



COMMUNITY IMPROVEMENT PLAN GUIDELINES

Prior to submitting a Community Improvement Plan (CIP) application, it is recommended that applicants review the eligibility requirements contained in the relevant CIP documents available on the [Town website](#). Projects that are already started or complete are not eligible for funding.

It is highly encouraged that you consult with the Planning and Community Development department by contacting planning@penetanguishene.ca or 705-549-7453 before applying. There may be delays in the processing of your application or your application may be refused if incomplete information has been provided.

Submission Materials

A complete CIP application shall contain the following information:

- A completed Application Form
- Two (2) cost estimates for the proposed improvement project. The cost estimates should clearly outline each aspect of the project.
- Current photos of the project area.
- Conceptual photos or drawings of the proposed improvements.
- Any additional information you wish to include which may better assist staff in the review of the application.

Application materials must be submitted by email to planning@penetanguishene.ca or to the Planning and Community Development department, 10 Robert Street West P.O. Box 5009, Penetanguishene, ON L9M 2G2.

Application Process

1. Following your application, Town staff will contact you to confirm receipt of your application and to request any additional information needed to process your application.
2. Once the application is complete, it is processed by the CIP Administrator and forwarded to the CIP Review Committee to make a decision. Applications are received during a month-long intake period and for this reason it can take 1 to 2 months for a decision to be made, on average.
3. If the application is approved, a CIP agreement is prepared to outline the approved works and the amount of financial incentives. Once the agreement is signed by the Town and the applicant, work can begin.
4. After the work is complete, photos of the completed improvement project and proof of paid invoices must be submitted to the Town. Once completed, the approved grant or loan is paid via direct deposit.

Questions regarding the CIP may be directed to the Planning and Community Development Department at planning@penetanguishene.ca or 705-549-7453.

**COMMUNITY IMPROVEMENT PLAN APPLICATION FORM****1. Applicant Information**

All correspondence concerning the application will be provided to the applicant.

Are you the registered owner of the property where the improvement project is taking place?		Yes	No
Applicant First Name			
Applicant Last Name			
Business Name (if applicable)			
Applicant Address (Street Number, Street Name, Suite/Unit Number, City/Town, Province, and Postal Code)			
Email			
Mobile Phone Number			
Business Phone Number			

2. Owner Information (if applicable)

Complete this section if the applicant is not the registered owner.

Owner First Name			
Owner Last Name			
Owner Address (Street Number, Street Name, Suite/Unit Number City/Town, Province and Postal Code)			
Email			
Mobile Phone Number			
Business Phone Number			

3. Property Data

Location where the improvement project will be taking place.

Civic Address			
Number of Storeys		Building Area (m ²)	
Current Use of the Property	Residential	Industrial	Vacant
	Commercial	Institutional	Other
Describe the Current Use of the Property			

**4. Project Description**

Indicate which program(s) you are applying to and clearly describe each aspect of the improvement project for each program as applicable. Please be as detailed as possible.

Incentive Program(s)	Description of Improvement Project(s)
<p><u>Downtown CIP</u></p> <ul style="list-style-type: none">• Building Façade• Signage• Building and Renovation• Affordable Housing• Landscaping and Property• Tax Increment• Planning/Building Fee <p><u>Affordable/Sustainable CIP</u></p> <ul style="list-style-type: none">• Tax Increment Equivalent• Planning/Building Fee• Renovations for Affordable Rental Housing• Home Energy• Affordable Housing Feasibility Study• Additional Dwelling Unit	

5. Project Cost

Two (2) cost estimates must be submitted for each eligible project. Please include the estimates in the table below and attach a copy to your application.

Incentive Program	Cost Estimates

**6. Eligibility**

If you are unsure how to answer these questions, refer to the relevant CIP documents available on the [Town website](#) or contact the Planning and Community Development Department at planning@penetanguishene.ca or 705-549-7453.

I have reviewed the CIP eligibility criteria and relevant policies that apply to the improvement project.	Yes	No
The improvement project conforms to the CIP criteria and is within the applicable designated CIP area.	Yes	No
Two (2) cost estimates for each improvement project are attached to this application.	Yes	No
I have consulted with Town staff prior to submitting this application.	Yes	No
Does an Ontario Heritage Act designation apply to the property?	Yes	No
Are you receiving any other financial assistance to complete this project? If yes, please describe further below:	Yes	No

7. Declaration

I, _____ declare that:
(print name)

The information contained in this application, attached supporting materials and documentation, is true to the best of my knowledge:

Date

Signature of Applicant

If the applicant is not the registered owner, the registered owner must also sign this application. I authorize the Applicant to submit this application on my behalf. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership:

Date

Signature of Property Owner