



# **CIP Grant Application Guide**

**Please review this guide before applying for a CIP grant.**

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## **Before you apply**

**Please note the following general information below before you apply:**

1. The grants programs **do not** support projects on a retroactive basis. To clarify, the funding is only available for projects where no work has commenced and no expenses have been incurred in connection with the project prior to the approval of the grant application by Council. City staff will only consider grant applications for proposed projects where no work has commenced and no expenses have been incurred in connection with the proposed project.
2. Prior to submitting an application for a building permit (if applicable), you will first need to obtain Council approval of the CIP grant amount and have the CIP Grant Agreement signed by the City.
3. Consider whether your project will require additional approvals/permits (e.g. site plan approval, zoning by-law amendment, building permits, sign permit, etc.) as these will require separate application form(s) and have separate approval process(es).
4. If you require a zoning by-law amendment or site plan approval that requires Council approval, the grant recommendation may be brought to Council for approval at the same time as the development application. Please consider the timing of these other applications as it may affect the timing of the grant approval process.

**Please ensure you have attached all required supporting documents along with your completed application form.**

## General Eligibility Criteria for All Programs

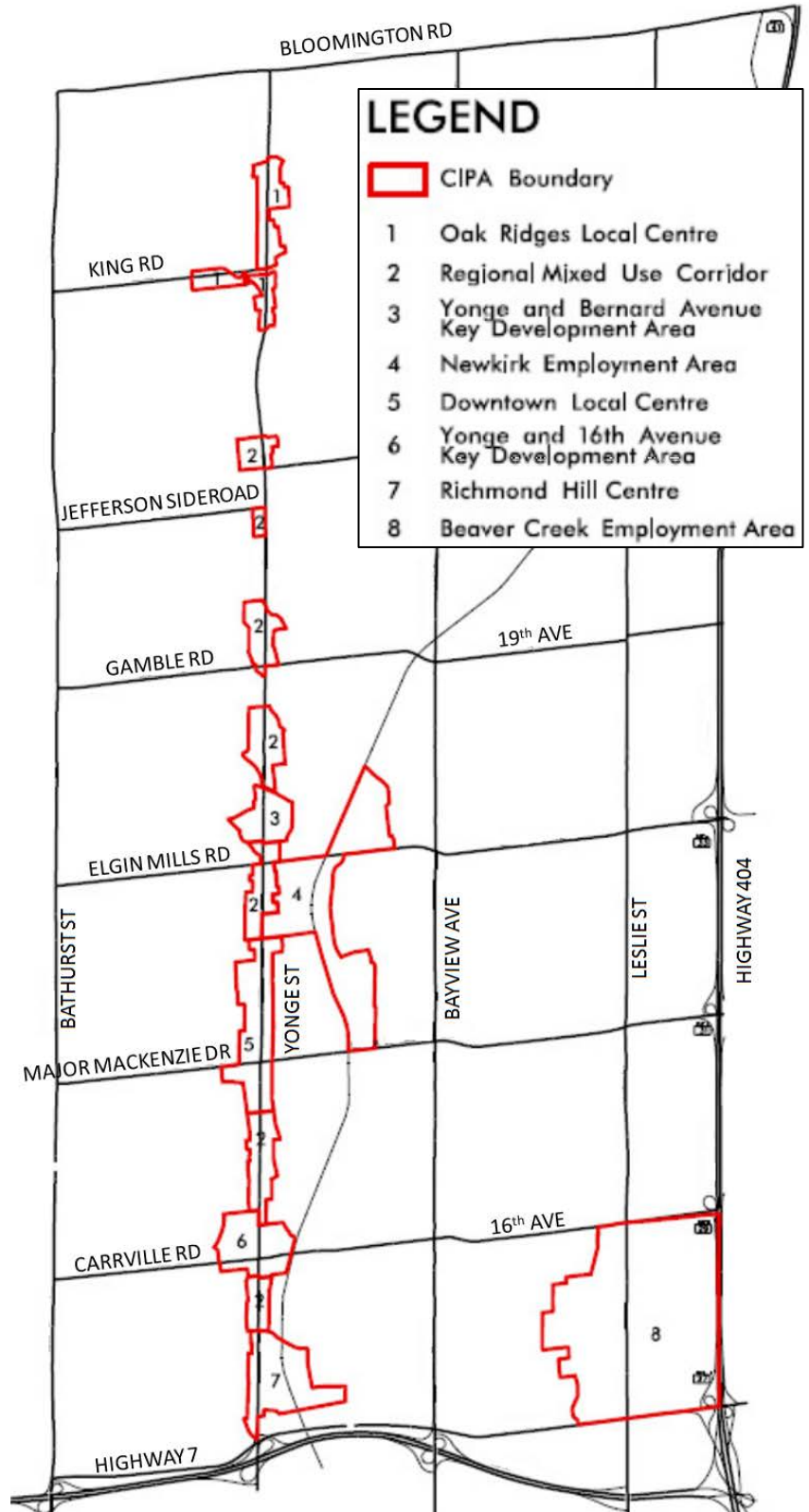
**Before you submit your grant application, please check that you meet the general eligibility criteria as noted below. After receiving your application, staff will confirm whether you meet all of the requirements before processing your application further.**

### General Eligibility Criteria for All Programs:

1. The Subject Property is located within the boundary of the Richmond Hill Community Improvement Project Area ("CIPA") (see map on right).
2. The proposed Project(s) for CIP program support is in conformity with the City's Official Plan and any relevant Secondary Plan (Note: if the Project requires an Official Plan Amendment, it is not eligible. See [RichmondHill.ca/OfficialPlan](http://RichmondHill.ca/OfficialPlan))
3. The applicant, property owner, assessed property owner, or tenant of the Subject Property is in good standing with regard to:
  - a. By-laws of the City
  - b. Property taxes
  - c. Municipal fees
  - d. Levies liable on the property
  - e. Outstanding municipal bills
  - f. Ongoing litigation with the City

Note: Until such matters are remedied, cleared and/or resolved, application for assistance under the CIP will not be approved.
4. The applicant is either a registered property owner, assessed property owner or a tenant of a property to whom the owner has assigned consent to receive assistance under the CIP.

**Please see the program-specific eligibility criteria starting on page 4.**





## Tax Increment Equivalent Grant (TIEG) Program

### Eligibility Criteria

Before you submit your grant application, please check that you meet the program-specific eligibility criteria as noted below. After receiving your application, staff will confirm whether you meet all of the requirements before processing your application further.

- A minimum of 1,600 square metres of new office space, in stand-alone or mixed-use developments, is proposed to be developed.
- In mixed-use developments, the grant shall reflect and apply to the tax increment associated only with the office portion of the development.
- Final eligibility will be determined through the demonstrated success of the project through all stages of application (as required) for planning approval, building permit issuance and building code compliance, construction, occupancy, financial viability and revaluation by the Ontario Municipal Property Assessment Corporation (MPAC).

### Supporting Documents

Please enclose the following supporting documents along with your completed application form to [planning@richmondhill.ca](mailto:planning@richmondhill.ca). Staff will contact you if they require any additional information from you.

1. Description of proposed development in approximately one page or less. Please include:
  - a) a description of what is to be constructed and if it is anticipated to be phased or completed over a single period of time;
  - b) the size of the proposed office space in square metres;
  - c) an explanation of how the proposed development will support the development and/or intensification of office in the CIPA;
  - d) base property tax at time of application (\$); and
  - e) assessed property value at time of application (\$).
2. Relevant drawings such as site plan and/or floor plans demonstrating the rehabilitation, renovation, or (re)development.
3. Construction cost summary (estimated but should be based on information from a qualified individual) that identify **eligible costs** (see page 22 of the CIP for eligible costs) related to new office construction and a construction schedule (if known) with the approximate date of construction commencement and date of completion.

### Grant Amounts Available

**If the property is located anywhere within the CIPA:**

- The maximum amount of the grant is 90% of the annual tax increment, over the agreed base assessment and property tax liability in Year 1, declining by 10% per annum;
- The maximum duration of the program is 10 years; and
- The maximum total grant amount is limited to the lesser of the total tax increment over the duration of the program or the total eligible costs.

For an illustrative example of the program structure, please see the diagram below:

<b>Illustrative Annual Grant-Back Share/Amount</b>				
<b>Duration/ Period</b>	<b>Grant Share</b>	<b>Annual Tax Increment on Municipal Portion</b>	<b>Grant Value Payable</b>	<b>Taxes Retained by Town</b>
Year 1	90%	\$50,000	\$45,000	\$5,000
Year 2	80%	\$50,000	\$40,000	\$10,000
Year 3	70%	\$50,000	\$35,000	\$15,000
Year 4	60%	\$50,000	\$30,000	\$20,000
Year 5	50%	\$50,000	\$25,000	\$25,000
Year 6	40%	\$50,000	\$20,000	\$30,000
Year 7	30%	\$50,000	\$15,000	\$35,000
Year 8	20%	\$50,000	\$10,000	\$40,000
Year 9	10%	\$50,000	\$5,000	\$45,000
Year 10	0%	\$50,000	\$0	\$50,000
<b>Total</b>		<b>\$500,000</b>	<b>\$225,000</b>	<b>\$275,000</b>



## Building Renovation Grant Program

### Eligibility Criteria

Before you submit your grant application, please check that you meet the program-specific eligibility criteria as noted below. After receiving your application, staff will confirm whether you meet all of the requirements before processing your application further.

- The subject property is located in one of the following CIPAs:
  - a) Village Local Centre;
  - b) Oak Ridges Local Centre;
  - c) Newkirk Business Park; and/or
  - d) Beaver Creek Business Park.
- A conversion of existing commercial and/or industrial and/or residential space to new office space is planned.
- The proposed improvements are not considered “**general tenant fit-up**” (see page 38 of the CIP for definition of general tenant fit-up) or systems upgrades associated with existing uses.
- For improvements to existing office space, improvements are related to accessibility in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) are eligible.
- For an adaptive reuse of a building on the City’s Inventory of of Cultural Heritage Resources, proposed renovations may be for any non-residential use.

### Supporting Documents

Please enclose the following supporting documents along with your completed application form to [planning@richmondhill.ca](mailto:planning@richmondhill.ca). Staff will contact you if they require any additional information from you.

1. Description of proposed renovation in approximately one page or less. Please include:
  - a) a description of what is to be constructed including what is going to be demolished from the existing building and what is going to be added to the existing building; and
  - b) if applicable, a description of how it is providing improvements related to accessibility (AODA) standards; and
  - c) if applicable, a description of how it is providing improvements to a heritage building for non-residential uses.
2. Relevant drawings such as site plan and/or floor plans demonstrating the rehabilitation, renovation, or (re)development.
3. Two quotes prepared by qualified professionals that demonstrate the valuation of the works and identify **eligible costs** (see page 23 of the CIP for the list of eligible costs). (To be eligible, the minimum eligible costs must be at least \$20,000.)
4. Construction Schedule (if known) – approximate date of construction commencement and completion.

### Grant Amounts Available

- The grant maximum is \$100,000 per property and the grant minimum is \$10,000 per property; and
- The grant is provided on a matching funds basis, to a maximum of 50% of eligible costs



## Façade, Landscaping and Signage Improvement Grant Program

### Eligibility Criteria

Before you submit your grant application, please check that you meet the program-specific eligibility criteria as noted below. After receiving your application, staff will confirm whether you meet all of the requirements before processing your application further.

- The subject property is located within the Richmond Hill Village Business Improvement Area (BIA) (See page 8 for the BIA boundary).
- The subject property accommodates a non-residential use.
- An improvement of one or more building facades and/or an improvement of signage and/or an improvement of landscaping is proposed for the subject property.
- If applying for a Façade or Landscaping Grant, the proposed improvements are to eligible facades including:
  - Frontage façade;
  - Side façade or rear façade, where the side or rear of a property is facing a public and/or private street/lane and/or public park and/or public gathering space, and/or parking area that is accessible and/or highly visible to the general public
- If proposed improvements to rear facades and/or rear landscaping improvements are proposed they shall be considered secondary for purposes of allocation of funding under this program.
- The proposed improvements are in keeping with the design objectives of the Official Plan and other applicable urban design guidelines.

### Supporting Documents

Please enclose the following supporting documents along with your completed application form to [planning@richmondhill.ca](mailto:planning@richmondhill.ca). Staff will contact you if they require any additional information from you.

1. Description of proposed improvements in approximately one page or less. Please include:
  - a) a description of the improvements including what is going to be removed from the façade, landscaping, or signage, the proposed additions to the façade, landscaping, or signage, the estimated dimensions and materials and identify which eligible façade to which the grant applies (e.g. single frontage façade, side façade, rear façade, etc.)
2. Elevation photo(s) of your building where the improvements will be made.
3. Proposed elevation drawings showing façade, landscaping, and/or signage improvements.
4. Two quotes prepared by qualified professionals that demonstrate the valuation of the works and identify **eligible costs** (see page 26-27 of the CIP for the list of eligible costs). (To be eligible, the minimum eligible costs must be at least \$5,000 for façades, \$2,000 for signage, and \$4,000 for landscaping.)
5. Construction schedule (if known) – approximate date of construction commencement and completion.
6. Please provide the following additional items:
  - a) For façade improvement: If stucco, brick, or other exterior finish products are being considered as part of your project, provide photos of product samples for colour and texture, and the written specifications for the product.
  - b) For signage improvement: Provide drawings of your proposed sign showing letter styles, logos, etc, including lighting source(s). One of the objectives is to eliminate back lit plastic signage so please consider alternatives that are consistent with the “Walk This Way” guideline and the illustrated guidelines for the sign by-law.
  - c) For landscaping improvement: Provide drawings such as a landscape plan showing the location and types of plants and any other landscaping materials with descriptions (types, colours, materials, etc.).

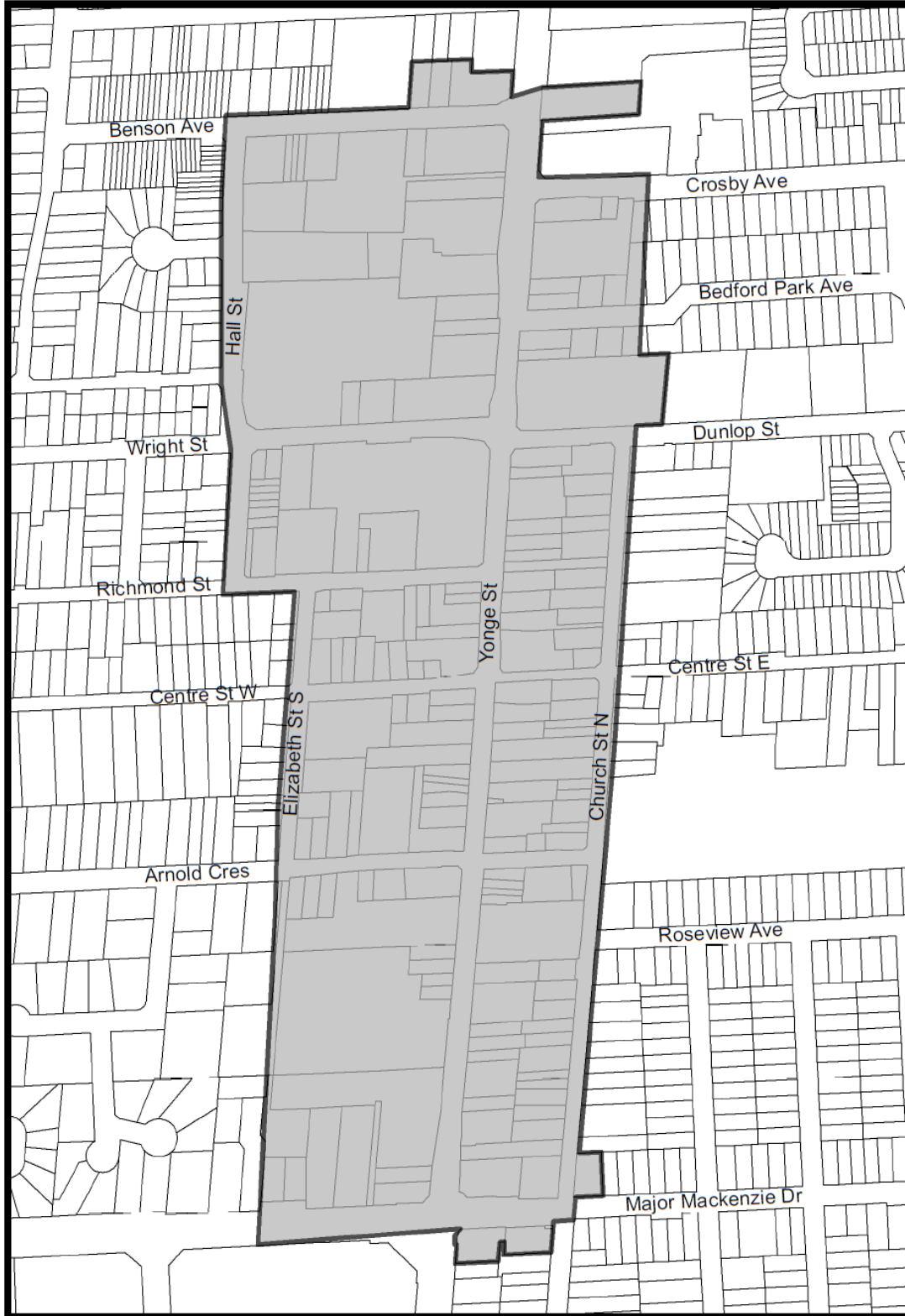


## **Façade, Landscaping and Signage Grant Program – Cont’d**


**Grant amounts available:**

<b>Grant Type</b>	<b>Grant Amount</b>
<b>Façade Grant</b>	<ul style="list-style-type: none"><li>• Matching grant of up to 50% of eligible costs or a maximum grant of \$15,000 per property for a single facade, whichever is less.</li><li>• Matching grant of up to 50% of eligible improvement costs or a maximum grant of \$25,000 per property, whichever is less for façade improvement projects involving more than one façade.</li><li>• The minimum grant is \$2,500 per property. Project applications including matching assistance of less than \$2,500 will not be considered.</li></ul>
<b>Signage Grant</b>	<ul style="list-style-type: none"><li>• Matching grant of up to 50% of eligible costs or a maximum grant of \$2,500 per property, whichever is less</li><li>• The minimum grant is \$1,000 per property. Project applications including matching assistance of less than \$1,000 will not be considered.</li></ul>
<b>Landscaping Grant</b>	<ul style="list-style-type: none"><li>• Matching grant of up to 50% of eligible costs or a maximum grant of \$5,000 per property for a single frontage, whichever is less.</li><li>• For combined street-front and side-lot or rear-lot landscaping improvements: Matching grant of up to 50% of eligible costs or a maximum grant of \$10,000 per property, whichever is less. The minimum grant is \$2,000 per property. Project applications including matching assistance of less than \$2,000 will not be considered.</li></ul>

**Business Improvement Area (BIA) Boundary**



**Legend**

 Business Improvement Area (BIA)



PLANNING & REGULATORY SERVICES  
 DEPARTMENT

Note: The BIA boundary shown is based on by-law 170-08.



**CIP Grant Approval Process**

**Phase 1:  
Pre-application**

**Phase 2:  
Application Submission and Evaluation**

**Phase 3:  
Approval**

**Phase 4:  
Works completed and Inspection**

**Phase 5:  
Release of Funds**

