

1) Program Description

To provide a financial incentive in the form of a grant equivalent to the fees paid on planning and development applications and sign permits in order to help offset the upfront costs of development within the Downtown Fonthill and Downtown Fenwick Community Improvement Project (CIP) Areas.

2) Who can apply?

Owners of properties and tenants (tenants must have written authorization from owners) located within the Downtown Fonthill (CIP) or the Downtown Fenwick (CIP) Areas that meet the program eligibility requirements may apply. If the applicant is not the owner of the property, the applicant must provide written consent from the owner of the property to make the application.

The Town retains the right and absolute discretion to reject an application received from a person or corporation which in the opinion of the Town or its professional advisers, does not possess the experience, financial, technical, personnel or other resources that may be required to carry out the obligations that the applicant proposes to assume under the terms of its application.

3) How does the program work?

The Town will require payment of all applicable planning and development application and sign permit fees at the application stage. Upon completion and substantial occupancy of the project, an application can be made for a refund of the fees paid to the Town. The Town will provide a grant equivalent to 100% of the planning and development application and sign permit fees paid by an owner. In order to receive a refund of fees paid, the applicant must provide copies of receipts for fees paid.

4) What types of fees are eligible for a grant?

The following types of applications are eligible for a fee equivalent grant:

- a) Official Plan amendment;
- b) Zoning By-law amendment;
- c) Minor Variance;
- d) Consent to Sever;
- e) Site Plan Control and Development Agreements;
- f) Plan of Subdivision/Condominium;
- g) Parkland Dedication Fee;
- h) Rental Housing Protection Act;
- i) Sign Permit;
- j) Sidewalk Café Permit; and

k) Encroachment Agreement.

This program does not apply to required professional studies, performance securities, cash-in-lieu payments or costs incurred by the applicant in relation to an appeal to the Ontario Municipal Board.

5) What conditions must be met to be eligible for a grant?

In addition to the General Program Requirements, the following program specific requirements must also be met:

- Only current or previous owners who have actually paid the fees may apply.
- Applications must be accompanied by receipts for all fees paid.

6) Is there a fee to apply?

No.

7) How do I apply for a grant?

- Contact staff in order to determine program eligibility and applicable fees.
- If authorized to apply for a grant, complete and submit an application form. Ensure that all required signatures have been provided and that the application is accompanied by all required receipts for fees paid.

8) What happens next?

- Applications and supporting documentation are reviewed by staff to determine eligibility and the applicable fees equivalent grant amount.
- Staff may perform a site visit and inspection of the property (if necessary) to determine if the project is substantially complete and occupied.
- A decision on the application is made by staff and you will be notified of the decision in writing.
- If your application is approved, you will receive an approval letter specifying the amount of the grant and a cheque in the amount of the grant. If your application is not approved, you will receive a letter advising you of this.

For further information on this program, please contact:

Shannon Larocque, Senior Planner
Email: slarocque@pelham.ca
Phone: 905-892-2607 Ext. 319