



Mailing Address  
 PO Box 270 Bridgenorth  
 Ontario K0L 1H0  
 Tel: 705 292 9507  
 Fax: 705 292 8964  
 www.selwyntownship.ca

Township of Selwyn

Application for Buckhorn  
 Community Improvement Plan  
 Incentive Programs

**Instruction Checklist (Hamlet of Buckhorn)**

- Read the General Program Requirements and Program Guide(s) that apply to the program(s)
- Meet with Township staff to discuss and confirm program eligibility and details.
- If there is not enough room, attach additional information to application on separate sheets.
- Attach all supporting documents that apply to the program(s) for which you are applying:

	<b>Building Improvement</b>	<b>Landscape Improvement</b>	<b>Improved Signage</b>
Two detailed estimates of project construction costs prepared by bona fide contractors			
Site Plan or Survey			
Architectural drawings/design plans showing building/proposed building, façade and property improvements, interior design layouts			
Written authorization from property owner <b>(in case of tenant applying for a grant)</b>			
Picture of existing façade and/or landscape areas to be restored/improved			
Complete relevant section of this application	See Section F	See Section G	See Section H
Complete all other relevant sections of this application	Sections A. B. C. D. E. and I.		

- Complete application.
- Provide all necessary signatures.
- Any works or studies, subject to the application, will not begin before receiving approval or before an agreement is signed by the Township.
- Deliver your application in person or send it by mail to:

**Mail:**  
 Township of Selwyn  
 P.O. Box 270  
 Bridgenorth, ON K0L 1H0

**Drop off:**  
 Township of Selwyn  
 1310 Centre Line, Selwyn

*For further information on the CIP Financial Incentive Programs, please refer to our website [www.selwyntownship.ca](http://www.selwyntownship.ca) or contact Kari Partridge at (705) 292-9507 ext. 239 or via e-mail at [kpartridge@nexicom.net](mailto:kpartridge@nexicom.net).*

For Office Use Only	
Application number:	Permit number (if different):
Date received:	Roll number:

**-- Please Print---**

Section A. Applicant Information		
Name of Applicant		
Mailing Address of Applicant		
Phone	Fax	Email
Section B. Agent Authorization and Information		
<p>If the property owner/applicant is authorizing an agent to act on his/her behalf in making this application, please complete and sign this section. If an agent is authorized, all correspondence will be sent to the authorized agent. If no agent is authorized, all correspondence will be sent to the property owner/applicant.</p>		
<p>I, _____, am the owner of/applicant for the land that is subject of this application, and I hereby authorize my agent _____</p>		
<p>to make this application and to act on my behalf in regard to this application.</p>		
<p>Dated at the _____, this _____ of _____, _____</p> <p style="text-align: center;">(City/Town/Township of...)      (day)      (month)      (year)</p>		
Name of Owner/Applicant (please print)		Signature of Owner/Applicant
Agent Information (if any)		
Name of Agent		
Mailing Address of Agent		
Phone	Fax	Email

**Section C. Property Information**

Name of Registered Property Owner

Municipal Address(es) of property for which this Application is being submitted

Roll Number(s)

Legal Description of Property (Lot and Plan Numbers)

Existing Property Use

Size of Property \_\_\_\_\_ hectares

Existing Buildings on Property? Yes  No  (If yes, specify building size below)

Building 1 \_\_\_\_\_ sq. m

Building 2 \_\_\_\_\_ sq. m

Building 3 \_\_\_\_\_ sq. m

Is property designated under Part IV of the Ontario Heritage Act? Yes  No

Is this property in tax arrears? Yes  No

If yes, specify value of tax arrears \$ \_\_\_\_\_

Are there any outstanding work orders on this property? Yes  No

**Section D. Other Sources of Funding**

Have you applied for or will you be obtaining any other sources of funding? (incl. Federal, Provincial, Municipal, Municipal Heritage Committee, CMHC, Federation of Canadian Municipalities, etc.)

Yes  No

If yes, please list other sources and amounts of government funding:

Program \_\_\_\_\_ \$ \_\_\_\_\_

Program \_\_\_\_\_ \$ \_\_\_\_\_

**Section E. Application Type**

Please place a check mark below beside each incentive program for which you are applying. Then please refer to and complete the appropriate information section for each incentive program for which you are applying.

- † **Building Improvement Grant Program (complete Section F);**
- † **Landscape Improvement Grant Program (complete Section G);**
- † **Improved Signage Grant Program (complete Section H);**

## **Section F: Building Improvement Grant Program**

**i) Please describe the building improvement/restoration works that are eligible for the matching grant (see the Program Guide for the definition of “eligible works”)**

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**ii) Cost Summary - Eligible Front Facade Improvement/Restoration Works** (please attach **two (2)** detailed costs estimates from bona fide contractors for work to be performed).

**Type of Improvement/Construction**

**Cost Estimate (\$)**

a. Eligible **Front** Facade Improvement/Restoration Works (insert lowest cost estimate)

\$ \_\_\_\_\_

Less – other sources of funding? (incl. Federal, Provincial, Municipal, Municipal Heritage Committee, CMHC, FCM, etc  
Less - HST  
Less – applicable permit (e.g. sign permit)

\$ \_\_\_\_\_

b. Total Eligible Costs

\$ \_\_\_\_\_

c. **Amount of Grant Applied For: (50% of eligible amount – b) to permitted maximum identified in the Program Guide**

\$ \_\_\_\_\_

**iii) Cost Summary - Eligible Side and/or Rear Facade Improvement/Restoration Works**

(please attach **two (2)** detailed costs estimates from bona fide contractors for work to be performed).

**Type of Improvement/Construction**

**Cost Estimate (\$)**

a. Eligible **Side and/or Rear** Facade Improvement/Restoration Works (insert lowest cost estimate)

\$ \_\_\_\_\_

Less – other sources of funding? (incl. Federal, Provincial, Municipal, Municipal Heritage Committee, CMHC, FCM, etc)  
Less - HST

Less – applicable permit (e.g. sign permit)

\$ \_\_\_\_\_

b. Total Eligible Costs

\$ \_\_\_\_\_

c. **Amount of Grant Applied For: (50% of eligible costs - b) to permitted maximum identified in the Program Guide**

\$ \_\_\_\_\_

**iv) Construction Schedule**

(Construction **of all works** must be completed within one (1) year of grant approval).

Approximate Start Date of Construction (Month/Year)

\_\_\_\_\_

Approximate End Date of Construction (Month/Year)

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**Section G: Landscape Improvement Grant Program**

**Please describe the landscape improvement works that are eligible for the matching grant** (see the Program Guide for the definition of “eligible works”)

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Please attach **two (2)** detailed costs estimates from bona fide contractors for work to be performed).

Lowest cost estimate for eligible works	\$ _____
Less HST	\$ _____
Less applicable permit (e.g. sign permit)	\$ _____
<b>Total eligible amount:</b>	<b>\$ _____</b>
50% of eligible amount:	\$ _____

**Total eligible amount of Grant Applied For:** \_\_\_\_\_

**Construction Schedule**

(Construction of all works must be completed within one (1) year of grant approval)

Approximate Start Date of Construction (Month/Year) \_\_\_\_\_

Approximate End Date of Construction (Month/Year) \_\_\_\_\_

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## Section H: Improved Signage Grant Program

Please describe the signage improvement works that are eligible for the matching grant (see the Program Guide for the definition of “eligible works”)

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Please attach **two (2)** detailed costs estimates from bona fide contractors for work to be performed).

Lowest cost estimate for eligible works	\$ _____
Less HST	\$ _____
Less applicable permit (e.g. sign permit)	\$ _____
<b>Total eligible amount:</b>	<b>\$ _____</b>
50% of eligible amount:	\$ _____

**Total eligible amount of Grant Applied For:** \_\_\_\_\_

### **Construction Schedule**

(Construction of all works must be completed within one (1) year of grant approval)

Approximate Start Date of Construction (Month/Year) \_\_\_\_\_

Approximate End Date of Construction (Month/Year) \_\_\_\_\_

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## Section I. Sworn Declaration

**I/We Hereby Apply** for the incentive programs as indicated in this application form.

**I/We Hereby Agree** to abide by the terms and conditions of these programs.

**I/We Hereby Agree** to enter into an agreement with the Township that specifies the terms and conditions of the grant and abide by the terms and conditions of the 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 Township 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 Township, or its agents, to inspect my/our property that is subject of this application.

**I/We Hereby Agree** that if any statements or information in this application or submitted in support of this application are untrue, misleading or there is a material omission, the application may be rejected or not approved, or the grant may be delayed, reduced or cancelled.

**I/We Hereby Agree** that the grant may be delayed, reduced or cancelled if the work is not completed, not completed as approved, or if the contractors are not paid.

**I/We Hereby Agree** that the programs for which application has been made herein are subject to cancellation and/or change at any time by the Township in its sole discretion, subject to the terms and conditions specified in the program. Participants in programs whose applications have been approved and who have entered into an agreement with the Township will receive grant payments, subject to meeting the conditions in their agreement.

**I/We Hereby Agree** that all grants will be calculated and awarded in the sole discretion of the Township. Notwithstanding any representation by or on behalf of the Township, or any statement contained in the program, no right to any grant arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the program and the grant agreement. The Township is not responsible for any costs incurred by the Owner/Applicant in any way relating to the program, including, without limitation, costs incurred in anticipation of a grant.

Dated at the \_\_\_\_\_, this \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_  
(City/Town/Township of...) Day Month Year

\_\_\_\_\_  
Name of Owner/Applicant or Agent

\_\_\_\_\_  
Signature of Owner/Applicant or Authorized Agent