

HALDIMAND COUNTY RURAL BUSINESS AND TOURISM COMMUNITY IMPROVEMENT PLAN

OFFICE USE ONLY	
File No.	
Roll No.	
Date Submitted	
Date Received	

PART ONE: GENERAL INFORMATION AND APPLICATION INSTRUCTIONS

1. Before completing the Financial Incentive Program application form, the applicant should contact the Economic Development and Tourism division, to conduct a pre-consultation meeting. The proposed project will be discussed in relation to the Financial Incentive Programs. In this meeting we can discuss and confirm application requirements, program eligibility, proposed scope of work, project timing, supporting documentation requirements, etc.

Contact:

Zach Gable
 Research Technician
 Telephone: 905-318-5932 ext. 6352
 Fax: 905-772-3542
 Email: zgable@haldimandcounty.on.ca

2. A complete Financial Incentive Program application must be submitted to and approved by the County prior to commencing any community improvement work.
3. A complete Financial Incentive Program Application must be submitted to and approved by the County, through the entering into of the agreement referenced in Item 4 below, prior to commencing any community improvement works.
4. Successful applicants will be required to sign a Financial Incentive Program Acknowledgement and Agreement Form upon approval of an application by County Council. No community improvement works shall commence prior to the entering of this agreement.
5. The County is not responsible for the costs associated with this application, costs related to the anticipation of an incentive program, or any other costs incurred in relation to any of the programs, including pro-forma financial information, a third party financial review (contracted by the County), audits, etc.
6. Please ensure that the application form is complete and that all required signatures are provided.
7. In order for a Financial Incentive Program application to be considered complete by the Community Improvement Plan (CIP) Review Panel, the applicant must submit a completed application form, in

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addition to any supporting documentation, required by the Review Panel (as determined in the pre-application consultation meeting, or through the Review Panel's Preliminary Screening of the application).

8. If there is insufficient space on this form to provide the required information, please provide additional information on a separate page(s) and attach the information to this application form.
9. Please print (black or blue ink) or type the information requested on the application form.
10. Applicants must deliver this application **in person** to:

Haldimand County
Planning & Economic Development Department
P.O. Box 400, 45 Munsee St. North
Cayuga, ON N0A 1E0

Please contact the appropriate Economic Development and Tourism division staff to arrange a time to meet and submit this application:

Contact: Zach Gable
Research Technician
Telephone: 905-318-5932 ext. 6352
Fax: 905-772-3542
Email: zgable@haldimandcounty.on.ca

11. All Financial Incentive Program applications will be considered by the CIP Review Panel on a 'first-come, first-served' basis.

PART TWO: SUPPORTING MATERIAL

In order for an application to be considered complete, the application must be accompanied by all of the supporting material required by the County's CIP Review Panel, which may include but is not limited to:

- Photographs of the existing building condition;
- Historical photographs and/or drawings;
- A site plan and/or professional design study/architectural drawings;
- Specification of the proposed works, including a work plan for the improvements and construction drawings; and
- Two cost estimates for eligible work provided by licensed contractors or material costs.

Submission requirements will be confirmed with the applicant by the CIP Review Panel at the time of the pre-submission consultation meeting. If additional supporting material or documentation is required, or becomes necessary during the processing of this application, the applicant will be contacted and informed prior to this application proceeding.

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PART THREE: DESCRIBE YOUR IMPROVEMENT PROJECT

1. Describe the existing condition of the building.

2. Describe the proposed capital improvements that you envision for your project and how will it add to the overall community vibrancy of your area. Please attach photos.

3. Please provide two (2) cost estimates for the proposed improvements.

PART FOUR: APPLICANT INFORMATION

1.	2.
Property Owner: _____ Address: _____ _____ _____ Phone No.: _____ Fax No.: _____ Postal Code: _____ E-mail: _____	Name of Applicant (if not property owner): _____ Address: _____ _____ Phone No.: _____ Fax No.: _____ Postal Code: _____ E-mail: _____

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3.	4.
Name of Applicant (if not property owner): _____ Address: _____ _____ Phone No.: _____ Fax No.: _____ Postal Code: _____ E-mail: _____	Name of Agent: _____ Address: _____ _____ Phone No.: _____ Fax No.: _____ Postal Code: _____ E-mail: _____

PLEASE NOTE:

If the applicant is not the property owner, please ensure that the required authorization is completed and signed by the property owner as provided in Part Eleven of this application form.

5. Please specify to whom all communication be sent:

Property Owner Applicant Agent

6. If known, provide the names and addresses of any holders of any mortgages, charges or other encumbrances on the subject land:

PART FIVE: LOCATION/LEGAL DESCRIPTION OF SUBJECT PROPERTY

1. Is the subject property located within one of the Community Improvement Project Area (CIPA) designated by the Rural Business and Tourism Community Improvement Plan?

Yes No (We cannot consider requests outside of the CIP area based on provincial legislative restrictions, so please do not submit an application if you are outside of the area.)

2. Property Address: _____

3. Legal Description of Property: _____

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4. Roll #: _____

5. Are there any easements or restrictive covenants affecting the subject property?

Yes No

If yes, describe the easement or covenants and its effect:

PART SIX: ADDITIONAL PROPERTY INFORMATION

1. Describe the present use(s) of the subject land:

2. Is the subject property designated under Part IV of the Ontario Heritage Act, or listed or otherwise identified by the County's Heritage and Culture Division or Heritage Committee as historically significant?

Yes No Unknown

If yes, please provide any available documentation to support the designation, or listing, including Historical photographs and/or drawings.

3. If the subject property is designated under Part IV of the Ontario Heritage Act, or listed or otherwise identified by the County's Heritage and Culture Division or Heritage Committee, please indicate whether or not a consultation meeting with the County's Heritage and Culture Division has been undertaken in order to identify and obtain guidance on community improvement works that will protect, restore, or enhance the heritage features of a property.

Yes No

PART SEVEN: APPLICATION TYPE

Please indicate the Financial Incentive Program for which you are applying.

Check all that apply.

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Heritage Property Commercial Use Grant

PLEASE NOTE:

In order to determine the suitability of the Heritage Property Commercial Use Grant Program, prior to submitting an application and approval by the County, applicants will be required to participate in a consultation meeting with the County's Heritage and Culture Division. The purpose of the consultation meeting will be to identify and obtain guidance on community improvement works that will protect, restore, or enhance the heritage features of a property.

Tax-based Redevelopment Grant Program

SPECIFY:

- Application for rebate up to 50% of the County's portion of the property tax increase (value to be negotiated by applicant and Review Panel). Applicants must also identify below and adequately demonstrate as an attachment to this application that one or more of the following criteria can be met :
 - I/WE** can demonstrate that the incentive is integral to the financial success of the initiative; or
 - I/WE** can demonstrate that the development incorporates exemplary design standards and contributes to maintaining the heritage character of the Community Improvement Project Area.

- Application for rebate up to 90% of the County's portion of the property tax increase (value to be negotiated by applicant and Review Panel). *Applicants should note that an extension over and above the 50% rate will only be considered where the County determines that a higher rate of assistance is warranted by virtue of the public benefits associated with the project.* Applicants must identify below and adequately demonstrate as an attachment to this application that the following criteria can be met:
 - I/WE** can demonstrate that the incentive is integral to the financial success of the initiative; and
 - I/WE** can demonstrate that the development incorporates exemplary design standards and contributes to maintaining the heritage character of the Community Improvement Project Area; and
 - I/WE** can demonstrate that the proposed development, upon completion, will offer significant community/public benefits (over the long-term).

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PLEASE NOTE:

In order to determine the suitability of the Tax-based Redevelopment Grant Program, prior to submitting an application for the program, eligible applicants should attempt to estimate the total potential value of the rebate, based on current assessment values and anticipated investment. Upon completing the approved community improvement works, to the satisfaction of the County, and upon reassessment of the property, should the total value of the rebate be significantly less than the applicant's estimated value, the applicant may then have the opportunity to withdraw application for the Tax-based Redevelopment Grant Program, and submit an application for one or more of the additional incentive programs offered through the Rural Business and Tourism CIP.

Development Charge, Planning Fees and Building Permit Grant

SPECIFY:

For Development Charges:

- Application for a grant equivalent to 100% reduction of County Development Charges.

PLEASE NOTE:

Financial assistance is ONLY available to 1) Value-Added Agricultural development that is not exempt from DCs (i.e. any building which is assessed as being industrial or commercial) in the Agricultural/Rural Target Area of the CIP 2) Commercial Roofed Accommodations in entire Rural Business and Tourism Community Improvement Project area and 3) commercial and mixed-use development in Hamlets.

For Planning Application Fees:

- Application for a grant valued at 100% reduction in planning fees associated with the development of Commercial Roofed Accommodations as well as Value-Added/Agriculture-related commercial uses on agricultural properties.
- Application for a grant valued at 100% reduction in planning fees associated with the development of Commercial Roofed Accommodation, commercial or mixed-use properties in Hamlets.
- Application for a grant valued at 100% reduction in planning fees associated with the development of Commercial Roofed Accommodation in Urban Areas outside the Downtown CIPA.

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For Building Permit Fees:

- Application for a grant valued at 100% reduction of building permit fees for new builds or major renovations as part of Commercial Roofed Accommodation, Value-Added agricultural or Agriculture-related commercial activity on agricultural properties.
- Application for a grant valued at 100% reduction in building permit fees for the construction and renovation of commercial or mixed-use buildings in Hamlets.
- Application for a grant valued at 100% reduction in building permit fees for the construction and renovation of Commercial Roofed Accommodations in Hamlets or Urban Areas.

Building Restoration, Renovation and Improvement Program

- Application for a matching grant of up to 50% of Eligible Costs up to a maximum grant of \$25,000 per property.

PLEASE NOTE:

Individuals applying for the Building Restoration, Renovation and Improvement Program are required to provide a **minimum of 2** professional quotes for Community Improvement work from contractors operating at arm's length from the applicant.

Financial assistance is ONLY available for 1) renovation and development of new agricultural, commercial or industrial use buildings on agricultural properties 2) the conversion of vacant, residential, or underutilized space in Hamlets to use as: a restaurant, market or Place of Assembly related to arts, culture, and/or recreation 3) the rehabilitation of existing, or conversion of space for Commercial Roofed Accommodations in Hamlets and Urban Areas outside of the Downtown Areas CIP.

Façade, Landscape and Signage Improvement Grant Program

- Application for a matching grant of up to 50% of Eligible Costs up to a maximum grant of \$10,000 per property.

PLEASE NOTE:

Landscaping improvements will be funded to a maximum 15% of the total grant.

Financial assistance is ONLY available for 1) Commercial Roofed Accommodation and agricultural or commercial buildings in agricultural areas which are open to the visiting public and which represent Value-Added Agricultural activity 2) commercial and mixed-use buildings in Hamlets 3)

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Commercial Roofed Accommodations in Hamlets and Urban Areas outside of the Downtown Areas CIP.

Prior to approval by the County, applications for the Façade, Landscape and Signage Improvement Grant Program will be subject to review by the County's Heritage and Culture Division. Should the property be listed or otherwise identified by the County's Heritage and Culture Division, or if heritage features are identified by the County's Heritage and Culture Division, the application may be refused and the applicant may alternatively be required to apply for the Heritage Property Commercial Use Grant Program.

An application for the same community work that is offered by the Façade, Landscape and Signage Improvement Grant Program will not be considered in combination with an application for an incentive that is offered by the Heritage Property Commercial Use Grant Program. For example, for a project to use both the heritage improvement and façade improvement, two different pieces of work would have to be done – the bricks could be resurfaced using an alternative to sandblasting (sandblasting brick projects will not be considered because of their danger to brick structure), and then the property owner could apply to also have the signage changed in front of the building to gain access to both of these options.

PART EIGHT: PROPOSED COMMUNITY IMPROVEMENT

Scale of Community Improvement:

1. **Applicants may be required to submit the following at the time of the submission of this application. Submission requirements will be confirmed with the applicant by the CIP Review Panel at the time of the pre-submission consultation meeting.**
 - a) A site plan and/or professional design study/architectural drawings; and/or
 - b) Specification of the proposed works, including a work plan for the improvements and construction drawings.

2. **Has an application for planning approval and/or building permit, and any additional required permits, related to the community improvement works, as described above, been submitted to date?**

Yes No

3. **Have the necessary planning approval and/or building permit, and any additional required permits, related to the community improvement works, been received or authorized to date?**

Yes No

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5. Describe the total anticipated costs associated with the proposed community improvement works. **These costs must be supported by at least two cost estimates for eligible work provided by licensed contractors, and attached to this application.**

Community Improvement Item	Cost
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total	\$

Please note that we require at least two quotes for each community improvement item proposed.

PART NINE: FREEDOM OF INFORMATION

For the purposes of the *Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure to any person or public body any information that is collected under the authority of the *Planning Act* for the purposes of processing this application.

_____ Date
 Applicant/Owner/Agent Signature

PART TEN: DECLARATION

I, _____, of _____

solemnly declare that :
 All of the above statements and the statements contained in all of the exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath. I have read and understand all of the rules set out in this application form. All of the above statements and statements contained in all of the exhibits transmitted herewith are true.

Declared before me in _____
 In _____
 This _____ day of _____
 _____ A.D., 20 _____

 Applicant/Owner/Agent Signature

 A Commissioner, etc.

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PART ELEVEN: AUTHORIZATION OF OWNER

If the applicant is not the owner of the land that is the subject of this application, the authorization set out below must be completed by the owner.

I/We _____ am/are the owner(s) of the land that is the subject of this application for participation within a Financial Incentive Program under the Haldimand County Rural Business and Tourism Community Improvement Plan. I/we authorize _____ to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application.

Signature

Date

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FOR OFFICE USE ONLY BY THE CIP REVIEW PANEL

PRELIMINARY APPLICATION SCREENING CHECKLIST:

Check all that Apply:

Application is Complete (included completed form and all required supporting materials).

Application is Incomplete.

Specify:

Additional Supporting Materials/Consultation Required.

Specify:

Proposed Community Improvement Work Meets Program Requirements.

Proposed Community Improvement Work Does Not Meet Program Requirements.

Specify:

Application Accepted.

Application Refused.

Initial Site Visit and Inspection of the Building/Property Required.

Reviewed by: _____

Date: _____

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APPLICATION REVIEW & EVALUATION CHECKLIST:

Grant Application for (check all that apply):	
	Heritage Property Commercial Use Grant
	Tax-based Redevelopment Grant
	Development Charge, Planning Fees and Building Permit Grant
	Building Restoration, Renovation and Improvement Grant
	Façade, Landscape and Signage Improvement Grant

Check all that Apply:

- Application Meets All General Eligibility Requirements.
- Application Does Not Meet All General Eligibility Requirements.

Specify:

- Application Meets All Program Specific Eligibility Requirements.
- Application Does Not Meet All Program Specific Eligibility Requirements.

Specify:

- Application cannot be approved because there are outstanding property taxes owing or violations under all County/Provincial/Federal legislation or by-laws.

Specify:

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- Application Recommended for Approval. Financial Incentive Agreement to be Prepared and Sent to Applicant for Signature.
- Application Not Recommended for Approval.

Reviewed by: _____ Date: _____

Financial Incentive Agreement Prepared by: _____

Date Financial Incentive Agreement Sent: _____

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1.0 GENERAL TERMS & CONDITIONS OF THE FINANCIAL INCENTIVE PROGRAMS

- 1.1 Community improvement works undertaken and completed that are associated with an approved incentive program application must be consistent with the project description contained in the application form and supporting materials, and with the program agreement. Should the undertaken or completed works not be consistent with the original project description, to the satisfaction of the County, the County may delay, reduce, or cancel the approved incentive program benefits, and may require repayment of any of the incentive program benefits, at the discretion of the County.
- 1.2 The County reserves the right to audit the costs associated with any of the works described by the approved CIP application. Audits will be undertaken at the expense of the applicant.
- 1.3 Upon approval and/or completion of community improvement works, the County reserves the right to inspect any properties/buildings that are associated with an incentive program application offered within this CIP.
- 1.4 Should the applicant fall into default of any of the General Eligibility Requirements, or fail to meet the detailed requirements of each of the incentive programs or any other requirements of the County, the County may delay, reduce, or cancel the approved incentive program benefits, and may require repayment of any of the incentive program benefits, at the discretion of the County.
- 1.5 The property owner must not have outstanding tax arrears and must be in good standing with regard to taxation at the time of application and throughout the duration of the incentive benefit period as identified within the Rural Business and Tourism Community Improvement Plan.
- 1.6 The Property owner must be in conformity with all County/Provincial/Federal by-laws and legislation throughout the term of the program.
- 1.7 The County may discontinue any of the CIP incentive programs at any time; however, all applicants with approved incentive program benefits will continue to receive the benefits in accordance with the terms outlined in the CIP, subject to fulfilling any requirements and agreements and subject to available funding as approved by Council.
- 1.8 Any program commitments may be cancelled if work does not commence within six months of Council's approval of an application, or in accordance the anticipated time of commencement indicated within this Agreement.

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2.0 SPECIFIC TERMS & CONDITIONS OF THE FINANCIAL INCENTIVE PROGRAMS

2.1 Heritage Property Commercial Use Grant Program

- a) Grants for improvements to/restoration of heritage buildings will be provided to eligible applicants for a total of 50% of the construction costs to a maximum of \$10,000.
- b) Where improvements/restoration is being made to historical buildings that have a significant public view and are located adjacent to, or are clearly visible from, the Grand River, the grant amount could increase to \$15,000.
- c) Recipients of the Heritage Improvement Grants agree to protect, restore, or enhance the heritage features of the property.
- d) Grants will be provided upon successful protection, restoration, or enhancement of the heritage features of the property, to the satisfaction of the County.
- e) Grants are provided on a one-time basis to each eligible applicant for each approved project.

2.2 Tax-based Redevelopment Grant Program

- a) When an approved project is complete, a rebate that is equal to part of the County's portion of the increase in taxation will be provided annually for the agreed upon time period following the payment of all property taxes by the owner.
- b) At the County's sole discretion, annual rebates may be valued up to 50% of the County's portion of the property tax increase of the subject property related to the approved improvement. An extension over and above the 50% rate will only be considered where the County determines that a higher rate of assistance is warranted by virtue of the public benefits associated with the project. At all times, the rate of assistance will not exceed 90% of the County Portion of the annual property tax.
- c) This program is geared toward large-scale projects. Maximum value grants should be considered for projects that:
 - a. demonstrate that the incentive is integral to the financial success of the initiative, or
 - b. incorporate exemplary design standards and support priorities of the CIP to bolster value-added agriculture and tourism development.

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- d) Rebates will be provided upon successful completion of the approved work, to the satisfaction of the County, and payment of the full reassessed value of the County taxes.
- e) The Tax-based Redevelopment Grant is provided to property owners for up to a maximum of 10 years (but will not exceed the total cost of approved community improvement works invested by the applicant).

2.3 Development Charge, Planning Fees and Building Permit Grant Program

- a) Where an eligible applicant is undertaking an approved project in accordance with the purpose of the Rural Business and Tourism Areas CIP, the County may provide a refund of 100% of the applicable cost of normal planning application/building permit fees.
- b) **Planning application fee rebates** may be made available for Minor Variances, and/or Site Plan Applications.
- c) **Planning Application fee refunds** may ONLY be made available for development of Commercial Roofed Accommodation, Value-Added agricultural or Agriculture-related commercial activity on agricultural properties; commercial and mixed-use development in Hamlets; and Commercial Roofed Accommodations in entire Rural Business and Tourism Community Improvement Project Area.
- d) **Building Permit fee refunds** may ONLY be made available for new builds or major renovations as part of Commercial Roofed Accommodation, Value-Added agricultural or Agriculture-related commercial activity on agricultural properties; the renovation and construction of commercial and mixed-use developments in Hamlets; and the renovation and construction of Commercial Roofed Accommodations in entire Rural Business and Tourism Community Improvement Project Area.
- a) **Development Charge fee refunds** may ONLY be made available for Value-Added Agricultural development that is not exempt from DCs (i.e. any building which is assessed as being industrial or commercial), Commercial Roofed Accommodations in entire Rural Business and Tourism Community Improvement Project Area and commercial and mixed-use development in Hamlets.
- b) Refunds equivalent to 100% of the **Development Charges** paid by the applicant may be granted.
- c) Applicants must pay for all application and permit fees prior to undertaking the approved work.

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- d) County planning application/building permit/development charge fees will be refunded on a one-time basis.

2.4 Building Restoration, Renovation and Improvement Grant Program

- a) At the County's sole discretion, a grant may be made available for a maximum of 50% of eligible costs up to a maximum value of \$25,000 per property, whichever is less.
- b) Program eligibility is limited to:
 - The renovation and development of new agricultural, commercial or industrial use buildings on agricultural properties;
 - The conversion of vacant, residential, or underutilized space to use as: a restaurant, market or Place of Assembly related to arts, culture, and/or recreation OR rehabilitation of existing, or conversion of space for Commercial Roofed Accommodations in the designated Hamlets of the County;
 - The rehabilitation of existing, or conversion of space for Commercial Roofed Accommodations within the Urban Areas excluding the Downtown Areas CIPA.
- c) Applicant will only receive the full value/benefit of grants upon successful completion of the approved work, to the satisfaction of the County.

2.5 Façade, Landscape and Signage Improvement Grant Program

- a) Grants for improvements to/restoration of building façades, landscaping and signage will be provided to eligible applicants for up to 50% of eligible costs up to a maximum grant of \$10,000 per property.
- b) Grants for improvements to/restoration of building signage only will be provided to eligible applicants for 50% of the construction costs to a maximum of \$5,000.
- c) Landscaping improvements will be funded to a maximum 15% of the total grant.
- d) As it relates to properties in agricultural areas, façade improvement grants are limited to Commercial Roofed Accommodation and agricultural or commercial buildings which are open to the visiting public and which represent Value-Added Agricultural activity.
- e) As it relates to properties in Urban Areas (excluding the Downtown Areas CIPA), program eligibility is limited to Commercial Roofed Accommodation. Façade and Landscape enhancement can include front, side and rear yard enhancements depending on whether the property is a corner lot, or the rear yard is adjacent to public space or otherwise occupies a significant view corridor.

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- f) As it relates to properties in Halmets, program eligibility is limited to Commercial Roofed Accommodation, commercial and mixed-use buildings;
- g) Applicant will only receive the full value/benefit of grants upon successful completion of the approved work, to the satisfaction of the County.
- h) Grants are provided on a one-time basis to each eligible applicant for each approved project.