



Pre-Consultation

Community Improvement Plan

Date/Location:

Expression of Interest Submitted:

CIP Town File Manager:

Attendance at Pre-consultation Meeting:

Municipal Address/Property Description:

Town of New Tecumseth Official Plan designation:

Town of New Tecumseth Zoning:

Eligibility Requirements:

No.	Eligibility Criteria	Notes	Proposal Meets Criteria Yes or No
1	Application subject to 'In-Take Date'	If yes, check date in #2 If no, then proceed	

2	Pre-consultation meeting occurred prior to 'In-Take Date' of May 1	If yes, then proceed If no, not eligible	
3	Subject property with no outstanding tax arrears	If yes, not eligible If no, then proceed	
4	Subject property, property owner or tenant have no ongoing or past By-law infractions that would shed negative light on CIP Grant Program	If yes, not eligible If no, then proceed	
5	Project underway or completed	If yes, not eligible Construction may only begin after application has been submitted, at the property owner's risk	
6	Subject property located within designated Community Improvement Project Area (Schedule A)	If no, not eligible If yes, then proceed	
7	Applicant is a tenant	If no, then proceed If yes, authorization and consent is required by the owner as part of the application form	
8	Preliminary staff assessment of project to represent an improvement in quality, aesthetics, durability and/or restoration to historical authenticity, and not merely a life cycle replacement of what is existing	If no, then provide a rationale of why proposed project meets this criterion If yes, then proceed	
9	If no, then provide a rationale of why proposed project meets this criterion If yes, then proceed	If yes, not eligible If no, then proceed	
10	Proposal conforms to Town Official Plan, Town Zoning By-law	If yes, not eligible If no, then proceed	
11	Proposal requires permit from local Conservation Authority	If yes, check with CA to determine if project can proceed in addition to permit requirements prior to proceeding with application If no, then proceed	
12	Proposal meets all Town By-laws, laws and regulations of the Province of Ontario and the Government of Canada	If yes, then proceed If no, then further evaluation is required to determine if it impacts proceeding to application stage	
13	Applicant applying for more than one grant	If yes, cannot be Catalytic Development Grant If no, then proceed	
14	Preliminary Costing of project submitted disclosing other funding and incentives being received for the proposed project as part of a potential application	If yes, at its sole discretion, the Town or Council may deduct any other grants or incentives from eligible grant amount If no, then proceed	

15	Applicant seeking other approvals in conjunction with CIP incentives (i.e. zoning, site plan control, conservation authority, etc.)	If yes, applicant is aware of the risk that not receiving other approvals may mean that a grant may not be paid. Where approvals are required, the receipt of required approvals may be added by the Town Administrator as conditions for grant payment in the financial incentive program agreement If no, then proceed	
16	Request for Catalytic Development Grant (Tax Increment Equivalency Grant)	If yes, confirm that only one grant is approved per calendar year, despite the program and is located at one of the <u>Catalytic Development Priority Sites</u> identified by Council If no, then proceed to Appendix A of the Development Eligibility Criteria If another grant program, then proceed	
17	Proposal for property under the Condominium Act under Tax Increment Equivalency Grant program	If yes, not eligible If no, then proceed	
18	Do you authorize the Town of New Tecumseth to contact the local BIA in regard to your application to make them aware of your project?	If yes, make local BIA aware of project If no, do not notify BIA.	

Additional Notes:

Proposal Details:

Minimum Submission Requirements:

- Please note the Town reserves the right to request additional information (including drawings, reports, plans, and studies) during the detailed technical review of the application
- Minimum Submission Requirements also include the appropriate completed application form(s)
- Supporting documentation may be determined during the pre-consultation meeting and is to be submitted as part of the complete application
- Complete applications are required in order to initiate the review process. A complete

application shall include an application form specific to the type of grant and/or loan completed including a full description of the eligible proposed works, a legal description of the subject property and a survey plan, as well as other supporting documents, drawings and plans, deemed necessary by the Town

- Any supporting documentation associated with the application form shall be in compliance with AODA requirements

Application Process Information:

- Pre-consultation is required prior to submission of a CIP complete application
- Town staff will review application and notified applicant if the submission is complete or incomplete
- Town staff may seek delegated authority for project grant approval
- Construction may only begin after the application has been submitted and deemed complete at the Applicant's risk, recognizing that the grant has not been approved at the time of the application being deemed complete.

- Applications that are approved require that an agreement between the Town and applicant is prepared and executed in addition to being registered on property title
- If work does not commence within six months of approval of an application or not undertaken or completed in accordance with the agree, the program commitment may be cancelled
- Following project completion, the applicant must submit a statement of completion with supporting invoices
- All projects will be inspected by the Town and, if approved, notice of completion will be issued and the financial assistance will be initiated
- Town can audit final costs at the owner's expense, if warranted
- Funding approval will lapse if a notice of completion is not issued within twelve months of the date of execution of the agreement
- Town may grant an extension for works, if deemed acceptable by the Town
- Should the applicant fall into default of any of the Town/program requirements, grants may be delayed, reduced or cancelled. Applicants may be required to repay benefits to the Town

Standard Submission Requirements by Type of Grant

Grant Program	Eligible Properties	Supporting Information Required
Façade, Building and Property Improvement Grant	Commercial, institutional, and mixed-use buildings in Schedule B (Delineated Downtown Areas)	<ul style="list-style-type: none"> • Completed Application form • Minimum two cost estimates • Photograph of existing or past conditions (façade, parking lot, signs, etc.) • Detailed drawings: colour rendered, scaled of proposed works • Building Permit Application, condition assessment *as required • Additional funding and incentives, if required • Additional submission requirements as determined by Town
Downtown Residential Improvement Grant	All existing mixed-use buildings in Schedule B (Delineated Downtown Areas) with ground floor used for non-residential uses Dominion Street – see CIP for eligibility	<ul style="list-style-type: none"> • Completed Application form • Minimum two cost estimates • Photograph of existing or past conditions (façade, parking lot, signs, etc.) • Detailed drawings: colour rendered, scaled of proposed works • Building Permit Application, condition assessment *as required • Additional funding and incentives, if required • Additional submission requirements as determined by Town
Commercial At-grade Conversion Grant	All existing ground floor commercial uses which are proposed for conversion to another commercial use or existing ground	<ul style="list-style-type: none"> • Completed Application form • Minimum two cost estimates • Photograph of existing or past conditions (façade, parking lot, signs, etc.) • Detailed drawings: colour rendered, scaled of proposed works

	<p>floor non-commercial uses which are proposed for conversion to a commercial use in Schedule B (Delineated Downtown Areas) with ground floor used for non-residential uses</p>	<ul style="list-style-type: none"> • Building Permit Application, condition assessment *as required • Additional funding and incentives, if required • Additional submission requirements as determined by Town
<p>Public Art Grant</p>	<p>All public or private properties in Schedule B (Delineated Downtown Areas) Note; properties outside of Schedule B may be considered at the discretion of Council</p>	<ul style="list-style-type: none"> • Completed Application form • Minimum two cost estimates • Photograph of existing or past conditions (façade, parking lot, signs, etc.) • Detailed drawings: colour rendered, scaled of proposed works • Building Permit Application, condition assessment *as required • Additional funding and incentives, if required • Detailed description of the proposed works and outline the community benefit (historical, educational, etc.) • Demonstration that all art pieces and displays are of a durable nature and able to withstand the elements over a lengthy period of time • Additional submission requirements as determined by Town
<p>Privately-Owned Public Spaces (POPS) Grant</p>	<p>All properties in Schedule B (Delineated Downtown Areas) where there are areas of the property in which members of the public pass through or pause for rest or socialization.</p>	<ul style="list-style-type: none"> • Completed Application form • Minimum two cost estimates • Photograph of existing or past conditions (façade, parking lot, signs, etc.) • Detailed drawings: colour rendered, scaled of proposed works • Building Permit Application, condition assessment *as required • Additional funding and incentives, if required • Description of roles and responsibilities relating to maintenance, public access and usage, longevity, liability, insurance, etc. • Demonstration that all works are of a durable nature and able to withstand the elements over a lengthy period of time • Demonstration that the proposal does not use existing required parking spaces • Demonstration of how the project includes natural weather protection, appropriate lighting, weather tolerant plantings and do not obstruct sight lines, native and pollinator

		<p>friendly plants, where possible, seating is comfortable and user-friendly, supports AODA requirements and CPTED strategies</p> <ul style="list-style-type: none"> • Additional submission requirements as determined by Town
Heritage Grant	Buildings identified and delineated within the Beeton Heritage Conservation District (upon its approval)	<ul style="list-style-type: none"> • Completed Application form • Minimum two cost estimates • Photograph of existing or past conditions (façade, parking lot, signs, etc.) • Detailed drawings: colour rendered, scaled of proposed works • Building Permit Application, condition assessment *as required • Demonstration that the subject property where designated under the Ontario Heritage Act, under agreement as part of the Beeton Heritage Conservation District or identified within the Façade Improvement Guidelines is consistent with the reasons for designations and/or policies within the Beeton Heritage Conservation District or the Façade Improvement Guidelines • Additional funding and incentives, if required • Additional submission requirements as determined by Town
Catalytic Development Grant (Tax increment Equivalency Grant)	Properties as described in Schedule C	See Appendix A for minimum submission requirements in addition to the general notes of the Minimum Submission Requirements section of the pre-consultation and CIP

Additional Notes:

Contact Information:

Applicant's Name:

Business Name, if applicable:

Owner's Name:

Applicant's Email and Mobile Number:

Owner's Email and Contact Telephone Number:

Application Submission Information:

When you are ready to submit the required application(s), please submit the digital files to planning@newtecumseth.ca or drop off the physical copies to the Town Hall at 24 Tupper Street West, Alliston, ON, L9R 1H2 attention: PLANNING DEPARTMENT – CIP.

Disclaimer:

Any comments made at the Pre-consultation meeting are preliminary and subject to further review and circulation at the time of a complete and formal application submission. Commenting on the proposal will not imply or suggest any decision to either support or refuse the application. Further, participating in a Pre-consultation meeting does not allow the undertaking of construction and/or site alteration or guarantee any approvals. Please note Town requirements are subject to change.

Sign-off from Pre-Consultation:

Town of New Tecumseth File Manager

Potential Applicant to CIP Program

Date (DD/MM/YY)

APPENDIX A: Catalytic Development Grant

The purpose of the Catalytic Development Grant is to encourage the development and redevelopment of pre-selected properties where there will be a significant increase in social and economic benefits to the community as a result of the proposal.

The Catalytic Development Grant is administered as a tax increment equivalency grant. A tax increment equivalency grant helps to reduce tax increases as a barrier to property investment and help make development and redevelopment of pre-selected properties an attractive opportunity.

Priority Site Locations

Council has identified the potential priority sites that may be eligible for the proposed [Catalytic Development Grant under Schedule C](#) in the communities of Alliston, Beeton and Tottenham. Any proposal for a Catalytic Development Grant shall be located on ones the identified priority sites. These sites are subject to change with approval from Council as part of CIP program review and updates.

Development Eligibility Criteria

The development criteria outlined below will be used by Staff and Council to determine the eligibility of a Catalytic Development grant proposal. The criteria may be reviewed by Staff and Council at the beginning of each CIP budget year, if necessary. The ability for a proposal to meet or exceed the minimum criteria does not guarantee the approval of funds. All proposals are subject to all applicable plans, policies, and by-laws. The 'In-take' deadline for applications is May 1 of each year.

Catalytic Development Grant – Development Criteria Checklist

To be eligible for the Catalytic Development Grant, all proposals must contain a minimum of four (4) of the objectives described below, in at least three (3) different categories:

Categories & Objectives	Notes	Yes or No
Urban Design		
The proposal includes placemaking features. It provides inviting and accessible gathering places that promote a full range of social, cultural, and economic interaction.		
The proposal successful obtains, at a minimum, a LEED Silver Certification		
The proposal showcases adjacent significant natural attributes as a defining feature in the development.		
Heritage		
The proposal undertakes significant works to rejuvenate/re-establish heritage features of a designated heritage building.		
The proposal results in the successful designation of new heritage building/property.		

The proposal incorporates the adaptive reuse of a heritage building (unlisted, listed or designated).		
Complete Community		
The proposal incorporates a mix of uses, including residential.		
The proposal incorporates affordable dwelling units as defined in this Plan		
The proposal provides infrastructure to support a healthy active lifestyle.		
Economic Development		
The proposal results in a significant number of net new jobs (20 fulltime jobs or more).		
The proposal significantly contributes to tourism objectives outlined in the Town's Economic Development Strategy.		
Infrastructure		
The proposal contains 75% of required parking as underground parking.		
The proposal includes Low Impact Development features.		

In addition to the above noted eligibility criteria, each type of specific grant also has eligibility criteria in which to be considered.

Specific Grant Eligibility Criteria

Specific Type of Grant	Eligibility Criteria	Notes	Proposal Meets Criteria Yes or No
Brownfield Remediation Tax Assistance	Properties as described in Schedule A	If no, not eligible If yes, then proceed	
	Property where a Phase II Environmental Site Assessment (ESA) has been conducted, and that as of the date of the Phase II ESA was completed, did not meet the required standards under subparagraph 4i of Section 168.4(1) of the Environmental Protection Act to permit a Record of Site Condition (RSC) for the proposed use to be filed in the Environmental Site Registry	If no, not eligible If yes, then proceed	
	Pre-consultation occurred prior to 'In-take Date'	If no, not eligible If yes, then proceed	
Rental Development Grant	Properties within the limits of the Urban Settlement Boundaries of Alliston, Beeton and Tottenham, that are zoned to permit this use	If no, not eligible If yes, then proceed	

	Pre-consultation occurred prior to 'In-take Date'	If no, not eligible If yes, then proceed	
Business Development Grant	Properties within the limits of the Urban Settlement Boundaries of Alliston, Beeton and Tottenham and designated Employment Area 1 and 2, as identified in the Town Official Plan	If no, not eligible If yes, then proceed	
	Pre-consultation occurred prior to 'In-take Date'	If no, not eligible If yes, then proceed	

Minimum Submission Requirements:

Catalytic Development Proposals will be reviewed and considered as part of the Development Application Review Team (DART), in addition to the criteria outlined in Schedule E of the CIP. Any costs incurred from a DART application/meeting, are incurred by the applicant/owner of the property where the proposal grant is being considered. Properties selected as eligible for the Catalytic Development Grant are done so in accordance with the Catalytic Site Selection Criteria, as described in Schedule D of the CIP, and approved by Council. Staff may review and reselect eligible properties based on the Catalytic Site Selection Criteria.

Any supporting documentation associated with the application form shall be in compliance with AODA requirements.

Specific Information Required for each Grant Application

Grant Program	Supporting Information Required
Brownfield Remediation Tax Assistance	<ul style="list-style-type: none"> Completed Application form Detailed description of proposal and how it meets the objectives of the grant program Coloured detailed rendered (2D and 3D), scaled and detailed drawings Photographs and site plan of the existing condition (façade, parking lot, signs, etc.) and may include historical photographs Building Permit Application, condition assessment *as required Environmental Protection Act documentation to demonstrate eligibility Additional funding and incentives, if required Additional submission requirements as determined by Town and through the DART process
Rental Development Grant	<ul style="list-style-type: none"> Completed Application form Detailed description of proposal and how it meets the objectives of the grant program Coloured detailed rendered (2D and 3D), scaled and detailed drawings Photographs and site plan of the existing condition (façade, parking lot, signs, etc.) and may include historical photographs Building Permit Application, condition assessment *as required Demonstration of how the grant will help achieve the Town affordable housing targets and policies outlined in the Town Official Plan

	<ul style="list-style-type: none"> • Additional funding and incentives, if required • Additional submission requirements as determined by Town and through the DART process
<p>Business Development Grant</p>	<ul style="list-style-type: none"> • Completed Application form • Detailed description of proposal and how it meets the objectives of the grant program • Coloured detailed rendered (2D and 3D), scaled and detailed drawings • Photographs and site plan of the existing condition (façade, parking lot, signs, etc.) and may include historical photographs • Building Permit Application, condition assessment *as required • Additional funding and incentives, if required • Additional submission requirements as determined by Town and through the DART process