

TOWN OF GRAND BAY-WESTFIELD

DEVELOPMENT INCENTIVES PROGRAM



November 12, 2019



TOWN OF GRAND BAY - WESTFIELD



DEVELOPMENT INCENTIVES PROGRAM

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ABOUT

The Town of Grand Bay-Westfield's Development Incentives Program offers financial incentives (grants) to applicants for projects that make substantial improvements to their applicable property(ies).

The Development Incentives Program contains a suite of incentives that will be implemented in all commercial, industrial, and residential areas of the community.

For more information about the Development Incentives Program, please contact:

CONTACT INFORMATION

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PROGRAM OVERVIEW

DESCRIPTION

The Development Incentives Program offers grants to property owners who have made “substantial” development, redevelopment, construction, or reconstruction of an eligible building or property located within the Town of Grand Bay-Westfield. For the purposes of the Development Incentives Program, “substantial” development, redevelopment, construction, or reconstruction of an eligible building or property shall mean an increase in the post-project assessed value equal to or greater than \$500,000.00.

PURPOSE

The Development Incentives Program’s purpose is to support the revitalization of vacant, under-utilized, and dilapidated properties and buildings within the Town’s administrative boundary. The Development Incentives Program is anticipated to entice new and unique developments, which might not otherwise occur in the near future. The Program will contribute to the future development of the Town, as these incentives (grants) will act as a catalyst for increased development activities in the Town and will in turn attract businesses, residents and employment. Furthermore, by putting properties and buildings back into a productive use, the Town will, in the long-term, strengthen and enhance its property tax base and utilize its existing services and infrastructure more efficiently and effectively.

OBJECTIVES

The Development Incentives Program’s objectives are to:

1. Encourage the development of commercial, residential, industrial, and mixed-use properties in key intensification areas of Town;
2. Encourage growth in commercial service areas, such as accommodation, food-industry, and other commercial services deemed appropriate by Town Council;
3. Encourage projects that provide innovative solutions for the improvement of the Town’s building stock;
4. Encourage the renovation and adaptive re-use of existing buildings in Town; and
5. Encourage smart growth and sustainable development practices within the Town of Grand Bay-Westfield.

DEVELOPMENT INCENTIVES

DEVELOPMENT INCENTIVES

Property owners that promote private sector investment, development, redevelopment and construction activity on under developed lands or buildings in the Town are eligible to participate in the following incentive programs:

- 1. Property Improvement Grant;**
- 2. Municipal Infrastructure Grant;**
- 3. Sustainable Residential Development Grant; and**
- 4. Multi-Parcel Subdivisions Grant.**

Each incentive program's objectives, eligibility criteria, and application process are outlined in the following pages of this document.



PROPERTY IMPROVEMENT

1. PROPERTY IMPROVEMENT GRANT

Grant Description

During the pre-development and construction stage of an applicant's project, the applicant will be able to apply for the Property Improvement Grant by submitting an application form (**Schedule "A"**) to the Town alongside their request for a development and/or building permit(s).

Eligible applicants will receive a grant, following the completion of the project, worth a percentage amount of the increase in post-project assessed value. The post-project assessed value must increase in provincial assessment by more or equal to \$500,000.00 to be eligible for this grant.

Financial savings resulting from this grant can be significant!

Specific Conditions

- Before any disbursement is made by the Town under the Property Improvement Grant to the applicant, for a property for which a satisfactory grant application has been received and approved, the Project must be completed.
- A Project will only be considered completed after the Building Inspection Department of the Town of Grand Bay-Westfield provides confirmation that the building inspection process, as established and determined by the Town for the Project, is completed.

What is the purpose of this grant?

The Property Improvement Grant is to encourage 'substantial' development, redevelopment, and construction activity for commercial, residential, industrial, and mixed-use properties within the Town.

Who is eligible?

Property owners and applicants who have under developed lands or buildings located within the Town's administrative boundary are eligible for the Property Improvement Grant.

How many years would I receive grant funding?

The increase in post-project assessed value will determine how many years the applicant will receive grant funding. Applicants who apply with a project for an increase in post-project assessed value greater than \$500,000 and less than \$5,000,000, will receive a 5 year grant. Applicants who apply with a project for an increase in post-project assessed value greater than \$5,000,000 will receive a 10 year grant.

When will I receive grant funding?

Following the completion of an approved project and payment of municipal taxes in full by the applicant for its first year, a grant will be provided to the applicant during the next fiscal year based on the project's increase in post-project assessed value and the development's land use.

GRANT FORMULA

PROPERTY IMPROVEMENT - GRANT FORMULA

How much grant funding will I receive?

The amount of grant funding an applicant can receive is dependent on the project's increase in post-project assessed value and land use. **Table 1** below identifies the approximate grant (incentive) funding available to applicants for specific developments based on their increase in post-project assessed value and land use.

Increase in Post-Project Assessed Value	Commercial & Industrial (Total Grant - Over 5 Year-Term)	Mixed Use (Total Grant - Over 5 Year-Term)	Residential (Total Grant - Over 5 Year-Term)
\$500,000 - \$999,999	\$35,875 - \$71,750	\$28,000 - \$56,000	\$23,975 - \$47,950
\$1,000,000 - \$1,499,999	\$71,750 - \$107,625	\$56,000 - \$84,000	\$47,950 - \$71,925
\$1,500,000 - \$1,999,999	\$107,625 - \$143,500	\$84,000 - \$112,000	\$71,925 - \$95,900
\$2,000,000 - \$2,499,999	\$143,500 - \$179,375	\$112,000 - \$140,000	\$95,900 - \$119,875
\$2,500,000 - \$2,999,999	\$179,375 - \$215,250	\$140,000 - \$168,000	\$119,875 - \$143,850
\$3,000,000 - \$3,499,999	\$215,250 - \$251,125	\$168,000 - \$196,000	\$143,850 - \$167,825
\$3,500,000 - \$3,999,999	\$251,125 - \$287,000	\$196,000 - \$224,000	\$167,825 - \$191,800
\$4,000,000 - \$4,499,999	\$287,000 - \$322,875	\$224,000 - \$252,000	\$191,800 - \$215,775
\$4,500,000 - \$4,999,999	\$322,875 - \$358,750	\$252,000 - \$280,000	\$215,775 - \$239,750
Increase in Post-Project Assessed Value	Commercial & Industrial (Total Grant - Over 10 Year-Term)	Mixed Use (Total Grant - Over 10 Year-Term)	Residential (Total Grant - Over 10 Year-Term)
\$5,000,000 - \$5,499,999	\$538,125 - \$591,937	\$420,000 - \$462,000	\$359,625 - \$395,587
\$5,500,000 - \$5,999,999	\$591,938 - \$645,750	\$462,000 - \$504,000	\$395,588 - \$431,550
\$6,000,000 - \$6,499,999	\$645,750 - \$699,562	\$504,000 - \$546,000	\$431,550 - \$467,512
\$6,500,000 - \$6,999,999	\$699,563 - \$753,375	\$546,000 - \$588,000	\$467,513 - \$503,475
\$7,000,000 - \$7,499,999	\$753,375 - \$807,187	\$588,000 - \$630,000	\$503,475 - \$539,437

Table 1: Property Improvement Grant - Grant Formula.

MUNICIPAL INFRASTRUCTURE

2. MUNICIPAL INFRASTRUCTURE GRANT

Grant Description

During the pre-development and construction stage of the applicant's project, the applicant will be able to apply for the Municipal Infrastructure Grant by submitting an application form (**Schedule "A"**) to the Town, alongside their request for a development and/or building permit(s).

Eligible applicants will receive a grant, following the development or installation of municipal infrastructure located within the Town's right of way and administrative boundary. Receipt of payment issued to the applicant for the work involving the installation of municipal infrastructure must be provided to the Town before any payment of the Municipal Infrastructure Grant is issued to the applicant.

Specific Conditions

Municipal infrastructure shall consist of any one or a combination of the following:

1. Public streets (including curbing) or roadway extensions;
2. Public sidewalks or trails;
3. Municipal sanitary and/or storm connections; and
4. On-site servicing management solutions.

What is the purpose of this grant?

The Municipal Infrastructure Grant will support the development and implementation of new municipal infrastructure for large scale developments within the Town's administrative boundary.

Who is eligible?

Applicants who are developing a residential subdivision or commercial development that contains an increase in post-project assessed value equal or greater to \$5,000,000.00 are eligible for the Municipal Infrastructure Grant. The applicant must demonstrate the need to install municipal infrastructure to enable the proposed project and showcase that at least \$500,000.00 of capital will be invested in municipal infrastructure after the date of the grant application. In addition, the site shall be in compliance with all other requirements and conditions of the Development Incentives Program.

How many years would I receive grant funding?

Applicants who apply for the Municipal Infrastructure Grant with an increase in post-project assessed value equal or greater than \$5,000,000 will receive an additional two (2) years worth of funding on top of their Property Improvement Grant application. This will provide a total of twelve (12) years worth of grant funding between the Property Improvement Grant and Municipal Infrastructure Grant.

GRANT FORMULA

MUNICIPAL INFRASTRUCTURE - GRANT FORMULA

When and how much grant funding will I receive?

Following the completion of an approved project and payment of municipal taxes in full by the applicant for its first year, the applicant will receive 10 years worth of grant (incentive) funding for the Property Improvement Grant. Once incentive (grant) funding for the Property Improvement Grant has been executed, the applicant will receive an additional two (years) of incentive (grant) funding, respectively through Fiscal Year 11 and Fiscal Year 12 of the completed project, for the Municipal Infrastructure Grant.

The amount of grant funding an applicant can receive is dependent on the increase in post-project assessed value and land use.

Table 2 below identifies the approximate grant (incentive) funding available to applicants for specific developments based on their increase in post-project assessed value and land use.

Increase in Post-Project Assessed Value (At least \$500,000 in Municipal Infrastructure Capital)	Commercial & Industrial (Total Grant - Over 2 Year-Term)	Mixed Use (Total Grant - Over 2 Year-Term)	Residential (Total Grant - Over 2 Year-Term)
\$5,000,000 - \$5,499,999	\$102,500 - \$112,750	\$80,000 - \$88,000	\$68,500 - \$75,350
\$5,500,000 - \$5,999,999	\$112,750 - \$123,000	\$88,000 - \$96,000	\$75,350 - \$82,200
\$6,000,000 - \$6,499,999	\$123,000 - \$133,250	\$96,000 - \$104,000	\$82,200 - \$89,050
\$6,500,000 - \$6,999,999	\$133,250 - \$143,500	\$104,000 - \$112,000	\$89,050 - \$95,900
\$7,000,000 - \$7,499,999	\$143,500 - \$153,750	\$112,000 - \$120,000	\$95,900 - \$102,750

Table 2: Municipal Infrastructure Grant - Grant Formula.

SUSTAINABLE RESIDENTIAL

3. SUSTAINABLE RESIDENTIAL DEVELOPMENT GRANT

Grant Description

The Sustainable Residential Development - Building Permit and Planning Fee Equivalent Grant provides grants to eligible applicants for Town building permit and planning fees related to sustainable solutions for substantial (greater than or equal to \$500,000.00) new or improved residential development(s). For the purpose of this incentive, new or improved residential development(s) means residential development or a portion of residential development that is either a new-build, an addition, conversion or form of adaptive-reuse.

During the pre-development and construction stage of the applicant's project, the applicant will be able to apply for the Sustainable Residential Development - Building Permit and Planning Fee Equivalent Grant by submitting an application form (**Schedule "A"**) to the Town, alongside their request for a development and/or building permit(s).

Specific Conditions

Ineligible buildings for this grant program include:

1. Cottages or camps not lived in year round;
2. Commercial or industrial buildings; and
3. Buildings that are not habitable, structurally sound or are not capable of receiving a home evaluation (i.e. fire damage, uninhabitable, major renovation or construction in progress, etc.).

What is the purpose of this grant?

This grant is intended to encourage development activity within the Town of Grand Bay-Westfield by promoting multi-family residential developments that provide home energy efficiency upgrades. The objective of this grant is to encourage energy efficiency within new or existing residential developments located within the Town.

Who is eligible?

Residential property owner(s) or applicant(s) must demonstrate that the proposed residential project will have an increased post-project assessed value greater than or equal to \$500,000.00. In addition, the project must meet the NB Total Home Energy Saving Program requirements and shall be in compliance with all other requirements and conditions of this Program.

How many years would I receive grant funding?

A grant payment for the full amount under the Sustainable Residential Development - Building Permit and Planning Fee Equivalent Grant will only be disbursed to successful applicants once the approved project is complete. Only fees paid for the following types of applications are eligible:

1. Development Permit and Building Permit;
2. Municipal Plan and Zoning By-law Amendment(s); and
3. Variance and other Planning Advisory Committee (PAC) Applications.

GRANT FORMULA

SUSTAINABLE RESIDENTIAL DEVELOPMENT - GRANT FORMULA

When and how much grant funding will I receive?

Following the completion of an approved residential development, redevelopment, construction, or reconstruction project, and payment of municipal taxes in full by the applicant, a grant equal to 100% of the development and building permit fees incurred during the approved project will be provided to the applicant. The grant will be provided to the applicant during the next fiscal year of the project's completion date. **Table 3** below is an example of how much grant funding is applicable to residential developments that offer sustainable solutions.

Increase in Post-Project Assessed Value	Sustainable Residential Development Grant
\$500,000 - \$1,000,000	\$2,000 - \$4,000
\$1,000,000 - \$2,000,000	\$4,000 - \$8,000
\$2,000,000 - \$3,000,000	\$8,000 - \$12,000
\$3,000,000 - \$4,000,000	\$12,000 - \$16,000
\$4,000,000 - \$5,000,000	\$16,000 - \$20,000
\$5,000,000 - \$6,000,000	\$20,000 - \$24,000
\$6,000,000 - \$7,000,000	\$24,000 - \$28,000
\$7,000,000 - \$8,000,000	\$28,000 - \$32,000

Table 3: Sustainable Residential Development Grant - Grant Formula.





TOTAL HOME ENERGY SAVINGS PROGRAM
Program Guidelines

Funded in part by:
Financé en partie par:



MULTI-PARCEL SUBDIVISION

4. MULTI-PARCEL SUBDIVISION GRANT

Grant Description

During the pre-development and construction stage of the applicant's project, the applicant will be able to apply for the Multi-Parcel Subdivision Grant by submitting an application form (**Schedule "A"**) to the Town, along side the submission of their subdivision application.

The grant will come into effect after the first year of municipal taxes are paid in full against the newly created lots and when the subdivision change is registered with the respective Land Titles. Upon receipt of the application and approval by Town Council, the applicant shall enter into an agreement with the Town.

Specific Conditions

- Subdivisions must create four or more new lots out of a single lot in order to be eligible;
- Subdivisions must be registered under Land Title;
- The grant will only apply to vacant land for each lot created by the subdivision; and
- There are no outstanding property taxes owing on the lot(s).

What is the purpose of this grant?

This grant initiative is to promote development within the Town of Grand Bay-Westfield and to offset the financial impact of new multi-parcel subdivisions by offering a grant per lot to allow land developers time to sell or develop lots without incurring additional financial encumbrances.

Who is eligible?

The Multi-Parcel Subdivisions Grant will only be granted for vacant lands on any new lots created by the applicant's subdivision. To be eligible for this grant, a multi-parcel subdivision application must have been approved by the Town of Grand Bay-Westfield. Furthermore, the applicant must meet all specific conditions in order to be eligible for the Multi-Parcel Subdivisions Grant.

How many years would I receive grant funding?

The Multi-Parcel Subdivisions Grant will be offered to successful applicants for a period of up to five years, unless the Grant becomes ceased. The Grant will cease to be applied in the year following when:

1. A building permit is issued to improve the vacant lot;
2. The subject land (property) is sold; or
3. If the tax account on the subject property goes into arrears.

GRANT FORMULA

MULTI-PARCEL SUBDIVISION- GRANT FORMULA

How much grant funding will I receive?

The Multi-Parcel Subdivisions Grant amount will be determined by Town Council. Town Council reserves the right to alter the grant to suit specific developments at their sole discretion.

Following the completion of an approved project and payment of municipal taxes in full by the applicant, a grant amount will be provided to the applicant during the next fiscal year of project's completion date. The grant amount will be determined on a case by case basis by Town Council. A grant payment for the set amount, as determined by Town Council, will only be disbursed to successful applicants once the approved project is complete.











ELIGIBILITY REQUIREMENTS

ELIGIBILITY REQUIREMENTS

To be considered for any of the following development incentives (grants), the applicant must meet the following eligibility requirements:

1. Eligible projects must represent one of following types of projects on underdeveloped lands within the Town's administrative boundary:
 - a) Infill development or redevelopment of parking lots, under-utilized sites, and buildings;
 - b) Development of properties which involve the demolition and/or construction of commercial, mixed-use, residential, or industrial buildings;
 - c) Vacant lots that have been vacant for more than one year; and
 - d) Subdivision developments or commercial establishments that provide substantial enhancement to the Town.
2. The following projects will **NOT** be eligible for this initiative:
 - a) Properties owned or used by government and/or government agencies or institutions.
3. Eligible projects must be represented on a single PID (property) or multiple PIDs with a completed tentative subdivision plan, if subdivision is required for the project;
4. Eligible projects must demonstrate a commitment to smart growth principles, which encourage environmentally sustainable construction and ongoing operational practices, as outlined within the Town's Building By-law;
5. Eligible projects must demonstrate that anticipated development must substantially increase or enhance the assessed value of the subject property (greater than or equal to \$500,000.00) to be considered for an incentive under the Development Incentives Program;
6. Eligible projects must meet minimum guidelines and conditions, as established through the Development Incentives Program, and ensure that the project complies with all Town of Grand Bay-Westfield By-laws, development requirements, approvals, certificates and licenses that may be required at any time and for any reason by the Town of Grand Bay-Westfield; and
7. Eligible projects must demonstrate how they meet and/or exceed the program's objectives. The Town of Grand Bay-Westfield reserves the right to impose additional or alternative requirements, as it may deem appropriate.

ELIGIBILITY REQUIREMENTS

Increase in Post-Project Assessed Value	Less than \$500,000	Greater than \$500,000 but less than \$5,000,000	Greater than \$5,000,000
Applicable Incentives (Grants)		  	   

GENERAL CONDITIONS

GENERAL CONDITIONS

Each development incentive (grant) described is subject to the following general requirements, as well as specific requirements specified under each program. Let it be known that all grants are discretionary and subject to approval by Town Council. General and specific requirements described herein are not exhaustive, and the Town reserves the right to include other requirements and conditions as deemed necessary:

1. Only developments located within the Town's administrative boundary are applicable for incentive (grant) funding under the Development Incentives Program;
2. Applicants may apply for one or all of the incentive (grant) programs, provided that all specific and general requirements have been met;
3. Applicants must include proof that property taxes are not in arrears before, during, and after the construction and/or development of the project;
4. If the applicant is not the owner of the property, the applicant must provide written consent from the owner of the property to make an application;
5. An application must include a completed application form (**Schedule A**), plans, drawings, studies, estimates, contracts, reports, construction values, rental rates, sale prices, certifications, and other details as required by the Town to understand the respective costs, design, and performance of the project and conformity of the project with the Town's Municipal Plan By-law;
6. The Town may require that an applicant submit professional urban design studies and/or professional architectural/engineering/design drawings that are in conformity with all applicable guidelines specified by the Town;
7. Existing and proposed land uses must be in conformity with the applicable Municipal Plan By-law, Zoning By-law and other planning requirements and approvals;
8. The applicant must declare other sources of government and/or non-profit organization funding (Federal, Provincial, Municipal, CMHC, Federation of Canadian Municipalities, etc.) as part of the application, and accordingly, the grant from the Town may be reduced on a pro-rated basis;
9. The Town is not responsible for any costs incurred by an applicant in relation to any of the grant programs, including without limitation, costs incurred in anticipation of a grant;

GENERAL CONDITIONS

Timing Conditions

10. An application for any development incentive (grant) must be submitted to the Town prior to the commencement of any project to which the development incentive program will apply and prior to an application for a building permit;
11. Applicants approved for an incentive (grant) will be required to complete the eligible project within a specified time-frame, as determined between the applicant and Town Council;

Agreement Conditions

12. As a condition of application approval, the applicant will be required to enter into an agreement on principle with the Town, by means of Motion of Council. This initial agreement shall stipulate which parcel(s) shall be tied to the incentive and will specify the terms, duration, and presumed grant funding. Once the development has been completed, a Final Agreement (Memorandum of Understanding) shall be developed, reflecting the final post construction assessment value and final incentive amount to the applicant.
13. Maximum grants to be paid out through the Development Incentives Program each year for a specific project cannot exceed the annual contribution made to the Town's described Reserve Fund for that project;

14. All project work completed must comply with the description of the works, as provided in the application form and contained in the M.O.U. Agreement, with any amendments as approved by the Town;
15. When required by the Town, outstanding work orders, and/or orders or requests to comply, and/or other charges from the Town must be satisfactorily addressed prior to grant approval/payment;
16. 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 require repayment of the approved grant;
17. Property taxes must be in good standing at the time of program application and throughout the entire length of the grant commitment. All taxes owing shall be paid prior to the disbursement of any related grant;
18. If the subject property or property site, as described in the Final Agreement (Memorandum of Understanding), is sold in whole or in part, before the grant period lapses, neither the original owner, nor the new owner will be entitled to receive the remaining grant payments;

GENERAL CONDITIONS

Administration Conditions

19. Before any grant is provided to the applicant for a property for which a satisfactory grant application has been received and approved by Town Council, the project has to be completed and property taxes are required to have been paid as billed each year and the property shall be in compliance with the program's requirements and conditions;
20. Grants will be paid annually for a period of up to 12 years, or until total eligible costs of the improvements is reached, whichever comes first;
21. The annual budget for implementation of incentive programs will be determined by Council and surplus budget amounts will be rolled over into the following year's budget for implementation of incentive programs or other development initiatives deemed by Council;
22. The first grant payment will be made to the developer any time after the 1st of July of the following year of the final inspection, when the owner provides proof that his municipal taxes have been paid;
23. The Town reserves the right to audit the cost of any and all works that have been approved under any of the development incentives programs, at the expense of the applicant;

24. Town staff have the right to require annual reports from approved applicants and conduct annual inspections to ensure compliance with the agreement and make adjustments to incentive levels to reflect actual project performance in relation to the program requirements and the executed grant agreement;
25. 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;

Amendment Conditions

26. Town Council may make amendments to the Development Incentives Program.
27. The Development Incentives Program shall be evaluated on an annual basis to determine whether or not the goals and objectives of the Program are effectively and efficiently being met. Council, upon the recommendation of the Planning Advisory Committee, may amend, alter or terminate the Program; and
28. The Town may discontinue any of the incentives (grants) at any time, but applicants with approved grants will still receive said grant, subject to meeting all general and program specific requirements.

APPLICATION REQUIREMENTS

GRANT APPLICATION REVIEW AND APPROVAL

Applications submitted under the Development Incentives Program are subject to general conditions, as well as specific requirements specified under each incentive (grant) program. General conditions and specific requirements are not necessarily exhaustive and the Town reserves the right to include other requirements and conditions as deemed necessary on an application by application basis.

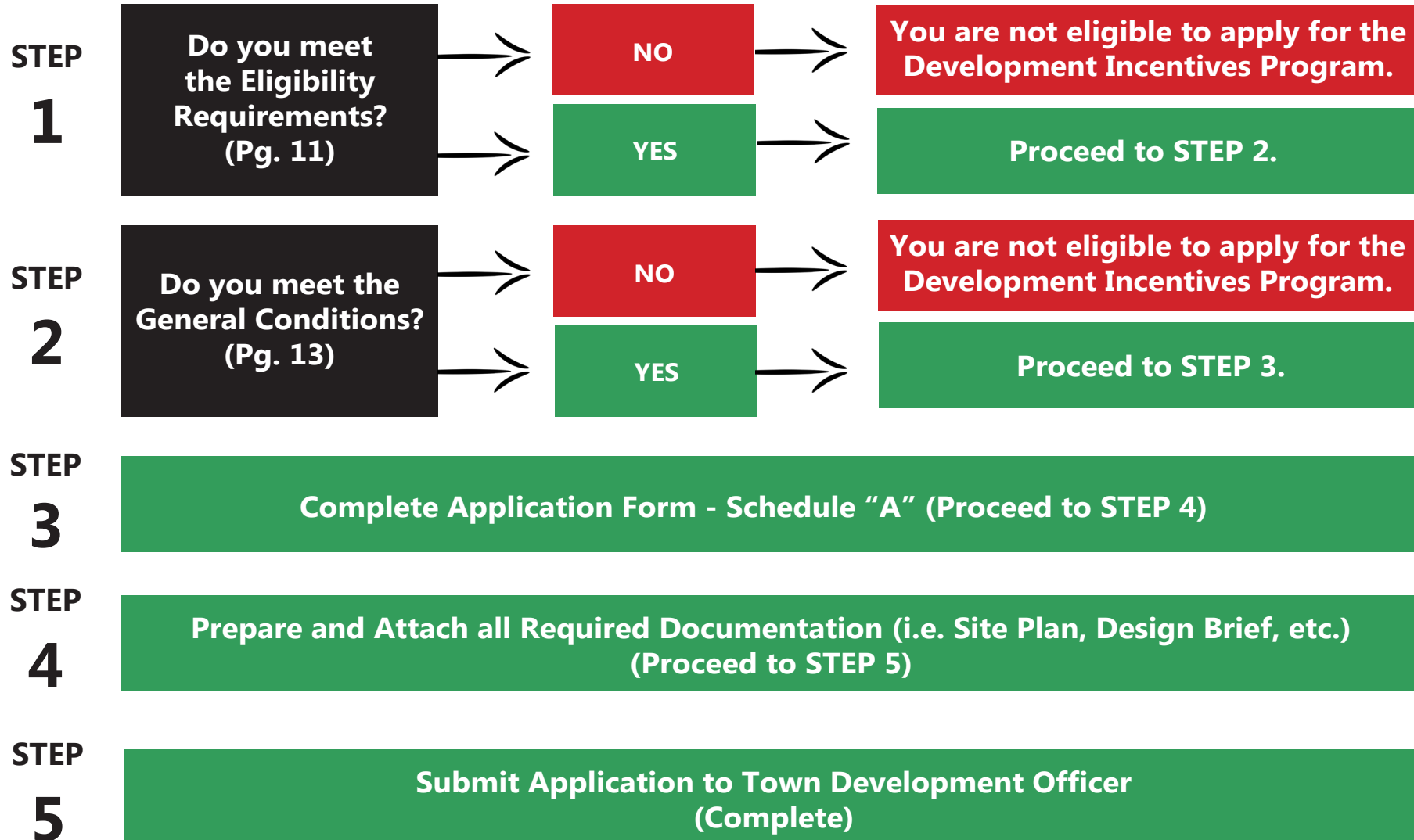
Application Requirements

Town Staff will review applications to determine if a project's proposed features comply with the following:

1. Eligibility Requirements & Associated Documentation;
2. General Conditions; and
3. Completed Schedule "A": Application Form.

Town Staff will ensure that the applicant's proposed project strategically aligns with the Town's interests and that all requirements outlined in the Development Incentives Program have been met. If an application does not conform with the requirements herein, the applicant will be notified in writing or person/phone by Town Staff.

APPLICATION PROCESS



APPROVAL PROCESS

APPLICATION REVIEW

The Town's Planning Department will administer the Development Incentives Program. Applications are filed utilizing the Development Incentives Program Application Form outlined in **Schedule "A"**. All applications will be evaluated by an Inter-Departmental Working Group made up of Town Staff, including the Town Development Officer, Town Works Commissioner, Town Engineer and Town Treasurer/Financial Consultant. This group will be responsible for providing recommendations to Town Council for approval based on the program requirements. The application and incentive (grant) amount is subject to approval by Town Council.

APPROVAL PROCESS

Initial Agreement (Agreement on Principle with Council)

1. Once Town Staff and the Inter-Departmental Working Group have reviewed and recommended an incentive application for approval, Town Council will review and approve an agreement on principle through a Motion of Council. This initial agreement will outline the property and presumed grant amount provided by the Town per year for a set period of time, as determined by Town Council.

Project Work Verification & Final Agreement

2. After the initial agreement has been approved by Council, construction of the approved project may commence, upon issuance of a development and building permit(s). Once the applicant's project is complete, the applicant shall submit "after" picture(s) of the completed project and submit

written documentation to demonstrate that all development features of the project have been met, as described within the applicants application, development and building permit(s).

Once Town Staff have reviewed and approved the completed project, the applicant will be sent a Final Agreement (Memorandum of Understanding - M.O.U.) for review and approval. This Final Agreement, as determined by Town Council, will describe the grant amount to be received, stipulations if any, and conditions where the grant may become void or cease to exist. The Final Agreement will require the property owner and/or applicant's signature to execute the agreement with the Town. A copy of the executed Final Agreement(s) will be provided to the applicant for their records.

Development Incentive (Grant) Funding

3. Upon completion of the project, staff may conduct a final site visit(s) and inspection(s) (as necessary) to ensure compliance with the Final Agreement. The first incentive (grant) payment will be made to the applicant any time after the 1st of July of the following year of the final inspection, when the owner provides proof that his municipal taxes have been paid.

SCHEDULE A:

DEVELOPMENT INCENTIVES PROGRAM

APPLICATION FORM



Schedule “A”

DEVELOPMENT INCENTIVES PROGRAM - GRANT APPLICATION FORM

SECTION A: APPLICATION TYPE

Please check the Development Incentives Program(s) that you would like to be considered for your development project:

- ☐ PROPERTY IMPROVEMENT GRANT
- ☐ MUNICIPAL INFRASTRUCTURE GRANT
- ☐ SUSTAINABLE RESIDENTIAL DEVELOPMENT BUILDING PERMIT AND PLANNING FEE EQUIVALENT GRANT
- ☐ MULTI-PARCEL SUBDIVISIONS GRANT

SECTION B: GENERAL INFORMATION AND INSTRUCTIONS

1. An application for the Development Incentives Program must be submitted to the Development Officer at the Town of Grand Bay-Westfield Planning Department prior to the commencement of any works and prior to application for a building permit;
2. Such application shall include reports, plans, estimates, contracts, and other details as may be required to satisfy the Town with respect to the eligible costs of the project and conformity of the project with the Municipal Plan;
3. As a condition of the grant application, the Town may require the applicant to submit a Business Plan, to the Town’s satisfaction;
4. The property shall be redeveloped such that the amount of work undertaken results in a significant increase in the assessed value of the property, as described herein;
5. Costs for any or all of the items may be subject to audit by the Town, at the expense of the property owner;
6. All applicants participating in this program will be required to enter into an agreement with the Town which will specify the terms and conditions of the grant;
7. All grant applications and agreements must be approved by Town Council; and
8. If an agent is acting on behalf of the property owner, please ensure the required authorization is completed and executed by the property owner.

SECTION C: PROPERTY OWNER AND APPLICANT / AGENT INFORMATION

Property Owner Information

Name of Registered Property Owner: _____

Mailing Address of Property Owner: _____

Phone: _____ **Fax:** _____

Email: _____

Applicant / Agent Information

Name of Agent: _____

Mailing Address: _____

Phone: _____ **Fax:** _____

Email: _____

SECTION D: PROPERTY INFORMATION

Civic Address(es) of property for which this application is being submitted:

Property Identification Number(s) (PID):

SECTION E: DEVELOPMENT INFORMATION

Provide a detailed description (building size/type, number of stories, construction materials, etc.) of the proposed development to take place on the site (please attach detailed construction drawings).

Estimated construction value of the proposed development \$ _____

Estimated construction start date (Month/Year): _____

Estimated construction end date (Month/Year): _____

SECTION F: AUTHORIZATION

Name: _____

am the owner of the land that is subject of this application, and I hereby authorize our

Agent / solicitor: _____ to make this

application and to act on my behalf in regard to this application.

Dated on the, _____ this _____ (day) of _____ (month), _____ (year)

Name of Owner: _____ Signature of Owner: _____

SECTION H: SWORN DECLARATIONS

I/WE HEREBY APPLY for a grant under this program.

I/WE HEREBY AGREE to abide by the terms and conditions of the Development Incentive Program Grant as specified in this application.

I/WE HEREBY AGREE to enter into a Development Incentive Program Agreement with the Town of Grand Bay-Westfield that specifies the terms and conditions of the grant.

I/WE HEREBY AGREE to abide by the terms and conditions of the Development Incentive Program Agreement.

I/WE HEREBY CERTIFY that the information contained in this application is true, correct, and complete in every respect, and may be verified by the Town of Grand Bay-Westfield by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.

I/WE HEREBY GRANT PERMISSION to the Town or its agents to inspect my/our property prior to, during, and after environmental remediation, site rehabilitation, and project construction.

I/WE HEREBY AGREE that the program for which application has been made herein is subject to cancellation and/or change at any time by the Town in its sole discretion, subject to the terms and conditions specified in the Program. Participants in the program whose application has been approved and who has entered into the Development Incentive Program Agreement with the Town will continue to receive grant payments, subject to their Grant Agreement.

Dated on the, _____ this _____ (day) of _____ (month), _____ (year)

Name of Owner or Authorized Agent: _____ Title: _____

Signature of Owner or Authorized Agent: _____

