

Introduction:

The Town of Kirkland Lake’s Community Improvement Plan (CIP) establishes a strategy for the rehabilitation and improvement of privately held lands throughout the Township. The CIP provides incentive programs for improvements to stimulate commercial and industrial development.

All applicants should consult the Town’s CIP document, available on the Town’s website and Municipal Office.

The Town 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.

Pre-Consultation:

All potential applicants must have a pre-consultation meeting with the Town prior to submitting an application for incentive programs. The purpose of the pre-consultation meeting is to confirm property and project eligibility and program requirements.

Authorization (page 6):

If the applicant is not the owner of the subject land, a written statement by the owner must accompany the application, which authorizes the applicant to act on behalf of the owner as it relates to the subject application.

Plans & Drawing:

All applications for CIP incentive programs must include accurate, detailed copies of plans / drawings / renderings showing the proposed improvements related to the application.

Supporting Information:

Additional information may be required by the Town in order to evaluate the proposed application for CIP incentive programs.

In addition, the applicant may be required to submit a more detailed site plan, under site plan control, prepared by a qualified professional, showing any proposed development including all new buildings and structures, parking areas, landscaping and other site information as required by the municipality.

Application Processing:

Following mandatory pre-consultation, upon receipt of an application and other information as may be required, the Town will determine whether there is sufficient merit in processing the application further, including compliance with

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minimum eligibility requirements outlined in the CIP. Prior to release of funds, the Town will require proof of all costs submitted by the applicant.

Any Outstanding charges from the Town (including tax arrears), work orders, and/or orders or requests to comply on any property owned by the Applicant must be satisfactorily addressed prior to application processing and grant payment.

Projects must be completed within one year of approval, but recipients may apply for a grant extension.

Further Information:

Ashley Bilodeau, M.PL, MCIP, RPP
Manager of Planning and Land Development
Town of Kirkland Lake
Ashley.Bilodeau@tkl.ca

Copies:

One (1) copy of this application, including plans/drawing/renderings and other information as may be specified, shall be required.

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APPLICANT INFORMATION

1. Registered Owner(s): _____

Address: _____

Phone: _____ Email: _____

If the application will be represented, prepared or submitted by someone other than the registered owner(s) please specify:

Authorized Agent(s): _____

Address: _____

Phone: _____ Email: _____

NOTE: Unless otherwise requested, all communication will be sent to the agent, if any.

PROPERTY DESCRIPTION

2. MUNICIPAL ADDRESS: _____

LEGAL DESCRIPTION: _____

3. Date the subject land was acquired by the current owner: _____

4. Describe any easements, mortgages, charges, or other encumbrances in respect of the subject land:

5. EXISTING USE OF LAND: _____ Date of Construction: _____

6. PROPOSED USE OF LAND: _____

7. ZONING: _____ Is an amendment required for proposed work? Yes No

8. TAXES AND OUTSTANDING WORK ORDERS:

Current Assessed Value of Property: _____

Is current tax receipt attached? Yes No

Is the property in tax arrears? Yes* No

Are there outstanding work orders on the property? Yes* No

If "Yes", please describe: _____

**note that outstanding charges must be satisfactorily addressed prior to the application processing and grant and/or payment*

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9. INCENTIVE PROGRAMS:

Check off the incentive program(s) for which this application applies. Indicate grant amount requested.

	Amount
1. Building Conversion and Expansion Grant (max \$5,000)	_____
2. Building Renovation and Improvement Grant (max \$5,000)	_____
3. Façade Improvement Grant (max \$5,000)	_____
4. Tax Increment Grant (1400% rebate in year 1, 75% rebate in year 2; 50% rebate in year 3; 25% rebate in year 4)	_____
5. Municipal Application/Permit Fees Rebate Planning Application Fees: up to 100% reduction, excepting legal costs. Building Permit Fees: up to 50% reduction, to a maximum of \$1,000. Landfill Fees: up to 50% rebate, to a maximum of \$1,000	_____
6. Sale of Land for Less than Market Value	_____
7. Design, Architectural and Project Feasibility Study Grant (max \$2,000, or \$5,000 for environmental studies)	_____
<i>\$10,000 maximum funding per property (excluding #4, 5, 6)</i>	
TOTAL	_____

PROPOSED IMPROVEMENTS

10. Description of proposed improvements (attach additional sheets if necessary):

11. Are copies of plans/drawings/renderings showing the proposed improvements attached? Yes No

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12. BUILDING PERMIT INFORMATION:

Will a building permit be required for the proposed improvements? Yes No

Building Permit / Application number: _____

Permit Application Date: _____

Building Permit Fees Paid: _____

Value of Project (from permit): _____

13. ITEMIZED COST ESTIMATES:

Are itemized cost estimates for the proposed improvements attached Yes No

14. CONSTRUCTION/PROJECT SCHEDULE:

Estimated start of construction / improvement project: _____

Estimated completion of construction / improvement project: _____

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AFFIDAVIT:

I (we) _____ of the _____ (municipality),
District of _____ solemnly declare that all the statements
contained in this application are true, and I (we) make solemn declaration conscientiously believing it to be true, and
knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

DECLARED before me at the Town of Kirkland Lake, District of Timiskaming, this ___ day of _____, 20___.

Signature of Owner

Date

Signature of Commissioner

Date

AUTHORIZATION FOR TENANT / AGENT / SOLICITOR TO ACT FOR OWNER:

*(If application and affidavit is signed by someone other than the Owner (i.e. tenant, agent, or solicitor), the Owner's
written authorization below must be completed.)*

I (we) _____ of the _____ (municipality),
District of _____ do hereby authorize _____ to make this
application or act as my (our) agent in this application.

Signature of Owner(s)

Date

APPLICATION RECEIVED BY THE MUNICIPALITY:

Signature of Employee

Date