

## City of Waterloo Uptown Community Improvement Plan (CIP) Application Form

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### How to Apply

Please note the applicant **shall not commence any works or studies** that are subject of a CIP application prior to receiving approval of that application by the City and prior to the execution of any applicable loan agreement(s) by the applicant and the City.

### Submission Checklist

- 1. Pre-Consultation with Economic Development Office**  
Prior to submission of this application form, please arrange for a pre-application meeting with staff to discuss and confirm program eligibility, application requirements including supporting documentation, proposed scope of work, cost and project timing.
- 2. Completed Application Form**  
Please ensure that this application is complete, all required signatures have been provided, and all required supporting documentation has been submitted. Failure to do so may result in refusal of the City to accept the application as complete or application processing delays.
- 3. Written Authorization**  
If the applicant is not the property owner, please ensure that written authorization is obtained by the applicant from the property owner to make this application and that said written authorization is attached to the application form. Please also indicate to whom payment of grants should be made. If an agent is acting on behalf of the property owner in making this application, please ensure that the required authorization in Part 1 of the application is completed and signed by the owner.
- 4. Drawings/Photos of the Property**  
Please attach photos of the current conditions of the building for which you are submitting an application as well as drawings/plans showing the proposed changes such as elevations, artist renderings, plans, etc.
- 5. Cost Estimates/Quotations**  
Please attach a minimum of two (2) cost estimates/quotations from bona fide licensed contractors, including a detailed breakdown of costs. The value(s) of the grant awarded is based on the lesser of the two estimates/quotations.
- 6. Application Submission**

Please submit one (1) hard copy of your application to:

City of Waterloo  
Economic Development  
100 Regina Street South  
PO Box 337, Station Waterloo  
Waterloo, ON, N2J 4A8



**Attention:** **Rachel Martin, Economic Development Coordinator**  
Contact No: 519-886-1550 x 78004  
Email: [cip@waterloo.ca](mailto:cip@waterloo.ca)

Only hard copies of the completed application form and supporting documentation will be accepted. Photographs must also be provided via email.

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### 1. Applicant Information

Name of Applicant\*: \_\_\_\_\_

Address: \_\_\_\_\_

Municipality: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

\*If the applicant is not the property owner, please ensure that written authorization is obtained by the applicant from the property owner to make this application and that said written authorization is attached to this application form. Please also indicate to whom payment of the grant(s) and/or loan(s) should be made.

Name of Owner\*\*: \_\_\_\_\_

Address: \_\_\_\_\_

Municipality: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

\*\*If the owner is a numbered company, provide the name of a principal of the company.

Name of Agent\*\*\*: \_\_\_\_\_

Address: \_\_\_\_\_

Municipality: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Please specify to whom all communications should be sent:**

Applicant                       Owner                       Agent

### \*\*\*Agent Authorization and Information

If the property owner/applicant is authorizing an agent to act on his/her behalf in making this application, please complete and sign this section.

I, \_\_\_\_\_ am the owner of/applicant for the land that is subject of this application, and I hereby authorize my agent \_\_\_\_\_ to make this application to act on my behalf in regard to this application.

Dated at the \_\_\_\_\_ of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Name of Owner/Applicant (please print)

\_\_\_\_\_  
Signature of Owner/Applicant

**2. Property Information**

Municipal Address of Property for which this Application is being submitted:

\_\_\_\_\_

Assessment Roll Number: \_\_\_\_\_

Legal Description of Property (Lot and Plan Numbers): \_\_\_\_\_

\_\_\_\_\_

Existing Property Use: \_\_\_\_\_

Proposed Use of the subject property, if different from current use: \_\_\_\_\_

\_\_\_\_\_

Size of Property: \_\_\_\_\_ hectares

**Existing Buildings on Property:**

Building 1: \_\_\_\_\_ square metres

Building 2: \_\_\_\_\_ square metres

Building 3: \_\_\_\_\_ square metres

Please list any additional buildings on a separate sheet.

Is this property designated under the Ontario Heritage Act (i.e. located in a Heritage Conservation District or individually designated)?       Yes       No

Is this property in tax arrears?       Yes       No

If yes, specify value of tax arrears: \$ \_\_\_\_\_

Are there any outstanding work orders on this property?  Yes  No

### Other Sources of Government Funds

Have you applied for or will you be obtaining any other sources of government funding (i.e. Federal, Provincial, Municipal, CMHC, Federation of Canadian Municipalities, etc.)?

Yes  No

If yes, please list other sources and amounts of government funding:

Program \_\_\_\_\_ \$ \_\_\_\_\_

Program \_\_\_\_\_ \$ \_\_\_\_\_

### 3. Application Type

Please place a check mark below beside each incentive program for which you are applying. Then please refer to and complete the appropriate information section for each incentive program for which you are applying.

- Façade Improvement Grant Program (complete Section A)
- Study Grant Program (complete Section B)
- Minor Activity Grant Program (complete Section D)
- Fee Grant Program (complete Section E)

**Please note that if you are applying for the Major Activity Grant Program or Parking Exemption program, please contact Economic Development staff at 519-747-6064.**

**A. Facade Improvement Grant Program**

i) Please describe the facade maintenance, preservation, restoration and/or improvement works that are eligible for the matching grant (see the Program Guide for the definition of “eligible works”).

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ii) Is the façade you are planning to improve on both street-facing frontages on a corner lot?  
 Yes                       No

iii) Please attach two (2) detailed costs estimates from bona fide licensed contractors for work to be performed and fill out the information below using the lowest cost estimate (excluding HST).

<b>Type of Improvement/Construction</b>	<b>Cost Estimate</b>
a) Eligible Facade Improvement/Restoration Works	\$ _____
b) Other sources of government funding? (includes Federal, Provincial, Municipal, CMHC, FCM, etc.)	\$ _____
c) Total Eligible Costs (“a”-“b”)	\$ _____
d) Amount of Grant Applied For (0.5 x cost item “c” above) to permitted maximum identified in the Program Guide	\$ _____

iv) Please include the timing of construction (construction of all works must be completed within one (1) year of grant approval).

Approximate Start Date of Construction (Month/Year): \_\_\_\_\_

Approximate End Date of Construction (Month/Year): \_\_\_\_\_

## B. Study Grant Program

i) Name of Qualified Professional  
Conducting the Study: \_\_\_\_\_

Address: \_\_\_\_\_

Municipality: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

ii) Please describe the urban design study and/or architectural/design drawings and/or heritage feasible study and/or heritage impact assessment to be prepared.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

iii) Please attach two (2) detailed costs estimates from a qualified professional conducting the study and fill out the information below using the lowest cost estimate (excluding HST).

<b>Type of Study</b>	<b>Cost Estimate</b>
a) Urban Design Study	\$ _____
b) Architectural/Design Drawings	\$ _____
c) Heritage Feasibility Study	\$ _____
d) Heritage Impact Assessment	\$ _____
e) Other	\$ _____
f) Total Eligible Costs	\$ _____
g) Amount of Grant Applied For (0.5 x cost item "f" above) to permitted maximum identified in the Program Guide	\$ _____

iv) Please describe the interior improvements, facade maintenance, preservation, restoration or improvement and/or the planned expansion, conversion, redevelopment or new construction project being contemplated at this time, and any planning applications that have been submitted/ approved.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**C. Minor Activity Grant Program**

- i) Is your project for less than 5,000 square feet?  Yes  No

If you answered “yes”, proceed to step ii) below.

If you answered “no”, you cannot apply for this program, but you may be eligible to apply for the Major Activity Grant Program (see Section L).

- ii) Does your project create at least two (2) new affordable residential units (see the Program Guide for the definition of “affordable”) or a minimum of 400 square feet of office employment floor space?  Yes  No

If you answered “yes”, proceed to step iii) below.

If you answered “no”, you cannot apply for this program.

- iii) Please describe the building conversion, expansion or new construction works that are eligible for the grant. Include number and size of total number of residential units, number of affordable residential units constructed and amount and type of office employment space to be created. Please see Program Guide for definition of “eligible works”. (Please attach detailed architectural/design and/or construction drawings).

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- iv) Is your project on a designated heritage property and/or will your project achieve LEED certification or other sustainable design/construction standards recognized by the City?

Yes  No

- v) Please attach two (2) detailed cost estimates from bona fide contractors for work to be performed and fill out the information below using the lowest cost estimate (excluding HST).

<b>Type of Improvement/Construction</b>	<b>Cost Estimate</b>
a) Eligible works	\$ _____
b) Other sources of government funding (i.e. Federal, Provincial, Municipal, CMHC, FCM, etc.)	\$ _____
c) Total eligible costs (“a”-“b”)	\$ _____
d) I) Total square footage x \$25 per square foot	_____ sq.ft. x \$25 = \$ _____

**OR**

**OR**

II) Total square footage x \$40 per square foot



**Type of Improvement/Construction**

**Cost Estimate**

for Leadership in Energy and Environmental Design (LEED) Certification or other sustainable design/construction standard recognized by the City and/or the as-built project is for a designated heritage property

\_\_\_\_\_ sq.ft. x \$40 = \$ \_\_\_\_\_

e) Amount of loan applied for (the lesser of “c” and “d” up to permitted maximum as identified in the Program Guide) \$ \_\_\_\_\_

vi) Please provide details of primary construction lending (if any)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

vii) Please include the timing of construction (construction of all works must be completed within two (2) years of execution of loan agreement).

Approximate Start Date of Construction (Month/Year): \_\_\_\_\_

Approximate End Date of Construction (Month/Year): \_\_\_\_\_

vii) Please provide information related to the projected rental rates and sale prices per unit or per square foot

a) Rental Rate:           \$ \_\_\_\_\_ per unit           \$ \_\_\_\_\_ per square foot

b) Sale Price:             \$ \_\_\_\_\_ per unit           \$ \_\_\_\_\_ per square foot

### D. Fee Grant Program

i) The fee grant program is only provided in conjunction with a project approved under the Façade Improvement Program and/or Minor Activity Grant Program. Please indicate below which program(s) you are applying for.

- a) Façade Improvement Program
- b) Minor Activity Grant Program

ii) Please indicate below the fee(s) paid or anticipated fee(s) to be paid.

Eligible Fee Type	Fee
a) Official Plan Amendment	\$
b) Zoning By-law Amendment	\$
c) Committee of Adjustment (Consent)	\$
d) Site Plan	\$
e) Demolition Control	\$
f) Part Lot Control	\$
g) Draft Plan of Condominium	\$
h) Removal of Holding Symbol	\$
i) Condominium Conversion	\$
j) Sign Permit	\$
k) Demolition Permit	\$
l) Building Permit	\$
m) Other	\$
Total	\$
Amount of grant applied for to permitted maximum in the Program Guide	\$

Sworn Declaration

I/WE HEREBY APPLY for the incentive programs as indicated in this application form.

I/WE HEREBY AGREE to abide by the terms and conditions of these programs.

I/WE HEREBY AGREE to enter into an agreement with the City that specifies the terms and conditions of the grant/loan and abide by the terms and conditions of the agreement, and/ or promissory note.

I/WE HEREBY AGREE to abide by the terms and conditions of loan repayment as specified in the agreement and understand that the agreement and a second mortgage for the loan amount shall be registered against title to the property prior to the City releasing any funds.

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 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 my/our property that is subject of this application.

I/WE HEREBY AGREE that if any statements or information in this application or submitted in support of this application are untrue, misleading or there is a material omission, the application may be rejected or not approved, or the grant/loan may be delayed, reduced or cancelled.

I/WE HEREBY AGREE that the grant/loan may be delayed, reduced or cancelled if the work is not completed, not completed as approved, or if the contractors are not paid.

I/WE HEREBY AGREE that the programs for which application has been made herein are 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 programs whose applications have been approved and who have entered into an agreement with the City, will receive grant payments/their loan, subject to meeting the conditions in their agreement.

I/WE HEREBY AGREE that all grants and loans 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 or loan arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the program and the grant/loan agreement. The City is not responsible for any costs incurred by the Owner/Applicant in any way relating to the program, including, without limitation, costs incurred in anticipation of a grant or loan.

Dated at the \_\_\_\_\_ of \_\_\_\_\_, this \_\_\_\_\_

day of \_\_\_\_\_, 20\_\_\_\_\_.



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Name of Owner/Applicant or Authorized Agent (please print)

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Signature of Owner/Applicant or Authorized Agent