

**Central Business District Renaissance
Community Improvement Grant/Loan Application Form**

Office Use
File Number: _____
Date Received: _____
Checked by: _____
Date Accepted: _____

Part A: General Information and Instructions

1. Before filling out this application form, you should consult with Planning Services staff to obtain information regarding the various grant and loan programs.
2. If an agent is acting on behalf of a property owner, please ensure that the required authorization is completed and executed by the owner as provided for in Part G.
3. If you require more space than is provided on this form, please provide additional information on a separate page and attach it to your completed application form.
4. Completed grant and loan applications are to be submitted and processed concurrently with a building permit application, on a first come first served basis. It is necessary for a building permit application to be complete and acceptable to the City in order for your grant and loan application to be accepted. Upon acceptance of your grant/loan application, you will be provided a committal letter advising of your eligibility for the grant and loan programs subject to any terms and conditions contained in the committal letter.
5. If you are applying for a Façade Improvement Loan, an Upper Storey Conversion to Residential Loan or an Upgrade to Building Code Loan, please attach two bona fide quotes for the proposed work that is eligible for the loan. You may need to request your contractor to separate these costs from other costs for improvements not considered eligible for these loans. Please ensure that the quotes indicate the name, address, phone and contact for the firm/contractor.
6. Your grant/loan application should be submitted in person or by mail to the Director of Planning Services, 7th Floor, Rundle Tower, 50 Centre Street South, Oshawa, Ontario L1H 3Z7
7. Please type or print legibly the requested information on the application form.

Part B: Applicant and Agent

1. Applicant Information

Name of Registered Property Owner: _____

Address of Registered Property Owner: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

2. Agent Information (if applicable)

Name of Agent: _____

Address Agent: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

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Part C: Application Data

Please indicate with a check mark which of the following programs you are applying for. You may be eligible for more than one program.

- Residential Development Charge Grant Program
- Building Permit Fee Grant Program
- Parkland Dedication Fee Grant Program
- Increased Assessment Grant Program
- Façade Improvement Loan Program
- Upper Storey Conversion to Residential Loan Program
- Upgrade to Building Code Loan Program

Part D: Property Information

Address of Subject Property: _____

Legal Description (Lot and Plan No.): _____

Current Uses: _____

Current Official Plan designation: _____

Current Zoning: _____

Part E: Grant Programs

Please attach a photocopy of required receipts for grant applications under the Residential Development Charge Grant Program, Building Permit Fee Grant Program and/or Parkland Dedication Fee Grant Program. Following re-assessment, City of Oshawa staff will confirm estimated post-development assessed value to serve as a basis for the Increased Assessment Grant Program.

1. Residential Development Charge Grant Program

(a) Number of eligible residential units created: _____

(b) Amount of City of Oshawa Residential Development Charges Paid: **\$** _____

2. Building Permit Fee Grant Program

(a) Value of Construction: **\$** _____

(b) Amount of City of Oshawa Building Permit Fee paid: **\$** _____

3. Parkland Dedication Fee Grant Program

(a) Number of eligible residential units created: _____

(b) Amount of Cash-in-Lieu of Parkland Dedication Paid: **\$** _____

4. Total Requested Grants for Items 1 to 3:

\$ _____

5. Increased Assessment Grant Program

(a) Current Assessed Value: **\$** _____

(b) Estimated Post-Development Assessed Value: **\$** _____

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Part F: Loan Programs

1. **Description of Proposed Eligible Improvements for loan applications under the Façade Improvement Loan Program, Upper Storey Conversion to Residential Loan Program and/or, Upgrade to Building Code Loan Program (see brochure for definition of “eligible” improvements)**

(a) Proposed Exterior Improvements Eligible for Façade Improvement Loan:

(b) Proposed Interior Improvements Eligible for Upper Storey Conversion to Residential Loan:

(c) Proposed Improvements Eligible for Upgrade to Building Code Loan:

2. **Construction Cost Summary**

Cost

(a) Exterior Improvements Eligible for Façade Improvement Loan: \$ _____

(b) Interior Improvements Eligible for Upper Storey Conversion to Residential Loan: \$ _____

(c) Interior Improvements Eligible for Upgrade to Building Code Loan: \$ _____

(d) Total amount of requested loan(s): \$ _____

3. **Construction Schedule**

(a) Approximate date of Construction commencement: _____

(b) Approximate date of Construction completion: _____

4. **Existing Mortgages on the Lands that are the Subject of this Loan(s) Application**

	First Mortgage	Second Mortgage (if applicable)
Holder		
Amount		
Maturity Date		
Annual Payment		

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Part H: Covenant

I/We hereby apply for a loan commitment under this program and agree to abide by the terms and conditions of the program. Without limiting any of the foregoing, I/we understand that the loan may be reduced or cancelled if the work is not completed, not completed as approved, or if the contractors are not paid. I/We agree to the terms and conditions of loan repayment and understand that a lien against the title to the property shall be registered for the loan amount no later than upon the date the City provides the loan funds. I/We hereby certify that the information given herein is true, correct and complete in every respect and understand that the City reserves the right to verify any information contained herein.

I/We, the undersigned, agree that the completed improvements are subject to inspection by City Officials and will be carried out in accordance with the requirements of this loan program, the Building Code, Fire Code and other applicable City of Oshawa by-laws.

Signature of Registered Owner(s) _____ Date _____

Or Authorized Signing Officer of the Corporation

Title _____

Signature of Registered Owner(s) _____ Date _____

Or Authorized Signing Officer of the Corporation

Title _____

I/We have the authority to bind the company

Witness _____ Date _____

(Print Name) _____