

# Community Improvement Plan

*Red Lake*

## Application Package



# Red Lake CIP:

## Application Submission and Review

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A complete application for any of the financial incentives will consist of the following:

- A properly completed and signed application; and
- Consent from the registered owner of the subject lands where the applicant is not the owner.

The above information is required to ensure that your application is given full consideration. An incomplete or improperly prepared application may not be accepted or may result in delays during the processing of the application. Only one Application per subject address will be permitted. If there are multiple properties, separate applications may be required. If other documentation/supporting material becomes necessary, you will be contacted prior to your application proceeding.

This application is to be used by all eligible owners and tenants (with owners consent) of private land and buildings throughout the Municipality who wish to be considered for financial incentives that may be available through the Municipality of Red Lake CIP.

This section provides a summary of the process for the submission, evaluation, and approval of all financial incentive program applications:

- a) Applicants must meet with one or more members of the CIP Implementation Committee for a pre-consultation meeting, prior to submitting an application, to confirm requirements for a complete application.
- b) Applications must be submitted in accordance with the requirements outlined in Section 3 of this application package.
- c) The CIP Implementation Committee will evaluate all applications and supporting materials. Applicants will be notified if their submission is incomplete.
- d) Based on the evaluation of complete applications, a decision will be made by the CIP Implementation Committee with respect to the approval or refusal of an application.
- e) For applications that are approved, a Financial Assistance Agreement will be prepared and executed.

- f) Any program commitments may be cancelled if work does not commence within six months of approval of an application, or if a project is not undertaken or completed in accordance with the Financial Assistance Agreement.
- g) When projects are completed, a statement with supporting invoices and proof of payment shall be submitted to the Municipality. Following this, the work will be inspected by the Municipality and, if approved, notice of completion will be issued and the financial assistance will be initiated.
- h) Upon completion of a community improvement project, the Municipality reserves the right to inspect any properties/buildings, or to audit final costs at the owner's expense.
- i) Funding approval will lapse if a notice of completion is not issued within twelve months of the date of execution of the Financial Assistance Agreement.
- j) The CIP Implementation Committee may grant an extension for community improvement works following receipt of a written request by the owner setting out the reasons for the extension and providing a new date of completion.
- k) Should the applicant fall into default of any of the requirements of the incentive program or other requirements established by the Municipality, incentives may be delayed, reduced, or cancelled. Applicants may be required to repay benefits to the Municipality.

# Complete Application Requirements

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A complete application for financial incentives includes all of the following:

- One (1) copy of a completed and signed application form.
- A signed letter of authorization (where the applicant is not the owner) from registered/assessed owners of the lands affected by the proposed community improvement project.
- Good quality photographs of the existing condition of the buildings and property;
- Past/historical photographs and/or drawings (where available);
- Specifications of the proposed project, including design drawings prepared by a design professional (if available) or sketches, renderings, and/or elevation drawings illustrating the proposed improvements;
- Two (2) detailed independent contractor estimates for each component of the proposed eligible work, or two estimates covering all the components of the eligible work;
- A statement with respect to how the proposed project meets the overall goals and objectives of the CIP; and
- Any additional requirements as determined by the CIP Implementation Committee.

*Please note:*

- 1. Applicants may be asked to supply additional supporting information at the discretion of the CIP Implementation Committee.*
- 2. If permits are required for the proposed improvements, additional detailed submission materials may be required.*
- 3. Additional material will be required to be submitted upon completion of the project including photos of the final project, and invoices marked paid with the payees signature before grant money can be received.*

# Red Lake CIP: Financial Incentive Application

<b>FOR OFFICE USE ONLY</b>		<b>DATE OF PRECONSULTATION</b>
<b>DATE FILED:</b>	<b>DATE APPROVED:</b>	<b>APPROVED BY:</b>
<b>FILE NUMBER:</b>	<b>ROLL NUMBER:</b>	<b>OTHER INFO:</b>

## PART 1: APPLICATION INFORMATION

### A. REGISTERED OWNER OF SUBJECT LANDS

Name:
Company Name:
Business/GST #:
Mailing Address:
Email:
Phone:
Cell:

### B. AUTHORIZED APPLICANT (if different than property owner)

Name:
Company Name:
Business/GST #:
Mailing Address:
Email:
Phone:
Cell:

Please Specify to whom all communications should be sent:

- Applicant
- Registered Owner

## PART 2: PROPERTY INFORMATION

### A. SUBJECT LANDS

Municipal Address:
Legal Description (Part/Lot):
Property Tax Roll Number:
Date acquired by current owner (if known):

Current Zoning (please check all that apply):

- |                                     |                                      |
|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Industrial  |
| <input type="checkbox"/> Mixed-Use  | <input type="checkbox"/> Residential |

### B. COMMUNITY IMPROVEMENT PROJECT AREA

Please indicate the Community Improvement Project Area in which your land is located:

- |                                       |   |
|---------------------------------------|---|
| <input type="checkbox"/> Primary CIPA | <input type="checkbox"/> Secondary CIPA |
|---------------------------------------|---|

### C. EXISTING LAND USES

Existing Uses:
Description of Existing Buildings:
Year Built:
Height:
Floor Area:
Current Condition:
Proposed Use of Property:

### D. BUILDING AREA INFORMATION

Please indicate if the building for which you are proposing improvements meets any of the following criteria:

- The building has more than one street address and/or storefront
- The building has more than one wall that is visible from a public street or fronts onto a laneway or parking lot
- The site is an identified brownfield property
- The building area is located adjacent to or is visible from Howey Bay
- The original heritage features of a building on the site are to be restored.

## E. ADDITIONAL PROPERTY INFORMATION

Are there any easements or covenants on the property?

Yes

No

If yes, describe easement or covenant and its effect:

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Are property taxes in good standing on this property?

Yes

No

Are there any outstanding work orders on this property?

Yes (please specify) \_\_\_\_\_

No

## PART 3: PROPERTY INFORMATION

Please indicate the Financial Incentive Programs(s) for which you are applying.

*Please note that some of the financial incentives listed below may not currently be available. Program availability will be determined on an annual basis at the sole discretion of the Municipality of Red Lake and the CIP Implementation Committee. Applicants are required to confirm whether a program is available prior to completing and submitting an application at the pre-consultation meeting.*

✓	Financial Incentives Grant	Eligible costs	Maximum Grant Value
	Design and Study Grant	50% of total costs	\$1,500
	Planning Application and Building Permit Fee Grant	50% of eligible costs	\$1,000
	Façade, Signage, and Landscape Improvement Grant	50% of eligible costs	\$3,000 per project <u>OR</u> \$5,000 if 1 or more of the criteria in Part 2d are met
	Parking Improvement Grant	50% of eligible costs	\$1,000
	Building and Accessibility Improvement Grant	50% of eligible costs	\$3,000 per project <u>OR</u> \$5,000 if 1 or more of the criteria in Part 2d are met
	Commercial and Rental Housing Conversion and Expansion Grant	Up to \$20 per square foot of converted or expanded floor space	\$5,000
	Major Redevelopment Tax Increment Equivalent Grant	Year 1 – 100% of tax increment Year 2 – 80% of tax increment Year 3 – 60% of tax increment Year 4 – 40% of tax increment Year 5 – 20% of tax increment	
	Brownfield Financial Tax Incentive Program	Cancellation of all or part of the Municipal and education taxes on a brownfield site during the redevelopment period	Determined upon approval of a financial incentive application

Please explain what you propose to do on the subject lands/premises and how the proposed improvements comply with any applicable Design Guidelines?



Please provide a detailed explanation of how the proposed project will contribute to achieving one or more of the following community improvement goals:

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Does the proposed improvement work involve 25% or more of the existing gross floor area? Is it anticipated that the project will generate a tax increment as a result of property reassessment?

- Yes
- No

Please indicate any additional applications that have been submitted in relation to the property or project (i.e. site plan, zoning, building permit, etc.)

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What is the estimated cost of the project?

First Contractor:
Second Contractor:
Total Project Cost (plus taxes):
Total Grant Request:
Anticipated Start Date:
Anticipated End Date:

Is there a time limit that affects the processing of this application?

- Yes (describe): \_\_\_\_\_
- No

Is there any other information you think may be useful in the review of this application? If so, explain below or attach on a separate page.

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# Red Lake CIP: Declarations

## APPLICANT'S DECLARATION

I, \_\_\_\_\_ of \_\_\_\_\_  
(Name of Applicant) (Address)

Solemnly declare that all of the statements contained in this Application Package for

\_\_\_\_\_  
(Description of Subject Land)

and all supporting documents and plans are, to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application.

\_\_\_\_\_  
Owner/Applicant Signature

\_\_\_\_\_  
Date

## PERMISSION TO ENTER SUBJECT LANDS

Permission is hereby granted to Municipality of Red Lake staff to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

\_\_\_\_\_  
Owner/Applicant Signature

\_\_\_\_\_  
Date

## FREEDOM OF INFORMATION

For the purposes of the Municipal Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body any information that is collected for the purposes of processing this application.

\_\_\_\_\_  
Owner/Applicant Signature

\_\_\_\_\_  
Date

## OWNERS AUTHORIZATION

If the applicant is not the registered owner of the land that is the subject of this application, the owner must complete the authorization set out below.

I/We \_\_\_\_\_ am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize \_\_\_\_\_ to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Municipality of Red Lake will be promoting Improvement Programs to other land owners and businesses. Successful applicants to this program will be expected to participate in news releases, brochures and other promotional material. Do you agree to participate?

- Yes
- No