

**The Corporation of the City of North Bay**  
**Housing Target Area**  
**Application Form**



**Applicant Checklist**

**Pre-consultation Meeting**

- Prior to completing the Community Improvement Plan Application Form, the applicant should contact the Planning Services Department to conduct a pre-consultation meeting. The meeting will discuss the proposed project and complete submission requirements.

**Complete Application Form**

- Please complete and sign the attached application form in its entirety to the Planning Services Department.

**Quote from Professional (if applicable)**

- Please submit with the application a qualified quote for the proposed work.

**Professional Drawings (if applicable)**

- Please submit drawings of the proposed works which may include, site concept plan, elevations, floor plans, design details, etc.

**Photographs of Existing Property**

- Please submit digital photos of the current condition of the property/works to be improved.

**Additional Documentation (if applicable)**

- Please submit any historical documentation or information available for the property, if applicable.
- Please submit any additional information which may be appropriate based on the nature of the application or financial program being applied for (i.e. tax assessment, historical photos, etc.).

*All Growth Community Improvement Plan application forms are deemed complete by the appointed program review team. Please note, a file number will be assigned for complete applications and will be used in all communications.*

1. Applicant Information	Fill Area Below
Applicant Name	
Mailing Address	
Postal Code	
Telephone	
Mobile	
Email	
The Applicant is:	Check One: <input type="checkbox"/> Registered Owner <input type="checkbox"/> A tenant <input type="checkbox"/> An authorized agent

2. Owner Information (If Different from Above)	Fill Area Below
Owner (s) Name	

Mailing Address	
Postal Code	
Telephone	
Mobile	
Email	

3. Subject Property	Fill Area Below
Legal Description	
Municipal Address	
Roll Number	

**4. Describe the present use(s) of the subject lands:**

**5. Has an application for planning approval and/or building permit, or any additional required permits, related to the community improvement works, as described above, been submitted to date?**

Yes                       No

**If yes, have any of these approvals or authorizations been received?**

Yes                       No

**6. Please indicate the Financial Incentive Program for which you are applying (check all that apply):**

- Tax Increment Grant
- Municipal Fee Grant
- Development Charges Grant
- Professional Study Grant
- Public Art Grant

**7. Please describe the proposed project and how it represents an improvement for the community. Please attach additional pages if needed.**

**Approximate Project Start Date:**

**Approximate Project End Date:**

**8. Have you previously applied for any financial incentives through any City of North Bay Community Improvement Plans?**

Yes

No

If yes, please explain which program, a brief description of the project and a date the application was submitted.

**9. What is the estimated total cost of the project?**

**10. How many residential units are being created in this project?**

**11. Agreement of Owner/Applicant**

- I/We \_\_\_\_\_, have read and agree to the following terms and conditions;
- I/We have read and agreed to the General Program Requirements and the Program Specific Programs;
- I/We agree that the City of North Bay and Mayor and Council have the right to advertise and announce projects that have received funding under any of the CIP incentive programs;
- I/We agree that we will provide follow up monitoring with the City, in year 1, year 2, year 3, year 4 and in subsequent future years;
- I/We agree that the City of North Bay, Mayor and City Council may use photos of my building for future advertisement of the City and CIP programs;
- I/We agree that all expenses incurred prior to receiving written recognition of the submission of this application from the City will be deemed ineligible and may result in this and any associated applications being disqualified;
- I/We understand that the grant can be reduced or cancelled if the agreed work is not completed or if contractors/suppliers are not paid;
- I/We hereby certify that the information provided herein is true, correct and complete in every respect and may be verified by the Corporation. If any information provided is or subsequently becomes untrue, incorrect and/or incomplete, the Corporation may immediately cancel the grant. Any failure on behalf of the Corporation to verify the information provided is not a waiver of the Corporation's rights;
- I/We are not involved in any action or proceeding involving a claim for damage with the Corporation of the City of North Bay; and
- I/We, the owner of the subject property, \_\_\_\_\_, agree to permit \_\_\_\_\_ to submit the Community Improvement Application on our behalf and/or for their unit and property information can be shared with them as the agent or tenant.

**Signature of Owner:**

**Signature of Applicant:**

**Date:**

<b>Office Use Only</b>	
Application Number	
Date Received	
Current Zoning of the Subject Lands	
Date Completed	