



Integrated Orléans 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 Strategic Initiatives Department, the Applicant should read the “Integrated Orléans Community Improvement Plan,” which is available by request from Economic Development Services and on the City’s website at ottawa.ca.
2. Potential Applicants **must** have a pre-application consultation meeting with a representative from Economic Development Services (EDS) prior to applying for the Integrated Orléans Community Improvement Plan Program.
3. A completed application for the Integrated Orléans Community Improvement Plan Program **must** be submitted **prior to** an application for a demolition permit and/or a building permit.
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. The study must demonstrate that the proposed work to be undertaken on the property and/or buildings is expected to result in a minimum increase of two hundred and fifty thousand dollars (\$250,000) in the assessed value of the property.
6. Projects must demonstrate through the pre-consultation process with Development Review Services (DRS):
 - Consistency with the policy context applicable to the development location with respect to density, built form, proposed uses and site design, in keeping with the intent of Sections 3 and 5 of the Official Plan, or any applicable Secondary Plan, Community Design Plan, or Area-Specific Policy; and
 - Consistency with the policy intent of Section 5.3 of the Orléans Secondary 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 Integrated Orléans Community Improvement Plan Program 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

Economic Development Services

Strategic Initiatives Department

110 Laurier Avenue West, 4th floor

Ottawa, ON K1P 1J1

Mail Code 01-15

Attention: Chris Cope, Economic Development Officer

Email: Chris.Cope@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):

Fax 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)

Fax 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:

Is the subject property designated under [Part IV of the Ontario Heritage Act](#)?

Yes

No

Are there any outstanding Work Orders or Orders to Comply for this property?

Yes

No

Present size (square meters)
of building(s):

Future size (square metres) planned
as part of this application:

Present size (square feet) of
building(s):

Future size (square feet) planned as
part of this application:

Existing Official Plan Designation:

If not listed:

Existing zoning:
Existing assessment: (<i>attach most recent copy of MPAC assessment notice</i>)

Other City of Ottawa Community Improvement Plans:

Will you be applying for more than one City of Ottawa Community Improvement Plan program? Yes No

If Yes, select all that apply and indicate the approximate expected grant amount for each:

Brownfields Redevelopment CIP	
Heritage CIP	
Integrated Orléans CIP	
Affordable Housing CIP	
Montreal Road CIP	
Expected Total Accumulated CIP Benefit:	

SECTION 3. Eligibility criteria and rationale for incentive

- i. Describe the current use of the property, and the type of business(es) operated on the property, including those operated by tenants.

(Attach separate sheets if needed)

- ii. Provide a detailed description of the proposed improvements.

Describe the nature of the project (for example, addition of space to an existing building/replacement of a previous facility, building type, number of stories, construction materials, etc.).

Attach a copy of professionally prepared drawing(s) or rendering(s) showing proposed improvements *(Attach separate sheets for description if needed)*.

- iii. Provide a summary of expected changes (if any) to the tenants, tenant mix or uses of the property. List any new tenants or uses targeted for the project and the methodology to be employed to attract them.

(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 (if any), 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. 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)

vi. Provide a rationale clearly demonstrating that the project would not otherwise proceed in the absence of the incentive.
(Attach separate sheets if needed)

vii. Pre-consultation meetings

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

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

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

Name of Economic Development Officer:

Name of DRS Planning Lead:

SECTION 4. Financial information & estimates

Total project cost estimates

Grants received through the Integrated Orléans CIP cannot exceed the total cost of the 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. Demolishing buildings
- 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.

Total

Estimated assessment increase

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

Estimated* Post 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 start date of demolition (yyyy/mm/dd):	
Approximate end date of demolition (yyyy/mm/dd):	
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:
.....
Program name:
Amount:
.....
Program name:
Amount:
.....
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>

Schedule A: Sworn Declaration

I/WE, HEREBY APPLY for a grant under the Integrated Orléans Community Improvement Plan.

I/WE, HEREBY AGREE to abide by the program requirements of the Amended Integrated Orléans Community Improvement Plan as adopted through By-law No. 2024 - 173.

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 project would not otherwise proceed in the absence of the incentive and that the project meets a need in the community for restoration of property and/or building(s).

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 AGREE to report annually on changes (if any) in tenant mix or uses, including additions and deletions, and to make all tenants and prospective tenants aware of my/our participation in the Integrated Orléans CIP program and the associated property tax rebates received or anticipated.

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 _____, 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.
(Circle I DO or I DO NOT).

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 _____ of _____ this _____ of _____, _____
(City/Town ...) (Name of City) (Day) (Month) (Year)

Signature

A Commissioner