**PART A: General Instructions**

Planning Staff must be consulted prior to completing and submitting this application.

As much detail as possible should be submitted regarding a proposed brownfield project. If you require more space than is provided on this form, please attach additional pages and/or documents. Do not simply reference sections in appended reports or documents.

All environmental reports submitted to the City must be signed and sealed by a Qualified Person as defined by Ontario Regulation 153/04 under the *Environmental Protection Act* as amended from time to time.

Applications must be acknowledged by Planning Staff as being complete prior to being evaluated. Applications will not be acknowledged until all required information and material is submitted with the application form.

Applications should be submitted to:

**Planning Services**

Location: 1 Carden Street, 3rd Floor

Phone: 519-837-5616

Fax: 519-822-4632

Email: planning@guelph.ca

Any personal information on this form is collected pursuant to the Municipal Act, 2001 and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. This information will be used for the purposes of administering the Brownfield Redevelopment Community Improvement Plan programs.

Questions regarding this application should be directed to Tim Donegani at 519-837-5616 x2521.

Questions regarding information collection should be directed to the City of Guelph Information, Access, Privacy and Records Specialist, City Hall, 1 Carden Street, Guelph ON N1H 3A1 at 519-822-1260 x 2439.

**Part b: Conditions and Restrictions**

**General Terms and Conditions**

Eligible costs under the Tax Assistance and Tax Increment Based Grant programs are outlined in the Brownfield Redevelopment Community Improvement Plan (CIP) which can be found at <http://www.guelph.ca/brownfields> and include:

* Cost of environmental studies not reimbursed by the Environmental Study Grant Program
* Environmental remediation, including the cost of preparing a Records of Site Condition (RSC)
* Complying with the requirements of a Certificate of Property Use (CPU)
* Placement and compaction of fill to replace material disposed of off-site
* Installing, monitoring, maintaining and operating risk management measures
* Environmental insurance premiums

The terms and conditions for the programs are outlined in the Brownfield Redevelopment CIP. Conditions include but are not limited to:

* The total amount of financial assistance provided by the City for the purpose of brownfield redevelopment cannot exceed the eligible costs set out in the CIP.
* Applications must be approved by Council prior to the start of any eligible work (i.e. grant cannot be applied retroactively).
* Properties having a Minister’s Order for clean-up are not eligible.

**Terms and Conditions of Tax Assistance (TA) Program**

* The timing and conditions that apply to municipal property tax assistance may vary from those provided by the Province for matching education property tax assistance.
* The Ministry of the Environment-acknowledged RSC must be filed within a specified timeframe.
* If a Record of Site Condition is not filed with the specified time period, any tax cancellation shall be immediately repaid to the City.

**Terms and Conditions of Tax Increment-Based Grant (TIBG) Program**

* The annual value of the grant payment cannot exceed 80% of the difference between pre and post-development municipal tax assessments as determined in the first grant year.
* The TIBG is available up to a maximum of 10 years.
* All grants under the tax increment-type programs, including the Brownfield Redevelopment CIP’s TIBG program, the Downtown Guelph CIP’s Major Activation Grant Program, and Grants under the Heritage Act cannot exceed the 10-year tax increment.

In addition to the eligible cost under the TA program, the following are eligible under the Tax Increment-Based Grant Program (TIBG) program:

* Cost of constructing a LEEDTM certified building
* Building demolition costs
* 50% of building rehabilitation works

**Development Charges Late Payment Agreements**

Although not part of the CIP, DC late payment agreements can be negotiated alongside Brownfield TIBG grant applications is accordance with the following terms and conditions:

* All or part of project DCs are deferred up to a conservative estimate of the TIBG program grant
* Late payment agreements are subject to interest at current market rates, plus a small premium
* The City will retain TIBG grant payments until the DCs are recovered through the offset of the TIBG

**PART C: Owner Information**

Name of Registered Property Owner: Click here to enter text.

Address of Registered Property Owner: Click here to enter text.

Phone Number: Click here to enter text. Fax Number: Click here to enter text.

Email Address: Click here to enter text.

**Applicant Information (If different)**

Name of Applicant: Click here to enter text.

Address of Applicant: Click here to enter text.

Phone Number: Click here to enter text. Fax Number: Click here to enter text.

Email Address: Click here to enter text.

**PART D: Property Information**

Address of Subject Property: Click here to enter text.

Legal Description (e.g. Lot and Plan No.): Click here to enter text.

Roll Number: Click here to enter text.

Official Plan Designation: Click here to enter text.

Zoning: Click here to enter text.

Current Use(s): Click here to enter text.

Size of Property: Click here to enter text.

Existing Buildings: Building 1: Click here to enter text.

Yes (please specify size) Building 2: Click here to enter text.

No Building 3: Click here to enter text.

Property Details (e.g. history, easements, outstanding work orders, or other relevant details):

Click here to enter text.

Has or will this property received grants/loans or other financial assistance from the City (e.g. the Downtown Guelph Community Improvement Plan programs) or other level of Government?

Yes  No

If yes, please specify type and amount of financial assistance: Click here to enter text.

**PART E: Environmental Information**

Please describe any known or suspected environmental contamination issues (e.g. soil or groundwater related) affecting the site including the types of contaminants, extent, causes (brief site history), underground storage tanks, above ground storage tanks, etc. and the role of the current owner in causing such environmental contamination.

Click here to enter text.

Has any remediation been conducted at the Site?  Yes  No

(*If the answer to the above questions is ”Yes”, please attach the appropriate Report to this application*)

**Environmental Consultant Information**

Name of Environmental Consultant: Click here to enter text.

Address of Environmental Consultant: Click here to enter text.

Phone Number: Click here to enter text. Fax Number: Click here to enter text.

Email Address: Click here to enter text.

**PART F: Project Information**

Is this property currently or previously subject to any City approvals (e.g. Re-zoning, site plan control, etc.)?  Yes  No

If ”Yes”, please provide brief description and file number: Click here to enter text.

Please provide a description of the proposed redevelopment and attach a site sketch. Please include details such as the type, use, floor area and number of units. If residential: number of bedrooms and quality of units.. :

Click here to enter text.

**Program application and Eligible Costs**

Please indicate which program(s) you are applying to:

Tax Assistance Program

Tax Increment-Based Grant Program

Development Charges Late Payment Agreement

Please indicate which eligible costs are requested to be offset:

Environmental study costs (*specify type of study*) Click here to enter text.

Environmental remediation, including the cost of preparing a Record of Site Condition

Complying with the requirements of a Certificate of Property Use

Placing and compacting fill to replace material disposed of off-site

Installing, monitoring, maintaining and operating risk management measures

Environmental insurance premiums

Cost of constructing a LEEDTM certified building *(TIBG only)*

Building demolition costs *(TIBG only)*

50% of building rehabilitation works *(TIBG only)*

**PART G: Tax Information**

Current property taxes paid annually:

Municipal Click here to enter text. Education Click here to enter text.

Are there any outstanding assessment appeals?  Yes  No

Is this property in tax arrears?  Yes  No

If Yes, specify amount of tax arrears: Click here to enter text.

Have tax arrears previously been cancelled (in whole or in part) on this property under any City or Provincial program?

Yes  No

Anticipated property taxes paid annually in the first year after project completion:

Municipal Click here to enter text. Education Click here to enter text.

*please attach your calculations to this application.*

When do you expect to the first building permit to be issued for the project? Click here to enter a date.

When do you expect the project to be completed and reassessed by MPAC? Click here to enter a date.

**PART H: Complete Application Checklist**

The following information and material must accompany a complete application (1 hard copy, 1 digital copy):

The Phase 2 Environmental Assessment report(s) that delineate the vertical and horizontal extent of on-site contamination.

Any Risk Assessment report(s) and supporting contamination characterization that has been prepared.

A detailed Remedial Work Plan including a scope of work and cost estimate.

Eligible costs are identified in consultation with City Staff.

Post development taxes estimated in consultation with City Staff.

**PART I: Declaration**

I/WE HEREBY APPLY for a grant(s) under the City of Guelph Brownfield Redevelopment Community Improvement Plan.

I/WE HEREBY AGREE to abide by the terms and conditions of the City of Guelph Brownfield Redevelopment Community Improvement Plan (please refer to Plan for additional details).

I/WE HEREBY AGREE to enter into any Agreement with the City of Guelph where specified in the Brownfield Redevelopment Community Improvement Plan.

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 of Guelph by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.

I/WE HEREBY GRANT PERMISSION to the City, or its agents, to inspect the subject property prior to, during, and after environmental remediation, site rehabilitation and project construction.

I/WE HEREBY AGREE that the program(s) 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. Participants in the program whose application has been approved and who have entered into the Agreement(s) with the City, will continue to receive grant payments, subject to their Agreement.

I/WE HEREBY AGREE that 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, subject to the applicant meeting the terms and conditions of the Brownfield Redevelopment Community Improvement Plan and any Agreement. The City is not responsible for any costs incurred by the Owner/Applicant in any way relating to any program, including, without limitation, costs incurred in anticipation of a grant.

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Date Name of Applicant

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Title Signature of Applicant

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Name of Qualified Person (Environmental Consultant)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title Signature of Qualified Person (Environmental

Consultant)

**PART J – Application Authorization**

**I/WE** , the registered

Owners of (municipal address or legal

Description) hereby authorize to act as agent

for the brownfield redevelopment financial incentive programs which deals with the above

noted lands.

Date Owner’s Signature