



No. CIP-___/___


**APPLICATION FOR GRANT/LOAN –
RIVERWALK DISTRICT AND THE HISTORIC DOWNTOWN
under the
COMMUNITY IMPROVEMENT PLAN**

A Complete Application consists of:

- ☐ One complete application form signed by appropriate parties
- ☐ One copy of the deed of property
- ☐ A summary of the project and proposed improvements
- ☐ A heritage impact statement for designated or eligible properties
- ☐ Design/Drawings of proposed improvements
- ☐ Colour samples
- ☐ Material samples
- ☐ Photographs of property (including areas to be addressed under the program & historical images if available)
- ☐ Three (3) itemized quotes
- ☐ Estimated project construction costs, including an itemized listing of said costs

Name of Applicant:	Name of Property Owner (if different than applicant):
Address:	Address:
Telephone:	Telephone:
Email:	Email:
Business Name (if applicable):	Business Name (if applicable):

Design Consultant:	Other Consultant:
Address:	Address:
Telephone:	Telephone:
Email:	Email:

Incentive Request	Criteria (refer to By-law for clarification)		Requested Amount
RiverWalk District & Historic Downtown Facade Improvement Grant	One time grant up to 50% Maximum \$5,000		
RiverWalk District & Historic Downtown Signage Grant	One time grant up to 50% Maximum \$1,000		
RiverWalk District & Historic Downtown Interior Improvement Residential - Grant	One time grant up to 50% Maximum \$2,000		
RiverWalk District & Historic Downtown Interior Improvement Commercial - Grant	One time grant up to 50% Maximum \$3,000		
RiverWalk District & Historic Downtown Accessibility Improvement Grant	One time grant up to 50% Maximum \$5,000		
RiverWalk District & Historic Downtown Loan Program	Interest free loan to a maximum of \$20,000 payable over 5 years		
RiverWalk District & Historic Downtown Tax Increment Equivalent Grant Program	A grant of 100% of the increase in municipal realty taxes paid annually for a maximum period of five years. The grant shall be on a sliding scale whereby the grant is decreased by 20% each year until the full assessed increase is collected in year 6.		
Permit/Application Fees Grant	One time grant up to \$500		

Total projected \$ value of planned property improvements:

Property Information:			
Street or Property Address (if applicable):			
Legal Description including any reference plans:			
Frontage:	Depth:	Area:	
_____	_____	_____	_____

Existing Use:	
Proposed Use:	
Are property taxes paid in full on this property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are water/sewer accounts paid in full on this property	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any outstanding work orders on this property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you hiring a local contractor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you purchasing materials/supplies locally?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the property designated under the Ontario Heritage Act?	<input type="checkbox"/> Yes <input type="checkbox"/> No
NOTE: If you are undertaking the work yourself, you may not request a grant/loan for labour, however, you may request a grant/loan for materials and supplies provided an itemized list is submitted	

RIVERWALK DISTRICT AND THE HISTORIC DOWNTOWN CORE

Facade:	Has the entire facade been addressed?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Cornice <input type="checkbox"/> Yes <input type="checkbox"/> No	Brick/Masonry Work <input type="checkbox"/> Yes <input type="checkbox"/> No	Painting <input type="checkbox"/> Yes <input type="checkbox"/> No
	Architectural Features <input type="checkbox"/> Yes <input type="checkbox"/> No	Artistic Features <input type="checkbox"/> Yes <input type="checkbox"/> No	Exterior Walls <input type="checkbox"/> Yes <input type="checkbox"/> No
	Lighting <input type="checkbox"/> Yes <input type="checkbox"/> No	Awning <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Windows/Window Frames <input type="checkbox"/> Yes <input type="checkbox"/> No	Doors/Door Frames <input type="checkbox"/> Yes <input type="checkbox"/> No	Signage <input type="checkbox"/> Yes <input type="checkbox"/> No
	Other: _____	Other: _____	Other: _____
Interior Features (Residential)	Will this improve the overall interior appearance?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Interior Walls <input type="checkbox"/> Yes <input type="checkbox"/> No	Ceilings <input type="checkbox"/> Yes <input type="checkbox"/> No	Floors <input type="checkbox"/> Yes <input type="checkbox"/> No
	Paint/Wallpaper <input type="checkbox"/> Yes <input type="checkbox"/> No	Window Covers <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Phone/Data Cabling <input type="checkbox"/> Yes <input type="checkbox"/> No	Fixed Interior Lighting <input type="checkbox"/> Yes <input type="checkbox"/> No	
	HVAC <input type="checkbox"/> Yes <input type="checkbox"/> No	Plumbing <input type="checkbox"/> Yes <input type="checkbox"/> No	Electrical <input type="checkbox"/> Yes <input type="checkbox"/> No
	Other: _____	Other: _____	Other: _____
Interior Features (Commercial)	Will this improve the overall interior appearance?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Interior Walls <input type="checkbox"/> Yes <input type="checkbox"/> No	Ceilings <input type="checkbox"/> Yes <input type="checkbox"/> No	Floors <input type="checkbox"/> Yes <input type="checkbox"/> No
	Paint/Wallpaper <input type="checkbox"/> Yes <input type="checkbox"/> No	Window Covers <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Phone/Data Cabling <input type="checkbox"/> Yes <input type="checkbox"/> No	Fixed Interior Lighting <input type="checkbox"/> Yes <input type="checkbox"/> No	
	HVAC <input type="checkbox"/> Yes <input type="checkbox"/> No	Plumbing <input type="checkbox"/> Yes <input type="checkbox"/> No	Electrical <input type="checkbox"/> Yes <input type="checkbox"/> No
	Other: _____	Other: _____	Other: _____
Accessibility	Will the entire property be made accessible?		<input type="checkbox"/> Yes <input type="checkbox"/> No

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	Will a portion of the property be made accessible?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Ramp <input type="checkbox"/> Yes <input type="checkbox"/> No	Entrance Door <input type="checkbox"/> Yes <input type="checkbox"/> No	Railings <input type="checkbox"/> Yes <input type="checkbox"/> No
	Other: _____	Other: _____	Other: _____

Itemized Quotes shall be submitted	Contractor Name/Address	Quote Amount (Including HST)
Quote 1		
Quote 2		
Quote 3		

Provide a summary of planned work to all areas of the property below



CIP APPLICATION

RIVERWALK DISTRICT AND THE HISTORIC DOWNTOWN CATEGORY

FAÇADE/SIGNAGE IMPROVEMENT SUMMARY FORM

KEY REQUIREMENTS:

All exterior façade and signage improvements under the CIP program must comply with Town of Prescott Downtown Design Guidelines. Email dvalentyne@prescott.ca for a copy of Design Guidelines or download directly: <http://www.prescott.ca/en/do-business/resources/Documents/Downtown-Design-Guidelines---CIP-Project-Guide.pdf>

SIGNAGE IMPROVEMENTS:

A mock-up depicting all proposed building and window signage and associated lighting plans, must be submitted to the Town for approval prior to installation.

Submit signage mock-up designs and lighting plans to dvalentyne@prescott.ca

FAÇADE IMPROVEMENTS

All proposed building materials, colours and lighting for façade improvements, must be submitted to the Town for approval prior to installation. **Please complete the following section, and submit images/samples depicting all paint colours and lighting styles to be used/installed as part of façade improvements to dvalentyne@prescott.ca**

Provide a summary of proposed façade improvements for all building storeys below, including key façade changes, all construction materials, and plans to preserve existing heritage architectural building features:

Provide a summary of proposed exterior façade colours (attach sample images of colour swatches):

Provide a summary of proposed exterior lighting improvements (attach sample images of lighting fixtures):

Any required information unavailable at the time of application, must be provided to the Town upon application approval; prior to completion of all work approved for CIP funding.

AUTHORIZATION BY OWNER

I, the undersigned being the owner of the subject land of this application for a grant/loan, hereby
authorize

_____ (please print name)
to be the applicant in the submission of this application.

Furthermore, I/we, being the registered owner(s) of the subject lands, understand that should the
application be approved an agreement will be entered into with the Town by ourselves, the registered
owner(s) of the property.

Signature of Owner

Signature of Owner

Date

Date

DECLARATION OF APPLICANT

I, _____ of the _____ Municipality of _____ in the
Applicant First & Last Name Municipality Name
_____ County of _____ solemnly declare that:
County Name

All the statements contained in this application and provided by me are true and I make this solemn declaration conscientiously
believing it to be true and knowing that it is of the same force and effect as if made under oath.

Furthermore, I, being the applicant of the subject lands, hereby authorize Town Council, staff and/or agents, to enter upon the
property for the purpose of conducting a site inspection with respect
to the attached application.

Witness

Signature of Applicant

Witness

Signature of Applicant

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Office Use Only:		Roll No: _____
Property Taxes in Good Standing: <input type="checkbox"/> Yes <input type="checkbox"/> No _____ (initial)	Water/Sewer in Good Standing: <input type="checkbox"/> Yes <input type="checkbox"/> No _____ (initial)	Other: _____
Outstanding Work Orders (Bldg Dept): <input type="checkbox"/> Yes <input type="checkbox"/> No _____ (initial)	Outstanding Work Orders (Fire Dept): <input type="checkbox"/> Yes <input type="checkbox"/> No _____ (initial)	Other: _____
_____	Application Complete: _____	_____
Date of Submission	Signature	Date

Town of Prescott
360 Dibble Street West, Prescott, Ontario, K0E 1T0

Submit applications to: Prescott Economic Development Department

By email: dvalentyne@prescott.ca

In person/by mail: Town of Prescott, Economic Development Department
Attention to: Dana Valentyne, Economic Development Officer
360 Dibble St. W PO Box 160 Prescott, ON K0E 1T0