

# Application Form

## Strategic Core Areas Community Improvement Plan



Planning  
Services  
Division

Services  
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planification

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## Applicant Information

Applicant Name\*:

_____	_____
First Name	Surname

Name of Property Owner\*:  
(if different from applicant)

_____	_____
First Name	Surname

Applicant's Mailing Address:

\_\_\_\_\_

\_\_\_\_\_

Applicant Daytime Telephone:

\_\_\_\_\_

Applicant Cell:

\_\_\_\_\_

Applicant Email:

\_\_\_\_\_

\*If Corporation or Partnership, include Articles of Incorporation or Partnership Agreement (if applicable) and current Officers/Directors. Also include name of Registered Shareholders/Partners (Shareholder Registry)

## Property Information

Municipal Address:

\_\_\_\_\_

Common Name:

(e.g. business or building name)

\_\_\_\_\_

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## Financial Programs

The following financial incentive programs are available:

1. Tax Increment Equivalent Grant Programs
  - a. Standard
  - b. Superstack
  - c. Corridors
  - d. Parking Structure
2. Façade Improvement Grant Program
3. Planning and Building Permit Fee Rebate Program
4. Residential Incentive Program, and
5. Feasibility Study Grant Program

*Please note that:*

- *Properties must be within the CIP boundary at the time of application. Ineligible properties will not be brought forward for Council's consideration.*
- *The City will not accept applications from same applicant for same program and address, unless 5 years has elapsed since the last grant payment associated with the program for said property. This time frame is retroactive and includes any other CIP in effect within a 5-year period.*

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## Project Description

**Please describe what the property looks like and how the property is used today (e.g., building height, building/façade condition, what business is conducted on the property, who does the business serve, how long has the business been established).**

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**Please describe, in detail, how the property will be improved (e.g., how will the existing building be improved to allow it to accommodate new commercial, office or residential uses, how will the existing building façade be improved, etc.).**

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**Please describe when the proposed improvements are expected to start and when the proposed improvements are expected to be complete.**

*Please note that works commenced prior to submitting an application are ineligible. Works commenced after submitting an application but prior to application approval do so at the applicant's risk.*

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Please describe the benefits that the proposed improvements will have on the property, the business and Community Improvement Project Area (e.g. improve the visual appearance of the building, additional residential units, improve business image, create new jobs, etc).

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## Tax Increment Equivalent Grant Program

The City provides grants equivalent to the incremental increase in municipal property tax assessment and revenue resulting from property improvements such as, but not limited to, new construction.

Please indicate under which Tax Increment Equivalent Grant (TIEG) Program you are applying:

- Standard TIEG (for development/redevelopment in Key Nodes)
- Superstack TIEG (in combination with a TIEG program from another CIP)
- Corridors TIEG (for residential development along the City’s Strategic Corridors)
- Parking Structure TIEG (to establish a parking structure in Downtown Sudbury)

Please indicate the pre and post project assessed value of the property and municipal portion of the property tax to help calculate the Tax Increment Value:

Pre-project assessed value (A): \_\_\_\_\_

Post-project assessed value (B): \_\_\_\_\_

Pre-project tax rate – municipal portion (C): \_\_\_\_\_

Post-project tax rate – municipal portion (D): \_\_\_\_\_

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Pre-project annual taxes ( $E = A \times C$ ): \_\_\_\_\_  
Post-project annual taxes ( $F = B \times D$ ) \_\_\_\_\_  
Tax Increment Value ( $F - E$ ) \_\_\_\_\_

**Note:** The Standard, Corridors and Superstack TIEG Program applications must be accompanied by:

- Cost to Construct Budget prepared by an architect/engineer and addressed to the City of Greater Sudbury and dated within 6 months of the date of application;**
- Photos in the required format depicting the current condition of the eligible property;**
- Plans and other information in the required format necessary to understand the proposed development concept for the eligible property;**
- For the Superstack TIEG, a completed application form for either the Brownfields Strategy and Community Improvement Plan or Affordable Housing Community Improvement Plan, as applicable, and,**
- Plans, reports, estimates and contracts and other details as may be required to satisfy the City with respect to the eligible costs and conformity of the proposed improvement with the applicable Community Improvement Plan(s).**

**Note:** Applications to the Parking Structure TIEG will be subject to an evaluation in two phases. See Program description in the CIP for more details.

## Façade Improvement Grant

The City offers a grant of 50% of the cost to improve a building's main facade, to a maximum of \$20,000.

**Please attach two estimates from arms-length contractors/consultants capable of completing the proposed work that correspond to the above Project Description.**

Preferred Contractor/Consultant Name: \_\_\_\_\_

Price Quoted: \_\_\_\_\_

Second Contractor/Consultant Name: \_\_\_\_\_

Price Quoted: \_\_\_\_\_

**Please note that any funding shall be based on the lowest bid. If an applicant wishes to change contractors following Grant application submission the applicant must first notify the Planning Services Division and submit the required estimates to request approval for the change prior to the commencement of work.**

**Eligible costs shall include materials, equipment and contracted labour to complete the proposed improvements. Labour provided by the owner/tenant/applicant is not an eligible cost.**

**Façade Improvement Grant Program applications must be accompanied by a photo(s) that clearly depict the existing condition of the façade(s) that is (are) proposed to be improved.**

**Façade Improvement Grant Program applications must be accompanied by a schematic elevation view with sufficient information to understand the proposed façade improvements and anticipated visual outcome of the improvements.**

**Signage improvements will only be considered as part of a comprehensive façade improvement project. The total amount of funding allocated to the signage component of a comprehensive façade improvement project will be limited to \$3,000.**

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## Planning and Building Permit Fee Rebate Program

The City may rebate fees for Planning Act and Ontario Building Code applications associated with improvements to eligible properties. These applications include: Zoning By-law Amendments; Minor Variances; Site Plan Control; Subdivisions; Consents; Demolition Permits; and, Building Permits.

Please indicate the type of Planning Act and Ontario Building Code applications that will be applied for in connection with the proposal:

Application Type:	Amount (\$)
Zoning By-Law Amendment:	_____
Minor Variance:	_____
Site Plan Control:	_____
Plan of Subdivision:	_____
Plan of Condominium	_____
Consent:	_____
Building Permit:	_____
Demolition Permit:	_____

Please indicate the estimated amount of incentive being applied for:

Estimated Amount (\$): \_\_\_\_\_

**An application for a Building Permit may require a study or report (e.g. an engineering study) which may qualify under the Feasibility Study Grant Program. The City recommends that you contact the Building Services Department prior to applying.**

## Residential Incentive Program

The purpose of this program is to encourage residential development in the strategic core areas.

A grant of \$20 per sq foot of newly-created, or newly-habitable residential space, or \$20,000 per dwelling unit, whichever is lesser, is available. Payment will be made only upon the occupancy permit being issued. The maximum amount of incentive provided under the program to any approved eligible property will not exceed \$200,000.

Notwithstanding the above, the City may receive applications that exceed the maximum program amounts for this Residential Incentive Program only. Such applications must include a minimum of 10 dwelling units. The funds provided the City shall not exceed 50% of the cost to construct budget prepared by a qualified professional and submitted as part of the application. In evaluating these requests, the City will consider its housing targets outlined in the Housing Supply Strategy.

Please indicate the number of newly-created units, the newly-created habitable space, and the total grant request:

Number of new dwelling units: \_\_\_\_\_

Sq. footage per dwelling unit: \_\_\_\_\_

Total newly habitable residential space (sq ft): \_\_\_\_\_

Total Grant Request\*: \_\_\_\_\_

\*If the grant request is greater than \$20/sq.ft, or greater than \$200,000 per property, the applicant must submit a cost to construct budget and a description of how the proposal helps meet the City's housing supply targets.

## Feasibility Study Grant Program

The intent of this program is to stimulate private sector investigation of the potential adaptive re-use or redevelopment of buildings or vacant land within the project area. Financial assistance for feasibility studies, building renovation design, and business plans will be provided through this program.

Please indicated the type(s) of study and estimated amount of incentive being applied for:

Studies \_\_\_\_\_

Estimated Amount (\$) \_\_\_\_\_

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## Summary of Request and Project Financing

Please indicate the amount of incentive being applied for, broken down as follows:

- A. Tax Increment Equivalent Grant Program \_\_\_\_\_
- B. Façade Improvement Grant Application \_\_\_\_\_  
(50% of estimated cost up to \$20,000 max)
- C. Planning Fee Rebate Amount \_\_\_\_\_  
(\$5,000 max)
- D. Building Permit Fee Rebate Amount \_\_\_\_\_  
(\$30,000 max)
- E. Residential Incentive Program Amount \_\_\_\_\_  
(\$20 per sq foot, or \$20,000 unit, whichever is lesser)
- F. Feasibility Study Grant (\$7,500 max) \_\_\_\_\_

**Please complete the following**

- G. Estimated Total Cost of Project \_\_\_\_\_
- H. Estimated Total Grants and Loans \_\_\_\_\_  
(B + C + D + E + F)
- I. Source Financing For Difference (G-H) \_\_\_\_\_

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## Evaluation of Applications

Applications will be evaluated according to adopted policies and by-laws of the City of Greater Sudbury. The City reserves the right to evaluate applications based on additional criteria developed from time to time. Applicants may be contacted by the City of Greater Sudbury during the evaluation process to clarify their application or to provide further information.

The City of Greater Sudbury is not bound to accept any application. The City of Greater Sudbury reserves the right to consider any, none or all of the applications, to accept applications in whole or in part, and to elect not to proceed with this process at any given time.

Successful applicants may be required to provide the City of Greater Sudbury with additional information to demonstrate their creditworthiness and business track record.

## Second Phase Evaluation

At the City's discretion, proponents may be subject to a Second Phase Evaluation in situations including but not limited to: where the estimated total project costs exceed **\$1,000,000**, and/or where the financial request includes **Tax Increment Equivalent Grants** or a **Business Improvement Areas Tenant Attraction Loan**.

The information requirements at the time of the application include, and may be not limited to, the following:

- A conceptual design proposal for the redevelopment of the property describing the location, siting and the massing of buildings; the location and number of parking spaces; and, access and internal circulation;
- An outline of other key features such as density and height and any required regulatory approvals;
- A written statement describing how the proposal meets the objectives of the applicable Community Improvement Plan, the Official Plan for the City of Greater Sudbury, and other applicable strategic and economic development plans such as the Downtown Master Plan, and From the Ground Up;
- A development strategy, including phasing and construction;
- A proposed development schedule;

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- A business proposal including financial arrangements and other details;
- A preliminary pro forma;
- Other relevant financial matters;
- Independent evidence from a recognized reputable source as to the developer's creditworthiness and ability to obtain financing;
- Additional materials that the proponent(s) consider necessary to assist the City in the evaluation of their proposal.

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## Program Conditions

### Good Standing

I/we confirm and agree that municipal tax and utility accounts are and will remain current throughout the term of this agreement. I/we also confirm that I/we are not currently involved in any action or proceeding involving a claim for same with the City of Greater Sudbury.

**Please place a check next to any of the following with outstanding work orders (you may be asked to provide a copy of any outstanding work orders):**

- Fire Prevention
- Property Standards
- Building Code
- By-Law Enforcement

**Please place a check next to any of the following with amounts more than 30 days in arrears (you may be asked to provide proof of payment):**

- Property Taxes
- Mortgage Payment(s)
- Utilities

I/we confirm that any outstanding work orders and/or orders or requests to comply, and/or other charges from the City (including tax arrears) have been satisfactorily addressed prior to making this application.

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### Permits

Work to be completed under this application cannot be started until written approval for the requested funding assistance is received from the City of Greater Sudbury. All required permits (e.g. building, demolition, etc.) must be obtained prior to the initiation of the proposed works.

### Confidentiality

Subject to the Municipal Freedom of Information Act, all information provided in this application will become part of public record.

### Program Funding Announcements

I/we consent to the City of Greater Sudbury using our name and address in connection with any funding program announcement.

### Signatures and Declarations

I/we agree that this application and all attached materials will become the property of the City of Greater Sudbury upon submission.

I/we agree to abide by the terms and conditions of this program. I/we understand that the amount provided can be reduced or cancelled if the proposed work is not completed, or if contractors or suppliers are not paid in full. I/we hereby certify that the information given herein is true, correct and complete in every respect and may be verified by the City of Greater Sudbury. If any information provided is, or subsequently becomes untrue, incorrect and/or incomplete, the City of Greater Sudbury reserves the right to end its further commitment under this agreement and full repayment of any money already advanced, with interest, shall become due and payable. Any failure on behalf of the City of Greater Sudbury to verify the information provided is not a waiver of the City of Greater Sudbury's rights. I/we are aware that under the loan program, lien may be registered on title of the subject property at the discretion of the City of Greater Sudbury.

Applicant's Name (Print)	Applicant's Signature	Date
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## Owner's Authorization

*(Complete only if Applicant is not Property Owner)*

I/We, \_\_\_\_\_ the Owner of the Subject property hereby authorize  
(Print)

\_\_\_\_\_ to act on my/our behalf with respect to this  
application.  
(Print)

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

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## Checklist

Please ensure that the following information is included with your application, in an 8.5"x11" format:

- Application form filled out, with required signatures
- Proponent contact information and project team (if applicable)
- Property details
- Proposed improvements, in detail
- Pictures and Sketches (including massing, elevation, if applicable)
- Conceptual design proposal describing location, siting and massing of buildings; location and number of parking spaces; and, access and internal circulation (if applicable)
- Development strategy, including phasing and construction (if applicable)
- Development schedule
- Proposed start and completion times
- Work estimates and project financing
- Financial incentives applied for, amounts broken down by program
- Other relevant financial matters (if applicable)

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