANT

As part of the final due diligence carried out on an application prior to grant payment, the applicant will be required to provide the City with copies of final paid invoices which demonstrate that the approved works have been completed and fully paid. The applicant is also required to provide the City with further documentation which shows how this payment was made (e.g., cancelled cheques, e-transfer receipts, etc.).

PLEASE RETAIN FOR YOUR RECORDS

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.