



## **TOWN OF AURORA**

### **COMMUNITY IMPROVEMENT PLAN APPLICATION FORM**

#### **PLANNING & DEVELOPMENT SERVICES**

Phone: 905-727-3123 ext. 4226

Fax 905-726-4736

Email: [planning@aurora.ca](mailto:planning@aurora.ca)

**Town of Aurora**  
100 John West Way  
Box 1000, Aurora, ON L4G 6J1  
[www.aurora.ca](http://www.aurora.ca)

September 2014



TOWN OF AURORA  
Planning and Development Services  
COMMUNITY IMPROVEMENT PROGRAM  
APPLICATION FORM

FOR OFFICE USE ONLY	
Application Received By:	
Application File Number:	Date Received:
Property Address:	
Other Related Application Numbers on the Property:	

This Application Form is available in digital format on the Town’s Website under Planning & Development Services or please contact [planning@aurora.ca](mailto:planning@aurora.ca) via e-mail or by calling 905-727-3123 ext. 4226 for a copy.

The Application Form for Financial Incentives of the Aurora Promenade Community Improvement Plan (CIP) comprises PART A – GENERAL REQUIREMENTS and PART B – PROGRAM SPECIFICS. PART C – PROGRAM EVALUATION outlines the criteria which will be utilized by the Town of Aurora in screening and assessing applications for approval for incentives; and has been included solely for information purposes.

### INSTRUCTIONS

Please complete PART A and the relevant sections of PART B.  
For further information please contact Planning & Development Services by telephone, fax, or via e-mail.

### PART A - GENERAL SUBMISSION REQUIREMENTS

#### 1. OWNER/APPLICANT/AGENT INFORMATION:

##### REGISTERED PROPERTY OWNER

*(Please list additional Property Owners on an attached schedule, if applicable)*

Registered Owner(s) \_\_\_\_\_

Address \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_



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**Applicant(s)** \_\_\_\_\_  
(If different than above)

Address \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Agent(s)** \_\_\_\_\_  
(Solicitor/Consultant, if applicable)

Address \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**2. SEND CORRESPONDENCE TO:**

(Check off the appropriate box)

OWNER     APPLICANT     AGENT     ALL

Is this a joint application?     Yes     No

If yes, please provide the names of all Applicants (*i.e. other landowners, developers, etc.*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT NOTE:** If the Applicant(s) is not the Registered Owner(s) of the Property subject to this CIP Program Application, the Registered Owner(s) **MUST** complete and sign the Owner's Authorization form in Part B. In the absence of such Owner's Authorization, **no further consideration of this Application will be made.**



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Have you (or your Co-Applicants) previously received a grant or other financial assistance from the Town of Aurora?

Yes     No

If yes, please provide details below (i.e. File Number(s), date, Reference Number(s), type of program, amount of funding received, nature of project, etc.):

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**3. PROPERTY INFORMATION:**

Municipal address of property for which this Application is being made (*please include an Ontario Land Survey (OLS) if available*):

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**4. LEGAL DESCRIPTION OF PROPERTY:**

*(Refer to tax bill for information)*

Lot No: \_\_\_\_\_ Plan No: \_\_\_\_\_

Roll No: \_\_\_\_\_

Legal Description: \_\_\_\_\_

PIN: \_\_\_\_\_

**5. LOCATION AND DESCRIPTION OF PROPERTY:**

Street Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Other \_\_\_\_\_



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Size of Property:

Area: \_\_\_\_\_ (hectares) \_\_\_\_\_ (acres)

Frontage: \_\_\_\_\_ (meters) \_\_\_\_\_ (feet)

Depth: \_\_\_\_\_ (meters) \_\_\_\_\_ (feet)

Existing width of abutting street: \_\_\_\_\_ (meters) \_\_\_\_\_ (feet)

**6. GENERAL STATEMENT OF INTEREST IN ACCESSING PROGRAMS:**

Please provide a general statement describing the basic reasons for the proposed project and what you are expecting to achieve through accessing the CIP incentive. Also, is the project anticipated to be phased or completed over a single period of time?

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**7. DESCRIPTION OF PROPOSED PROPERTY, IMPROVEMENTS/CONSTRUCTION COSTS SUMMARY (ESTIMATED), CONSTRUCTION SCHEDULE (ESTIMATED)**

a. Type of use(s) anticipated after completion of project:

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i. Residential Units:  
*(if applicable)*

Total number and type of new residential units: \_\_\_\_\_

Gross Floor Area (GFA) of residential structures: \_\_\_\_\_

Existing : \_\_\_\_\_  
*(if applicable)*

Proposed after Redevelopment/Rehabilitation: \_\_\_\_\_

ii. Commercial/Office:  
*(if applicable)*

Gross Floor Area of non-residential (commercial/office) structures:

Existing : \_\_\_\_\_  
*(if applicable)*

Proposed after Redevelopment/Rehabilitation: \_\_\_\_\_

iii. Total new combined Gross Floor Area after Redevelopment:

Building Permit No: \_\_\_\_\_  
*(if applicable)*

Permit Application Date: \_\_\_\_\_  
*(if applicable)*

b. Construction Cost Summary:

*(Estimated, but should be based on information from a qualified individual (i.e. a contractor in good standing with the Town of Aurora))*

a)	Exterior improvements for façade improvement (including any signage)	\$ _____
b)	Interior improvements for building upgrade	\$ _____
c)	(In the case of total new construction) Building construction costs only	\$ _____
d)	Demolition costs	\$ _____



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e)	Total amount of estimated construction costs	\$ _____
f)	Costs related to land remediation	\$ _____
g)	Other costs including design, all fees and permits, engineering, construction financing, legal and other professional services	\$ _____
<b>h)</b>	<b>Total project costs</b>	\$ _____

c. Construction Schedule:  
 (if known)

Approximate date of construction commencement: \_\_\_\_\_

Approximate date of construction completion: \_\_\_\_\_

*Note: Greater detail to be supplied in Part B of this Application.*

**8. HOW DID YOU BECOME AWARE OF THE TOWN'S CIP PROGRAM(S)?**

Through Town Contact

Town Website

Other

(Please specify): \_\_\_\_\_

**9. INCENTIVE PROGRAMS**

Please check off the incentives that apply to this Application. Applicants may be eligible for funding consideration under more than one program per application request subject to program criteria, limitations and restrictions.

Programs		Current Application	Possible Future Applications
<b>General Incentives</b>			
<b>A.</b>	Façade and Signage Improvement Grant Program		
<b>B.</b>	Building Restoration, Renovation & Improvement Program		



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<b>C.</b>	Development Charges (DC) Grant		
<b>D.</b>	Tax-Based Redevelopment Grant (TIG)		
<b>E.</b>	Heritage Property Tax Relief		
<b>Brownfield Redevelopment Incentive Programs</b>			
<b>F.</b>	Environmental Site Assessment		
<b>G.</b>	Environmental Remediation Tax Assistance		

**10. OTHER GENERAL OR CRITERIA-RELATED MATTERS**

i. Municipal-Based Work Orders:  
 Are there any outstanding work orders on this property?

- Fire Prevention  Yes  No
- Property Standards  Yes  No
- Building Code  Yes  No
- By-law Enforcement  Yes  No

ii. Provincial or Non-Municipal Orders of Any Nature:  
 Are there any outstanding work orders on this property?

- MOE Environmental Orders  Yes  No
- Health Unit Orders  Yes  No
- Other  Yes  No

(Please specify) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*(Attach copies of outstanding work orders to this Application Form, if available).*

iii. Property Indebtedness:

What is the estimated value of the property? \_\_\_\_\_



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List all existing mortgages on this property and known liens (with details):

	Amount	Owed To	Maturity Date	Annual Payment
First Mortgage				
Second Mortgage				
Third Mortgage				
Other				

	Yes	No	Details
Tax Arrears			
Liens			

i. Taxes:

**Initial**

Attach a copy of your most current tax bill. **NOTE:** to be eligible for considerations for any incentive program, the subject property **must not be in arrears** at any time arrears will disqualify you from further consideration and may result in the immediate refunding of any grant/loan monies.

ii. Permits:

**Initial**

Work to be completed through this application cannot be started until written approval for the requested funding assistance is received from the Town of Aurora. All required permits (i.e. building, demolition, etc.) must be obtained prior to the initiation of the proposed works.



iii. Consent:

**Initial**

The Applicant consents to the use of their company/personal names and address in connection with any program funding announcements and future marketing material that may be used by the Town of Aurora.

iv. Credit Rating Check:

**Initial**

The Town of Aurora reserves the right to conduct credit rating checks as it deems necessary.

**PART B - PROGRAM-SPECIFIC SUBMISSION REQUIREMENTS**

Please complete the Sections relevant to the Programs to which this Application applies.

**Program 1 – Façade and Signage Improvement Grant Program**

The grant is equivalent to a proportion of eligible costs on a matching funds basis to a maximum of 50% of eligible costs up to \$15,000.00/property, whichever is less. A minimum grant of \$5,000/per property is required (i.e. a minimum of \$10,000.00 worth of project work is needed to meet the 50% allocation minimum of \$5,000.00). **Applications for façade and signage improvements should be in keeping with the Design and Built Form guidelines outlined in the Aurora Promenade Concept Plan.**

The Municipality will only fund signage costs to a maximum of \$2,500/property. In the cases where the property is transferred within 2 years and/or the business tenant benefiting from the sign relocates or otherwise ceases to trade from the premises, the full amount of the grant is repayable to the Town. Please note a building permit may be required for the sign(s).

Applications for properties within CIPA Priority Area 1 will be given year-round priority for consideration under this program. Applications for properties within CIP Priority Area 2 will only be received and considered within the 4th quarter (i.e. last 3 months) of an implementation year. Final decisions (in principle or otherwise) on applications for properties within Priority Area 2 will be made by the end of an implementation year.



**1. FAÇADE IMPROVEMENT CHANGES:**

Describe your proposed improvements/changes at time of Application.

*(Attach drawings and other details, if available)*

Façade component (item type)	Materials detail	What will be replaced/changed by incorporating this item
1)		
2)		
3)		
4)		
5)		
6)		
7)		

**2. COST ESTIMATES:**

Attach at least **two** written estimates from qualified independent contractors/suppliers along with any documentation (plans, elevations) detailing the nature of the design and materials of the proposed improvements. The low estimate does not necessarily have to be selected. Prices quoted in these estimates should correspond with the Item listing(s) shown in Section 1.) i) above. If additional details of the estimates are available, these should be attached to this application.

*Note: If the property is listed on the Town of Aurora Register of Properties of Cultural Heritage Value or Interest (as per Section 27 of the Ontario Heritage Act), the applicant will be required to consult with the Town's Heritage Planner in advance of submitting an application for financial incentives in order to ensure that the proposed design/materials maintain the heritage value of the property with regard to the exterior façade.*

**3. SOURCE FINANCING OF WORK:**

Is this the only funding program you are using to finance the façade work?

Yes     No



If No, please identify any other sources of funding (as well as the value of funds received) being used to finance the façade work.

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**4. ANTICIPATED BENEFITS**

What do you anticipate to be the benefits to your property and/or business as a result of access to this façade and signage improvement grant (*i.e. financial, property value, intrinsic value of aesthetic upgrading, structural, etc.*)?

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*Important: Please attach "before" pictures of façade and/or signage (as applicable) with your application.*

**5. SIGNAGE GRANT COMPONENT:**

Briefly describe the nature of signage which is being proposed in this application. For example, provide estimated dimensions, material, method of installation and so on. Include any available drawings or pictures of signage proposal.

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Provide two comprehensive estimates from qualified signage companies detailing the above-noted type of proposed signage. Attach estimates to this application.



## Program 2 – Building Restoration, Renovation & Improvement Program

The grant is a secured forgivable loan equivalent to a proportion of eligible costs on a matching funds basis to a maximum of 50% of eligible costs up to \$40,000.00/property, whichever is less. A minimum grant of \$15,000.00/per property is required (i.e. a minimum of \$30,000.00 worth of project work is needed to meet the 50% allocation minimum of \$15,000.00). The secured loan is forgivable over 5 years at an annual rate of 20%. Applications for properties within CIP Priority Area 2 will only be received and considered within the 4<sup>th</sup> quarter (i.e. last 3 months) of an implementation year.

### 1. ELIGIBLE WORK

List details of all eligible work to be covered by this specific grant request, which includes materials, labour, professional services fees and equipment rental, for example. At least two comprehensive estimates would demonstrate the applicant's consideration for maximizing project funding value.

Description of Work: \_\_\_\_\_  
\_\_\_\_\_

Proposed Costs: \_\_\_\_\_  
\_\_\_\_\_

Estimate #1: \_\_\_\_\_  
\_\_\_\_\_

Estimate #2: \_\_\_\_\_  
\_\_\_\_\_

*(Attach any written estimates from **qualified** contractors/consultants/etc.)*

Additional materials to be attached to application including site/building photos, survey and design drawings, as appropriate.

Additional Materials Attached  Yes  No



If Yes, Please provide a list of Attachments:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

### Program 3 – Development Charges (DC) Grant

Matching grant of up to 75% of the Development Charge levied by the Town of Aurora up to a maximum grant of \$100,000.00 per property, whichever is less. Unless otherwise notified by the Town of Aurora in response to individual applications for financial support under this program, the grant excludes any application to Development Charges levied by, or on behalf of, the Regional Municipality of York, as well as the Education Development Charge. Applications for eligible properties/projects within CIPA Priority Areas 1 and 2 will be received and considered at any time during an implementation year.

This program is **only** applicable to commercial development/projects. Residential development, whether part of a mixed-use project or otherwise, is excluded from this program.

**Note:** The Town of Aurora has identified sites of priority which comprise properties either known to be contaminated or perceived to be contaminated; underdeveloped parcels as well as vacant lands within the Promenade (see detailed mapping within Exhibit 3 of the Aurora Promenade Community Improvement Plan document). All such sites are the focus of support under this program, as well as other key redevelopment sites which may be identified by the Municipality from time to time.

#### 1. RECENT DEVELOPMENT HISTORY AT LOCATION (LAST 2 YEARS):

- a. Description of Work: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_



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b. Description of Work: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**PROGRAM 3 – DEVELOP**

**1. DEVELOPMENT SPECIFICATIONS**

Does the proposed project include a new freestanding building?  Yes  No

Does the proposed project include construction/renovation to existing premises?  Yes  No

Total GFA comprised of existing building plus expansion space and new free standing additions:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**2. PLANNING APPROVAL REQUIREMENTS**

	Yes	No
a) Has the Applicant confirmed the zoning requirements	<input type="checkbox"/>	<input type="checkbox"/>
b) Does the project have the necessary planning approval(s)	<input type="checkbox"/>	<input type="checkbox"/>
c) Has submitted the required Zoning By-law and Site Plan Control Applications	<input type="checkbox"/>	<input type="checkbox"/>
d) Is the proposed project part of a phased development? If yes please provide details in table below:	<input type="checkbox"/>	<input type="checkbox"/>



Phase	Improvements To Property	Anticipated Completion Date
(i.e. Phase 1)	(i.e. Renovation of Ground Floor Space)	(i.e. June 2014)

**Program 4 – Tax Based Redevelopment Grant (TIG) Program**

**Non-Residential Development:**

- The maximum amount of the grant is 80% of the annual tax increment over the agreed base assessment and property tax liability. The maximum duration is 10 years.

**Multi-Unit Residential Development:**

- 100% of the annual municipal tax increment is available to be provided as a grant for comprehensive (re)development. The maximum duration is 10 years.

Applications for eligible properties/projects within CIPA Priority Areas 1 and 2 will be received and considered at any time during an implementation year.

**1. PROPOSED DEVELOPMENT**

What is the anticipated phasing, if any, of the project? Please provide a schedule for each phase showing the anticipated completion date and planned property improvements in each phase.

PHASE	IMPROVEMENTS TO PROPERTY	ANTICIPATED COMPLETION
(i.e. Phase 1)	(i.e. Renovation of Ground Floor Space and Commercial Façade)	(i.e. June 2014)



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**2. ASSESSMENT AND PROPERTY TAXATION INFORMATION**

Base property tax at time of application: \$ \_\_\_\_\_ Year \_\_\_\_\_

Assessed property value at time of application: \$ \_\_\_\_\_ Year \_\_\_\_\_

If multiple properties; please complete below:

a. Assessment: \$ \_\_\_\_\_ Year: \_\_\_\_\_ Property Tax: \$ \_\_\_\_\_ Year: \_\_\_\_\_

b. Assessment: \$ \_\_\_\_\_ Year: \_\_\_\_\_ Property Tax: \$ \_\_\_\_\_ Year: \_\_\_\_\_

**NOTES:**

1. Applicants acknowledge that reassessment of their property is undertaken by the Municipal Property Assessment Corporation (MPAC). The Town will, at its discretion, determine the date of base property assessment as being the day before such reassessment. Incremental tax increases thereafter will be utilized to calculate the municipal property tax increment per Program 4.
2. By signing this application, the applicant confirms their willingness to submit a detailed schedule of all capital costs, itemized by detailed building component (i.e. detailed final total project costs (actual vs. budget), upon receipt of same by contractor at completion of the construction project).

**Program 5 – Heritage Property Tax Relief**

The Heritage Property Tax Relief Program (as provided for under Section 365.2 of the Municipal Act) offers Owners of eligible heritage properties a reduction in annual property taxes levied for Municipal and Education purposes. Maximum assistance will amount to 10%-40% of taxes for Municipal and Education purposes levied on eligible heritage properties over a 5-year period. **This program may only be in conjunction with applications for assistance under programs 1 and 2. Owners submitting an application for Heritage Property Tax Relief are ineligible for support under the Tax-Based Redevelopment Grant (TIG) Program (Program 4). Program availability is subject to Council approval by By-law.**

Program participants must enter into a Program Agreement (to be registered on title) detailing proposed work on the property and recognized items and standards of preservation/restoration to be maintained in exchange for financial support under this Program. The Program Agreement will be drafted by the Town of Aurora in co-ordination with the property owner for final approval by Council.

Has an Application been made for financial support under Program 1 (Façade and Signage Improvement Grant Program) and/or Program 2 (Building Restoration, Renovation & Improvement Program) of this Application?

Yes  No



**1. HERITAGE STATUS OF PROPERTY**

Is the property Designated?  Yes  No

Part IV (Individual) \_\_\_\_\_ By-law Number \_\_\_\_\_

Part V (District) \_\_\_\_\_ (Specify District) \_\_\_\_\_

Is there a Heritage Conservation Easement Agreement on the subject property?

Yes  No

**2. HERITAGE CONSERVATION AGREEMENT WITH THE TOWN OF AURORA**

Is there a Preservation and Maintenance Agreement on the subject property?

Yes  No

**3. CONDITION OF THE BUILDING**

To be eligible, the property/building must be in good and habitable condition.

Is the building occupied and habitable?  Yes  No

Is the building in good condition?  Yes  No

**4. PROPOSED WORK**

Please identify/describe the nature of planned restoration and maintenance activities and costs associated with the property in the coming year:

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## 5. PHOTOGRAPHS OF BUILDING OR FEATURES

Photographs Provided  Yes  No

Date of Photographs \_\_\_\_\_

*Please provide a current Photograph of each elevation of the building (north, south, east and west). On the back of each Photograph, provide the date the Photograph was taken. If interior features are designated, also include Photographs of each feature listed in the reasons for designation.*

### Program 6 – Environmental Site Assessment

The grant is equivalent to a proportion of the cost of a Phase II Environmental Site Assessment (ESA) on a matching funds basis to a maximum of 50% of eligible costs up to \$20,000.00/property, whichever is less. Maximum assistance per property is 1 study per property.

Applications for properties within CIP Priority Area 2 will only be received and considered within the 4th quarter (i.e. last 3 months) of an implementation year. Final Decisions (in principle or otherwise) on Applications for properties within Priority Area 2 will be made by the end of an implementation year.

#### 1. EVIDENCE OF SITE CONTAMINATION

Please provide a description of the nature of actual or suspected environmental contamination on the property:

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#### 2. DESCRIPTION OF PROPOSED OR ACTUAL PROPERTY IMPROVEMENTS

a. Type of use:

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b. Total number of new residential units: \_\_\_\_\_ and/or Gross Floor Area of non-residential structures: \_\_\_\_\_.

**3. PROPOSED WORK**

*Note: Applicants should have completed a Phase I Environmental Assessment of the property which indicates the need for additional environmental study.*

Date of Phase I ESA: \_\_\_\_\_

Name of Consultant: \_\_\_\_\_

Please attach a copy of the Phase 1 Environmental Site Assessment for the property.

a. Please provide details of the work plan for the environmental study proposed for the property (i.e. nature of Phase II environmental investigation).

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

b. Name of qualified environmental consulting firm undertaking the study: \_\_\_\_\_

\_\_\_\_\_

c. Cost of the environmental study (please provide quote from the consultant): \_\_\_\_\_

Please attach a copy of the proposal from the consultant. The Town will require a copy of the final report and technical appendices.

**Program 7 – Environmental Remediation Tax Assistance Program**

The Program provides for an annual deferral of the Municipal portion of the property tax increase that results from the remediation and subsequent redevelopment of a contaminated site. Matching financial assistance for the Education Portion of property taxation is provided upon application to the Ontario Minister of Finance by the Town and approval by the Minister of Finance.



**1. Proposed Development**

What is the anticipated phasing, if any, of the project? Please provide a schedule for each phase showing the anticipated completion date and planned property improvements in each phase.

PHASE	IMPROVEMENTS TO PROPERTY	ANTICIPATED COMPLETION
(i.e. Phase 1)	(i.e. Soil Remediation)	(i.e. June 2014)

**2. Assessment And Property Taxation Information**

Base property tax at time of application: \$ \_\_\_\_\_ Year \_\_\_\_\_

Assessed property value at time of application: \$ \_\_\_\_\_ Year \_\_\_\_\_

If multiple properties, please complete below:

Assessment: \$ \_\_\_\_\_ Year: \_\_\_\_\_ Property Tax: \$ \_\_\_\_\_ Year: \_\_\_\_\_

Assessment: \$ \_\_\_\_\_ Year: \_\_\_\_\_ Property Tax: \$ \_\_\_\_\_ Year: \_\_\_\_\_

**NOTES:**

1. Applicants acknowledge that reassessment of their property is undertaken by the Municipal Property Assessment Corporation (MPAC). The Town will, at its discretion, determine the date of base property assessment as being the day before such reassessment. Incremental tax increases thereafter will be utilized to calculate the municipal property tax increment per Program 7.
2. By signing this application, the applicant confirms their willingness to submit a detailed schedule of all capital costs, itemized by detailed building component (i.e. detailed final total project costs (actual vs. budget), upon receipt of same by contractor at completion of the construction project).



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**IN THE MATTER OF AN APPLICATION FOR  
TOWN OF AURORA (FINANCIAL INCENTIVE) PROGRAM  
AUTHORIZATION OF OWNER**

I/We \_\_\_\_\_

hereby authorize \_\_\_\_\_  
*(Name of Agent or person authorized to sign this Application Form)*

to act as our Agent to sign this Application Form, to appear on my/our behalf at any hearing(s) in respect of the Application and to provide any information or material required by the Town in connection with this Application Form and I/We hereby authorize the Town to collect such information from my/our client.

Address \_\_\_\_\_

Legal Description \_\_\_\_\_

Signature(s) of Owner(s): \_\_\_\_\_

Per \_\_\_\_\_ Dated at the \_\_\_\_\_ of

Name \_\_\_\_\_, in the

Title \_\_\_\_\_,

this \_\_\_\_\_ day of \_\_\_\_\_

20 \_\_\_\_\_.

Signing Officer Signature and Corporation seals, if applicable:

Per \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_



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**AFFIDAVIT**

I, \_\_\_\_\_, of the \_\_\_\_\_, am the registered  
(Name of Applicant) (Name of Municipality)

Owner/Agent/Representative of the registered owner/authorizing officer of corporation owning the property or land that is the subject of this application. I solemnly declare that:

1. I agree to abide by the terms and conditions of the programs as established by the Town of Aurora.
2. I have completed this Application and all statements/information contained in this Application (as well as any supporting documents) are true to the best of my knowledge and belief.
3. For the purposes of the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, c. M.56, I authorize and consent to the use by or disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act RSO 1990, c. P13, for the purposes of processing this application.

I agree and acknowledge that this application and any supporting material, including studies and drawings, filed with the application is public information, and forms part of the public record. As public information, I hereby consent to the Town photocopying and releasing the application and supporting materials for either its own use in the processing of the application or at the request of any third party.

4. I have not nor will I have any direct or indirect pecuniary interest in the preparation of submission of "Project Cost Estimates" as may be required and provided with this application and I understand that a breach of this obligation will grant to the Town the right to terminate forthwith this Application and request immediate payment of all funds granted or loaned by the Town.
5. I hereby give consent to the Town of Aurora, its employees, agents or delegates to enter the property for the purposes of collecting information for the review and report on the Application and such consent shall continue from the date herein up to and including the day the Council for the Town of Aurora makes a final decision on this Application.
6. I also understand and agree that The Corporation of the Town of Aurora (the "Town") is not responsible for protecting and/or enforcing copyrights or any other intellectual property rights that might attach to any information or material provided or submitted as part of this application.
7. By signing below, I agree to the foregoing and I also agree to release, waive and forever discharge the Town from all actions, claims, demands, losses, costs, damages, suits, proceedings or liabilities whatsoever related to: (a) the collection, handling and release of any information provided on this form and/or required as part of this application; and (b) any copyright or intellectual property rights that might attach to any information or material submitted as part of this application.





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FOR OFFICE USE ONLY

**PART C – PROGRAM ELIGIBILITY / EVALUATION CRITERIA CHECKLIST**  
*(For information only)*

**SCREENING CRITERIA FOR ALL PROGRAMS**

Applications will be received and screened based on the following requirements. Once screened, an application can then be considered for funding. The Part C contents are used by the Evaluation Committee to help in the review of the application.

NO.	GENERAL SCREENING CRITERIA – MANDATORY (PASS/FAIL) / APPLICABLE FOR ALL PROGRAMS	PASS	FAIL
1	Is the site located in the Aurora Promenade Community Improvement Project Area?		
2	Does the site redevelopment proposal involve vacant, abandoned or underutilized commercial, mixed use or industrial land?		
3	Is there a history of outstanding work orders against the property or with this owner?		
4	Has the current owner/tenant previously sought and received municipal funding for site improvement that did not result in redevelopment or improvement of the site?		
5	Has the municipality sought conviction against the current owner/tenant for violation of law and/or Town By-Laws? If yes, indicate below.		
6	Is the site presently in Tax Arrears? (If yes, must be remedied prior to further consideration of this application). If the site is presently in Tax Arrears, indicate the value of taxes paid/owed. _____ (\$ Paid) _____ (\$ Owed)		
7	Has there been a pre-consultation meeting with the Town's Strategic Initiatives Department?		
8	Does the submission date of the application corroborate with CIP Priority Areas funding schedule for the applicable program?		

Notes/Assessment:

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