



## **Amended Heritage Community Improvement Plan (CIP) Application for Tax- Increment Equivalent Grant**

### **Part A: General information and instructions**

1. Prior to completing and submitting this application to the City of Ottawa Planning, Development and Building Services Department, the Applicant should read the “Amended Heritage Community Improvement Plan,” which is available by request from the Heritage Planning Branch and on the City’s website at [ottawa.ca](http://ottawa.ca).
2. Potential Applicants must have a pre-application consultation meeting with a representative of the Heritage Planning Branch and Economic Development Service (EDS) prior to applying for the Amended Heritage Community Improvement Plan Grant Program.
3. A completed application for the Amended Heritage Community Improvement Plan Grant Program must be submitted together with a heritage permit application under the Ontario Heritage Act.
4. If an Agent is acting on behalf of a property Owner, they must ensure that SCHEDULE B of the application form has been completed and “Authorization” of the Owner has been obtained as required. An application with a photocopy of the Owner’s signature is not acceptable.
5. The application must include an independent tax study by a qualified consultant, having AACI designation (Accredited Appraiser Canadian Institute) or AIMA (Associate) or MIMA (Accredited) designation from the Institute of Municipal Assessors.
6. Applicants are required to provide a Heritage Impact Assessment and a Conservation Plan.
7. Following approval of an application, the Applicant will receive a “Letter of Commitment” that will outline the conditions of approval and the payment process for the Amended Heritage Community Improvement Plan grants.
8. The requested information must be typed or printed legibly on the application form. If more space is required than is provided on the application form, additional information can be provided on a separate page(s) attached to the completed application form.
9. You may submit your application in person, send it by mail or e-mail to:  
City of Ottawa  
Planning, Development and Building Services Department  
110 Laurier Avenue West, 4th floor  
Ottawa, ON K1P 1J1  
Mail Code 01-14  
Attention: Ashley Kotarba, Heritage Planner  
Email: [Ashley.Kotarba@Ottawa.ca](mailto:Ashley.Kotarba@Ottawa.ca)

**Part B: Applicant, Agent, and Property information**

**SECTION 1. Applicant information**

Name of registered property owner:

Mailing address of registered property owner:

Office number (xxx-xxx-xxxx):

Extension

Mobile number (xxx-xxx-xxxx):

Email address:

Signature:

Date (yyyy/mm/dd)

**Agent information (if applicable)**

Name of agent:

Mailing address of agent:

Office number (xxx-xxx-xxxx):

Extension

Mobile number (xxx-xxx-xxxx)

Email address:

Signature:

Date (yyyy/mm/dd):

## SECTION 2. Property Information

Assessment roll number:	
Municipal address of property for which this application is being submitted:	
Legal description (Lot and Plan No):	
Existing property use:  If Mixed-Use, or Other, provide details:	
Designation	Part IV (individual building) under the <i>Ontario Heritage Act</i> Part V (heritage conservation district) under the <i>Ontario Heritage Act</i>
Present size (square meters) of building:	Future size (square metres) planned as part of this application:
Present size (square feet) of building:	Future size (square feet) planned as part of this application:
Existing Official Plan Transect:  If not listed:	
Existing zoning:	

Existing Assessment: ( <i>attach most recent copy of MPAC assessment notice</i> )
Current annual property tax:

Other City of Ottawa Community Improvement Plans:	
Will you be applying for any other City of Ottawa Community Improvement Plan programs? Please note that the Heritage CIP can only be combined with the Affordable Housing CIP.	
Yes	No
Affordable Housing CIP	.

### SECTION 3. Eligibility Criteria and Rationale for Incentive

i. Describe the current use of the property as well as the proposed new use. All applications must include the creation of new residential units. (*Attach separate sheets if needed*)

ii. Provide a detailed description of the heritage conservation approach including attributes to be restored, preserved, or rehabilitated.  
Attach a copy of a professionally prepared drawing(s) or rendering(s) showing proposed restoration project, as well as a Conservation Plan prepared by a qualified professional (*Attach separate sheets for description if needed*).

iii. How will the project contribute to the public good (e.g. contribution to the public realm, other Official Plan goals such as housing affordability and sustainability)? (*Attach separate sheets if needed*)

iv. The redevelopment project must include a residential component. Please provide a detailed description including the total number of residential units, unit types, number of bedrooms etc. and the number of Affordable Housing units, including the type and number of bedrooms and whether the units will be sold as condominium or marketed as rental units.

*(Attach separate sheets if needed).*

v. Is the property located within a Design Priority Area?

Yes

No

vi. If the redevelopment project includes sustainability elements such as deconstruction, material salvage and re-use, or green building retrofits, provide a detailed description of how this is being achieved.

*(Attach separate sheets if needed)*

vii. Pre-consultation Meetings

Pre-consultation #1 Date with DRS & EDS & HP (yyyy/mm/dd):

Pre-consultation #2 Date with DRS & EDS & HP (yyyy/mm/dd):

Pre-consultation #3 Date with DRS & EDS & HP (yyyy/mm/dd):

Name of Economic Development Officer:

Name of Heritage Planner:

Name of DRS Planning Lead:

## SECTION 4. Financial information & estimates

### Total project cost estimates

Grants received through the Heritage CIP are based on the Property Tax uplift resulting from the increase in assessment for the property. We wish to know the total cost of the entire project. Eligible items in the calculation of total costs are listed below. Provide estimates for each of the eligible items in the calculation of total costs below.

### Estimated project costs

- a. Cost of demolition
- b. Constructing / upgrading on-site infrastructure including water services, sanitary sewers, burying hydro service and stormwater management facilities
- c. Constructing / upgrading off-site infrastructure including roads, water services, sanitary sewers, stormwater management facilities, electrical and gas utilities
- d. Constructing / upgrading on-site features including hard and soft landscaping, parking areas, walkways, decorative lighting and signage
- e. Constructing / upgrading off-site features including walkways, pedestrian amenities, hard and soft landscaping
- f. Constructing new building(s), additions to buildings, upgrading building facade in front or external side yards
- g. Building permit fees for any of the preceding work
- h. Leadership in Energy and Environmental Design (LEED) Program Components:
  - a. Base plan review by a certified LEED consultant;
  - b. New working drawings to the LEED standard; and
  - c. Submitting and administering the constructed element testing and certification used to determine the LEED designation.

Design and Consulting Fees

Total



**Estimated Restoration Costs**

Grants received through the Heritage CIP cannot exceed the total cost of the restoration component of the project. Eligible items in the calculation of Restoration costs are listed below. Provide estimates for each of the eligible items in the calculation of total costs below. On a separate page, include a breakdown of the costs of the conservation of heritage attributes as related to the work identified in the associated Conservation Plan.

**Estimated Restoration Costs**

- a. Conservation of heritage attributes (as identified by heritage staff when no heritage attributes are documented)
- b. Costs associated with hiring a heritage consultant/architect to oversee the work
- c. Heritage reports (e.g. Heritage Impact Assessment, Engineering Study, Conservation Plan)

Total

**Estimated Assessment Increase**

Attach rationale for valuation, signed by consultant or officer of the applicant.

Estimated* Pre-Development Assessed Value:	
Estimated* Post Development Assessment:	
Estimated Assessment Increase:	

*\* Attach rationale for valuation, signed by consultant or officer of the applicant*

**Project Schedule**

Approximate construction start date (yyyy/mm/dd):	
Approximate construction completion date (yyyy/mm/dd):	

**Sources of Funds**

Have you applied for, or will you be obtaining any other sources of government funding? (includes Federal, Provincial, Municipal, CMHC etc.)

Yes                      No

If yes, please list other sources and amounts of government funding:

Program Name:

Amount:

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Program Name:

Amount:

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Program Name:

Amount:

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Expected Total Benefit:

**Mortgages and other encumbrances**

Existing mortgages on the property that is the subject of this application			
First mortgage holder:	Amount:	Maturity date (yyyy/mm/dd):	Annual payment:
Second mortgage Holder:(if applicable)	Amount:	Maturity date (yyyy/mm/dd):	Annual payment:
List other encumbrances on the property that is the subject of this application (e.g. third mortgage, liens, easements).			

<p>Status of taxes on the property that is the Subject of this Application (The applicant understands and agrees that there are no outstanding Property Taxes and/or appeals of Property Taxes at the time that this Application is submitted).</p> <p>Have all applicable property taxes been paid on the property that is the subject of this application?</p> <p style="text-align: center;">Yes                      No</p> <p>Note: The applicant acknowledges that final approval of all new grants will be contingent on Council approving the first year of grant payment at the time of annual City budget approval. Once a grant application is approved and an agreement is executed by the City and the applicant, the applicant's accounts with the City – Taxes, Water, any fines, etc. must be in good standing on an annual basis and the current year's property taxes paid in full before a grant payment is released.</p>
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**SCHEDULE A: SWORN DECLARATION**

I/WE, HEREBY APPLY for a grant under the Amended Heritage Community Improvement Plan.

I/WE, HEREBY AGREE to abide by the program requirements of the Amended Heritage Community Improvement Plan as adopted through By-law No. 2024-176.

I/WE, HEREBY AGREE to enter into a grant agreement with the City of Ottawa that specifies the terms and conditions of the grant.

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 of Ottawa by such enquiry as it deems appropriate.

I/WE, HEREBY AGREE that if any statements or information on this application or those submitted in support of this application are untrue, misleading or there is material omission, the application may be rejected or not approved, or the grant may be delayed, reduced or cancelled.

I/WE, HEREBY GRANT permission to the City of Ottawa, or its agents, to inspect my/our property that is subject of this application.

I/WE, HEREBY AGREE that the grant may be delayed reduced or cancelled if the work is not completed as approved, or if the contractors have not been paid.

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

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

Name of Owner or Authorized Agent

Signature of Owner or Authorized Agent

**Schedule B: Authorization**

I, \_\_\_\_\_ as the Owner of the property that is the subject of this  
Name of Owner

application, acknowledge that **I DO** **I DO NOT** have any pecuniary interest  
whatsoever in the "Construction Cost Estimates" as is required and provided with this  
application.

I, \_\_\_\_\_ as the Owner of the property that is the subject of this application  
Name of owner

authorize

\_\_\_\_\_ of \_\_\_\_\_  
Name of Applicant Name of Company

of the \_\_\_\_\_ of \_\_\_\_\_, to make this application on my/our behalf.  
(City/Town ...) (Name of City)

Declared before me at the \_\_\_\_\_ of \_\_\_\_\_ this \_\_\_\_\_  
(City/Town ...) (Name of City) Date (yyyy/mm/dd)

Signature

Witness