



HALTON HILLS COMPREHENSIVE CIP PROGRAMS GENERAL PROGRAM REQUIREMENTS

(Last Revised – July 8, 2010)

All of the financial incentive programs contained in the Halton Hills CIP are subject to the following general program requirements as well as the individual requirements specified under each program. The general and program specific requirements contained in the Comprehensive Halton Hills CIP are not necessarily exhaustive and the Town reserves the right to include other requirements and conditions as deemed necessary on a property specific basis:

- a) Application for the incentive programs contained in the CIP can be made only for properties within the appropriate Community Improvement Project Sub-Areas as shown in the attached.
- b) An application for any financial incentive program contained in the CIP must be submitted to the Town prior to the commencement of any study or works to which the financial incentive program will apply and prior to application for building permit;
- c) 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;
- d) An application for any financial incentive program contained in the CIP must include plans, estimates, contracts, reports and other details as required by the Town to satisfy the Town with respect to costs of the project and conformity of the project with the CIP;
- e) For buildings designated under the *Ontario Heritage Act* or listed by the Town, proposed facade restoration and improvement works and building maintenance and improvement works that are subject of a financial incentive program application shall be supported by documentation in the form of historic photographs or drawings clearly showing the feature(s) to be restored or reconstructed;
- f) The Town may require the applicant to submit for approval:
 - i) A Business Plan, with said plan to the Municipality's satisfaction;
 - ii) Professional design/architectural drawing(s) which shall be in conformity with applicable Town Design Guidelines;
 - iii) Impact studies such as but not necessarily limited to traffic studies and studies of microclimatic conditions (sun, shadow, wind);
- g) Review and evaluation of all incentive program applications and supporting materials against program eligibility requirements will be done by Town staff, who will then make a recommendation to Town Council. The application is subject to approval by Town Council.

- h) As a condition of application approval, the applicant may be required to enter into a grant or loan agreement with the Town. This Agreement will specify the terms, duration and default provisions of the grant/loan. This Agreement is also subject to approval by Town Council or Council's designate;
- i) Where other sources of government and/or non-profit organization funding (Federal, Provincial, Municipal, CMHC, Federation of Canadian Municipalities, etc...) that can be applied against the eligible costs are anticipated or have been secured, these must be declared as part of the Application. Accordingly, the loan/grant may be reduced on a pro-rated basis;
- j) The Town reserves the right to audit the cost of any and all works that have been approved under any of the financial incentive programs, at the expense of the applicant;
- k) The Town is not responsible for any costs incurred by an applicant in relation to any of the programs, including without limitation, costs incurred in anticipation of a grant and/or loan;
- l) If the applicant is in default of any of the general or program specific requirements, or any other requirements of the Town, the Town may delay, reduce or cancel the approved grant and/or loan, and require repayment of the approved grant and/or loan;
- m) The Town may discontinue any of the programs at any time, but applicants with approved grants and/or loans will still receive said grant and/or loan, subject to meeting the general and program specific requirements, and applicants with approved loans will still be required to repay their loans in full;
- n) All proposed works approved under the financial incentive programs and associated improvements to buildings and/or land must conform to any Design Guidelines adopted by the Town, and all other Town guidelines, by-laws, policies, procedures, and standards;
- o) All works completed must comply with the description of the works as provided in the application form and contained in the program agreement, with any amendments as approved by the Town;
- p) Existing and proposed land uses must be in conformity with applicable Official Plan(s), Zoning By-law and other planning requirements and approvals at both the local and regional level;
- q) All improvements made to buildings and/or land shall be made pursuant to a Building Permit, and/or other required permits, and constructed in accordance with the Ontario Building Code and all applicable zoning requirements and planning approvals;
- r) When required by the Town, outstanding work orders, and/or orders or requests to comply, and/or other charges from the Town (including tax arrears) must be satisfactorily addressed prior to grant, loan and/or tax assistance approval/payment;

- s) Town staff, officials, and/or agents of the Town may inspect any property that is the subject of an application for any of the financial incentive programs offered by the Town;
- t) Eligible applicants can apply for one or more of the incentive programs contained in the CIP, but no two programs may be used to pay for the same eligible cost. Also, the total of all grants and loans provided in respect of the particular property for which an applicant is making application cannot exceed the eligible cost of the improvements to that property under the CIP.