



## Brownfields Rehabilitation Grant Application Form

### A. General information and instructions

1. An application for this program must be submitted to the City prior to the start of any remediation or rehabilitation work to which the grant will apply.
2. Before filling out this application form, please read the Brownfields Rehabilitation Community Improvement Plan (BRCIP) and arrange for a pre-application meeting with staff. The BRCIP describes the purpose, basic terms and conditions of the Rehabilitation Grant Program. Note that if your proposal also requires a Zoning By-law Amendment to permit a residential use, this application may only be submitted once an application for Zoning By-law Amendment has been deemed complete.
3. If an agent is acting for the property owner, please ensure that the required authorization is completed and signed by the owner as provided in Section C below.
4. If you find insufficient space on this form to respond to questions, please provide additional information on a separate page and attach to your completed application form.
5. Please attach the following to the application:
  - a. All environmental studies (Phase I ESA, Phase II ESA, Remedial Action Plan (RAP), Risk Assessment)
  - b. Detailed work plan and cost estimate prepared by a qualified person (as defined by the Environmental Protection Act and Ontario Regulation 153/04 as amended) for all eligible environmental remediation and risk assessment/risk management works
  - c. A cost estimate prepared by a bona fide contractor for eligible rehabilitation/redevelopment costs
  - d. Site plan, detailed architectural/design and/or construction drawings
  - e. Estimated post-project assessment value prepared by a private sector property tax consultantPlease note that the remediation cost must represent the incremental increase in cost between a greenfield versus brownfield redevelopment. For example, if excavation is already required to support an underground parking structure, that cost is not an eligible cost for the purpose of this brownfield grant application.

Furthermore, all cost items should not include taxes. Taxes are not eligible for recovery as part of the brownfield grant program.
6. Please ensure that the application form is complete and that all required signatures have been supplied.
7. Please print (black or blue ink) or type the information requested on the application form.
8. You may submit your application by email, in person or send it by mail to:

City of Ottawa  
Planning, Development and Building Services Department  
110 Laurier Avenue West, 4th floor  
Ottawa, ON K1P 1J1  
MC 01-14  
Attention:  
Planning Circulations  
[planningcirculations@ottawa.ca](mailto:planningcirculations@ottawa.ca)

**B. Owner information**

Full Name of Registered Property Owner

Mailing Address of Property Owner (Street, City, Province, Postal Code)

Phone

Email

Full Name of Owner's Solicitor

Mailing Address of Solicitor (Street, City, Province, Postal Code)

Phone

Email

**C. Agent authorization and information**

If the property owner 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.

I, \_\_\_\_\_ am the owner of the land that is subject of this application, and I hereby authorize my agent / solicitor \_\_\_\_\_ to make this application and to act on my behalf in regard to this application.

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

\_\_\_\_\_

Name of property owner

\_\_\_\_\_

Signature of property owner.

Full Name of Agent (if any)

Mailing Address of Agent (Street, City, Province, Postal Code)

Phone

E-mail

### **D. Qualified person information**

This section to be completed by a Qualified Person as defined by the Environmental Protection Act and Ontario Regulation 153/04, as amended.

Full name of qualified person

Namer of company

Mailing address of qualified person (Street, City, Province, Postal Code)

Phone

E-mail

Declaration of Qualified Person

A Phase II Environmental Site Assessment (ESA) has been conducted on the property described in Section D of this application, and as of the date the Phase II ESA was completed, this property did not meet the standards that must be met under subparagraph 4i of Subsection 168.4 (1) of the Environmental Protection Act to permit a record of site condition to be filed under that subsection in the Environmental Site Registry.

Signature of qualified person

### **E. Property information**

Municipal Address(es) of Property for which this Application is being submitted (Street, City, Province, Postal Code)

Assessment Roll Number(s)

Legal Description of Property (Lot and Plan numbers)

Existing Property Use

Is property designated under Part IV of the Ontario Heritage Act?

- Yes
- No

Are there any outstanding work orders on this property?

- Yes
- No

Size of Property in hectares

If building(s) exist on Property specify building size in square meters.

Building 1

Building 2

Building 3

Indicate existing zoning of property (Zoning can be obtained by searching the property using [geoOttawa](#) and applying the Zoning layer. Please consult the [Zoning By-law](#) to obtain details of the zoning):

If the site is also subject to a Zoning By-law Amendment, please indicate the file number:

Current property taxes paid annually

If this property is in tax arrears, please specify value of tax arrears

Have tax arrears been cancelled (in whole or in part) on this property under any City programs?

- Yes
- No

**F. Other sources of funds**

Have you or will you be applying to any other City of Ottawa Community Improvement Plan programs?

- Yes
- No

If Yes, please specify the Community Improvement Plan program. Select all that apply:

Affordable Housing Community Improvement Plan

File number  Expected total benefit

Integrated Orléans Community Improvement Plan

File number  Expected total benefit

Montreal Road Community Improvement Plan

File number  Expected total benefit

Note that a project which has or will be receiving a grant through the Heritage Community Improvement Plan is not eligible for a Brownfields Rehabilitation Grant.

If this property has or will received grants or loans or other financial assistance from the City under any other City program, please specify program and amount of financial assistance received from the City

If you have applied for or will be obtaining any other sources of government funding, please list other sources and amounts of government funding. (includes Federal, Provincial, Federation of Canadian Municipalities, etc...)

Program One

Approval Number

Amount of Government Funding

Program Two

Approval Number

Amount

**G. Environmental Information**

Describe any known or suspected environmental contamination issues (soil, groundwater) affecting the property in Section E, including:

a. type of contaminants

b. extent of contamination

c. causes of contamination (include brief site use history)

d. underground storage tanks and current/previous contents

e. above-ground storage tanks, and current/previous contents

f. other details.

**Phase II Environmental Site Assessment (ESA)**

Study Details

Type of Study	Date Study Completed (mm/dd/yyyy)	Study Cost (excluding G.S.T.)	Total Study Grants received from all sources (excluding G.S.T.)	Net Study Cost (excluding (G.S.T.))
Phase I ESA				
Phase II ESA				
Remedial Work Plan				
Risk Assessment / Risk Management Plan				
<b>Total Study Cost</b>				

Describe the proposed remediation/risk management works to take place on the property described in Section D, including:

a. approach (background, generic/generic stratified, risk assessment)

b. remediation technologies to be employed

c. amount of hazardous and non-hazardous soils/waste (tonnes) to be removed from the site and disposed of at a licensed facility

d. risk management measures to be employed

e. estimated duration in months of the remediation

f. estimated duration of site monitoring.



Provide an estimate of eligible environmental and rehabilitation costs as shown below.

Note:

Estimates for cost items 1-6 above must be prepared by a qualified person.

Eligible Cost Items	Actual or Estimated Cost
1. Any costs of Phase II ESA's, Remedial Work Plans, and Risk Assessments not covered by Environmental Site Assessment Grant Program	
2. Environmental Remediation including the cost of preparing an Record of Site Condition	
3. Placing clean fill and grading	
4. Installing environmental and/or engineering controls/works as specified in the Remedial Work Plan and/or Risk Assessment	
5. Monitoring, maintaining and operating environmental and engineering controls/works as specified in the Remedial Work Plan and/or Risk Assessment	
6. Environmental Insurance Premiums	
<b>Total Costs Eligible for Property Tax Assistance</b> (Sum Cost 1-6 above)	

If cost estimates for items 1-6 above are not included in the attached environmental studies, please attach a detailed work plan containing estimates for each of these costs as applicable.

**H. Project Description**

Provide a detailed description (building size/type, number of stories, construction materials, etc...) of the proposed development to take place on the property described in Section D once the site has been made environmentally suitable. Include number of new residential units/square metres to be constructed/rehabilitated, commercial/industrial space (square metres) to be constructed/rehabilitated, and types of improvements to be constructed.

Estimated construction value of the proposed development

Estimated post-project assessment value of land and buildings (prepared by a qualified property tax consultant)

Estimated demolition start date (MM/YYYY)

Estimated demolition end date (MM/YYYY)

Estimated construction start date (MM/YYYY)

Estimated construction end date (MM/YYYY)

Estimated remediation start date (MM/YYYY)

Estimated remediation end date (MM/YYYY)

**I. Legal Undertaking**

I/WE HEREBY APPLY for property tax assistance/a grant under this program.

I/WE HEREBY AGREE to abide by the terms and conditions of the property tax assistance/grant program as specified in this application, the Program Guide and in the City of Ottawa Brownfields Redevelopment Community Improvement Plan (CIP) (please refer to the CIP for additional details).

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 City by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.

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 property tax assistance/grant may be delayed, reduced, or cancelled, without compensation or interest or repayment of the property tax assistance/grant may be required.

I/WE HEREBY AGREE to enter into and abide by an agreement with the City that specifies the terms and conditions of the property tax assistance/grant.

I/WE HEREBY AGREE that the property tax assistance/grant may be delayed, reduced or cancelled, without compensation or interest or repayment of the tax assistance/grant may be required if the eligible works are not completed or not completed as approved.

I/WE HEREBY AGREE that any eligible works carried out prior to written receipt from the City of property tax assistance/grant application acceptance are not eligible for the property tax assistance/grant.

I/WE HEREBY AGREE that the program(s) for which application has been made herein is/are subject to cancellation and/or change at any time by the City in its sole discretion, subject to the terms and conditions specified in the program.

I/WE HEREBY AGREE that all property tax assistance/grants will be calculated and awarded in the sole discretion of the City. Notwithstanding any representation by or on behalf of the City, or any statement contained in the program, no right to any property tax assistance/grant arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the programs and the property tax assistance/grant agreement. The City 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 property tax assistance/ a grant.

Dated at the City/Town of \_\_\_\_\_, this day \_\_\_\_\_ of this month \_\_\_\_\_ and year \_\_\_\_\_.

\_\_\_\_\_  
Name of Owner or Authorized Agent

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

**Consent to Collection, Use and Disclosure of Personal and Other Information**

Personal information on this form is collected for the purposes of administration, management and enforcement of the City's Brownfields Property Tax Assistance /Rehabilitation Grant. Personal information along with other information provided with this application will be shared among authorized City staff for the purposes of administering and managing approvals and permits required for the program. This information may also be shared with external agencies who have input or an interest in the program. Questions concerning this collection may be addressed to:

Planning Circulations  
[planningcirculations@ottawa.ca](mailto:planningcirculations@ottawa.ca)  
Or by calling 3-1-1.