

## **Pre-Application Consultation**

Prior to the submission of this application, applicants are strongly encouraged to consult with Economic Development staff in the Development Services Department. Early consultation can result in the identification of matters that will significantly assist in the processing of the application.

If you have any questions about the application process or the grant programs, please contact Economic Development, City Hall, 2nd Floor, Rundle Tower, 50 Centre Street South, Oshawa, by telephone at 905-436-5617 or by email at [business@oshawa.ca](mailto:business@oshawa.ca).

## **Submission Requirements**

- Submit one (1) copy of a fully completed application to:

Director, Economic Development  
Development Services Department  
Corporation of the City of Oshawa  
50 Centre Street South (2nd Floor)  
Oshawa, Ontario L1H 3Z7

### **Note:**

1. Completed Increased Assessment Grant applications are to be submitted and processed on a first come first served basis and require Council approval.
2. Applications for all other grant programs are accepted twice a year. The first application deadline is March 1<sup>st</sup> of every calendar year, and the second application deadline is September 1<sup>st</sup> of every calendar year. The availability of funding for the second application deadline is dependent on the number of approved grants during the first round of submissions, and the availability of funding at that time. Upon approval of your grant application, you will be provided a committal letter advising of your eligibility for the grant programs subject to any terms and conditions contained in the committal letter.
3. Attach at least **two** written estimates from qualified independent contractors along with any documentation (plans, elevations) detailing the nature of the design and materials of the proposed improvements to this application. Prices quoted in these estimates should correspond with the information provided in Section 3 c) of the application. Please note that one of the two estimates must be from a local (Durham based) contractor.
4. If you are applying for an Economic Stimulus Grant, property owners must provide to the satisfaction of the City, a signed minimum 12 month lease with an eligible company with an option for a total 36 month lease term. Attach the signed lease to this application.



## Wentworth Street West Community Improvement Plan Application

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

- Increased Assessment Grant Program
- Façade and Accessibility Improvement Grant Program
- Economic Stimulus Grant Program

|                   |
|-------------------|
| <b>Office Use</b> |
| File Number:      |
| Checked by:       |

### 1. Registered Owner/Agent

| Name              | Mailing Address | Contact Information |
|-------------------|-----------------|---------------------|
| Registered Owner* |                 | Telephone           |
|                   |                 | Fax                 |
|                   |                 | Email               |
| Agent             |                 | Telephone           |
|                   |                 | Fax                 |
|                   |                 | Email               |

\* If more than one Registered Owner, please attach a sheet of paper with the required information. If numbered company, give name and address of principal Registered Owner.

### 2. Property Information

|  |                 |                       |                |
|--|-----------------|-----------------------|----------------|
| <b>Location and Description</b>                          |                 |                       |                |
| Municipal Address(es) (Street Number and Name of Street) |                 |                       |                |
| Lot(s)   | Concession(s)   | Former Twp.           |                |
| Registered Plan Number                                   | Lot(s)/Block(s) | Reference Plan Number | Part Number(s) |

|   |  |
|---|--|
| Existing use:                             |  |
| Current Oshawa Official Plan designation: |  |
| Current Zoning:                           |  |

**3. Project Description**

(a) Please describe the project below, including the proposed use of the unit(s) or building(s) and all anticipated improvements to the unit(s), building(s) and/or property:

---

---

---

---

---

---

---

---

---

---

(b) Is the unit(s) or building(s) currently vacant? Yes  No

If yes, how long has the unit(s) or building(s) been vacant for? \_\_\_\_\_

(c) Please outline the anticipated construction costs:

---

---

---

---

---

(d) **Construction Schedule:**

Approximate date of Construction commencement:

Approximate date of Construction completion: \_\_\_\_\_

Attach at least **two** written estimates from qualified independent contractors along with any documentation (plans, elevations) detailing the nature of the design and materials of the proposed improvements to this application. Prices quoted in these estimates should correspond with the information provided in Section 3 c) above. Please note that one of the two estimates must be from a local (Durham based) contractor.

**4. Program Specific Submission Requirements**

Please complete the Sections below relevant to the Programs to which this Application applies. All applications (excluding applications for an Increased Assessment Grant) will be evaluated and scored based on the criteria outlined in Tables 1, 2, 3 and 4 (see the Wentworth Street West Community Improvement Plan). The highest scoring applications will be given priority to receive a grant, subject to meeting all of the eligibility requirements and general terms of the grant programs. However, the final decision as to which applications to approve and how much of the proposed work, if any, is eligible for funding will be determined by the Application Review Team.

**5. Increased Assessment Grant Program**

**(a) Estimate of increase in assessed value:**

Current assessed value:

Estimated post development assessed value: \_\_\_\_\_

Estimated post development captured assessed value (post minus current) \_\_\_\_\_

**(b) Status of Taxes on the lands that are the subject of this Application:**

Have all applicable taxes been paid on the lands that are the subject of this application?  Yes  No

**6. Façade and Accessibility Improvement Grant Program**

**(a) Please describe the façade and/or accessibility improvements below:**

---

---

---

---

---

---

**(b) Please describe the materials to be used for any façade improvements (e.g. stone, brick, granite, stucco, etc.):**

---

---

---

---

---

---

**7. Economic Stimulus Grant Program**

(a) Please describe the leasehold improvements below:

---

---

---

---

---

---

---

---

(b) Please indicate what the unit(s) will be used for (e.g. innovation or science establishment, professional services, restaurant, café, personal services, etc.). Be as specific as possible:

---

---

---

Property owners must provide to the satisfaction of the City, a signed minimum 12 month lease with an eligible company with an option for a total 36 month lease term. Attach the signed lease to this application.

**8. Other Information**

How did you hear about the City of Oshawa’s Wentworth Street West Community Improvement Plan Programs? (Check all that apply)

- City Website
- City Staff
- Social Media (Facebook, Twitter, etc.)
- Downtown Oshawa BIA
- Word of Mouth
- Other (please specify) \_\_\_\_\_

**9. Covenant**

I/We hereby apply for a commitment under this Plan and agree to abide by the terms and conditions of the grant program(s).

Without limiting any of the foregoing, I/we understand that the committal may be reduced or cancelled if the work is not completed, not completed as approved, or if the contractors are not paid.

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 the grant programs, the Building Code, Fire Code and other applicable City of Oshawa by-laws.

\_\_\_\_\_  
Date  
\_\_\_\_\_  
Signature of Registered Owner or Authorized Signing Officer of the Corporation

\_\_\_\_\_  
Title

I/We have the authority to bind the company

\_\_\_\_\_  
Date  
\_\_\_\_\_  
Witness

**10. Authorizations**

If this application is to be signed by an agent or solicitor on behalf of an owner, please complete this section. If the property is in joint ownership, each individual signature is required. If the applicant is a corporation, the application shall be signed by an officer of the corporation and the corporation's seal shall be affixed.

I, \_\_\_\_\_ (the Owner/Grantor) hereby authorize \_\_\_\_\_  
(solicitor/agent) to act on my behalf in regard to the above application.

Dated at the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_  
of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ in the year of \_\_\_\_\_.

\_\_\_\_\_  
Signature of Grantor(s)

\_\_\_\_\_  
Name (please print)