



All of the financial incentive programs contained in the Community Improvement Plan (CIP) are subject to the following general program requirements as well as the individual requirements specified under each program. The general and program specific requirements contained in the CIP are not necessarily exhaustive and the Township reserves the right to include other requirements and conditions as deemed necessary on a property specific basis:

- a. Application for any financial incentive program contained within the CIP must be submitted to the Township and approved by the Township prior to the commencement of any works to which the financial incentive program will apply and prior to application for building permit;
- b. If the applicant is not the owner of the property, the applicant must provide written consent from the owner of the property to make the application;
- c. An application for any financial incentive program contained in the CIP must include plans, estimates, contracts, reports, rental reports, sale prices and other details as required by the Township to satisfy the Township with respect to costs of the project and conformity of the project with the CIP;
- d. The Township may require that an applicant submit professional urban design studies and/or professional architectural/ design drawings that are in conformity with the Village and Hamlet Core Design Guidelines put in place by the Township;
- e. For buildings designated under the *Ontario Heritage Act*, the Township may require that proposed facade restoration and improvement works and building maintenance and improvement works that are subject of a financial incentive program application be supported by documentation in the form of historic photographs or drawings clearly showing the feature(s) to be restored or reconstructed;
- f. Review and evaluation of all incentive program applications and supporting materials against program eligibility requirements will be done by Township staff. The application is subject to approval by Township staff.
- g. As a condition of application approval, the applicant may be required to enter into a grant or loan agreement with the Township. This Agreement will specify the terms, duration and default provisions of the grant/loan. Depending upon the program, the Agreement may be subject to approval by Township staff prior to the commencement of any works to which the financial incentive program will apply;
- h. Where other sources of government and/or non-profit organization funding (Federal, Provincial, etc.) that can be applied against the eligible costs are anticipated or have been secured, these must be declared as part of the Application. Accordingly, the loan/grant may be reduced on a pro-rated basis;
- i. The Township reserves the right to audit the cost of any and all works that have been approved under any of the financial incentive programs, at the expense of the applicant;

- j. The Township is not responsible for any costs incurred by an applicant in relation to any of the programs, including without limitation, costs incurred in anticipation of a grant and/or loan;
- k. If the applicant is in default of any of the general or program specific requirements, or any other requirements of the Township, the Township may delay, reduce or cancel the approved grant and/or loan, and require repayment of the approved grant and/or loan;
- l. The Township may discontinue any of the programs at any time, but applicants with approved grants and/or loans will still receive said grant and/or loan, subject to meeting the general and program specific requirements, and applicants with approved loans will still be required to repay their loans in full;
- m. All proposed works approved under the financial incentive programs and associated improvements to buildings and/or land must conform to the Township's Village and Hamlet Core Design Guidelines, and all other Township guidelines, by-laws, policies, procedures, and standards;
- n. All works completed must comply with the description of the works as provided in the application form and contained in the program agreement, with any amendments as approved by the Township;
- o. Existing and proposed land uses must be in conformity with applicable Official Plan(s), Zoning By-law and other planning requirements and approvals;
- p. All improvements made to buildings and/or land and certain sign types shall be made pursuant to a Building Permit, and/or other required permits, and constructed in accordance with the Ontario Building Code and all applicable zoning requirements and planning approvals;
- q. When required by the Township, outstanding work orders, and/or orders or requests to comply, and/or other charges from the Township must be satisfactorily addressed prior to grant and/or loan approval/payment;
- r. Property taxes must be in good standing at the time of program application and throughout the entire length of the grant/loan commitment;
- s. Township staff, officials, and/or agents of the Township may inspect any property that is the subject of an application for any of the financial incentive programs offered by the Township;
- t. Eligible applicants can apply for one, more or all of the incentive programs contained in this Plan that are actually offered by the Township, but no two programs may be used to pay for the same eligible cost; and,
- u. The total of all grants, loans and tax assistance provided in respect of the particular property for which an applicant is making application under the programs contained in this Plan shall not exceed the eligible cost of the improvements to that property under this Plan. The maximum funding amount for one property when utilizing all 5 of the available financial incentive programs equals \$30,000.

For further information, visit:  
[www.selwyntownship.ca/CIP](http://www.selwyntownship.ca/CIP)  
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