

OFFICE USE ONLY

Application #: \_\_\_\_\_

Application Received: (dd/mm/yyyy): \_\_\_\_\_ **No fee required**

Client Service Centre Staff: \_\_\_\_\_



**REIMBURSEMENT PROGRAM for  
DEVELOPMENT- RELATED FEES for CHARITABLE  
or NON-PROFIT ORGANIZATIONS**

**APPLICATION FORM**

Information on this form is collected under the authority of Sections 8-11 and 107 of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to determine whether the reimbursement request meets the criteria set out in the City of Ottawa Reimbursement Program for Development-Related fees for Charitable or Non-Profit Organizations and the City of Ottawa Grants and Contributions Policy. Questions concerning the collection and use of this information should be directed to the Manager, Business Support Services, Planning, Real Estate and Economic Development Department, 110 Laurier Avenue West, Ottawa, K1P 1J1, or by phone at 613-580-2424, ext. 24075.

**SECTION 1: BACKGROUND INFORMATION**

**Applicant Information:**

Organization Name:

Individual Name:

Mailing Address:

Telephone:  Email Address:

**Registered Property Owner Information:**

Same as above

Name:

Mailing Address:

Telephone:  Email Address:

Brief Description of Organization

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**Is your Organization:**

- A Charitable Organization (Canadian registered charities only)
- An incorporated Non-Profit Organization

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Please attach documentation from the Canada Revenue Agency and/or other government issued confirmation of this status.

<http://www.cra-arc.gc.ca/ebci/haip/srch/advancedsearch-eng.action>

**Organization Governance: Is it managed by a Board of Directors or Steering Committee or similar body? Please attach documentation detailing the following:**

- Membership list of current board of Directors;
- List of officials and their titles;
- Organizational Chart;
- Legal status; and
- Number of members (if applicable)

Also include a signed copy of the organization's Annual Meeting minutes.

**PROJECT DETAILS**

Provide the name and address as well as a brief description of the construction project:

This program provides relief to projects that are similar to specific types of municipal capital facilities. Municipal capital facilities are primarily used for local community activities and for public use.

Select the classification of eligible construction projects for the reimbursement program that your organization's construction project most closely resembles

- Municipal facility for the protection, regulation and control of animals
- Municipal facility related to the provision of social and health services, including homes under the *Homes for the Aged and Rest Homes Act*, R.S.O. 1990, c. H.14
- Municipal facility for public libraries
- Municipal community centre
- Municipal facility used for cultural, recreational or tourism purposes.
- Heritage application fees

What percentage of your organization's facility or building is dedicated to one or more of the project objectives noted above?

 %

Explain how the services arising from this construction project will be provided publicly and in such a manner that the majority of the clientele will be **City of Ottawa residents** :

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Was a Building Permit required for the construction Project?  Yes  No

If yes, has the final occupancy permit been issued?  Yes  No

**If yes, please attach a copy of the final building inspection report.**

**PROJECT EXPENSES AND FUNDING**

List all applications and/or permits that are eligible for reimbursement under this program.

	Permit or Application Number(s)
Building Permit (Construction or Demolition)	
Site Plan Control	
Zoning By-law Amendment	
Demolition Control	
Cash-in-lieu of Parking	
Heritage Application	

List the **final total cost of the project** and all government (federal, provincial, and/or municipal) funding this construction project has received. Your organization must disclose all sources of funding and attach documentation that attests to these amounts in their entirety.

Does your organization agree to publicly acknowledge the City’s contribution to this project in some manner as determined appropriate by the City, such as on-site signage, or visible recognition on the organization’s website?

Yes  No

**Authorization by the Owner allowing the Applicant to submit the Application**

If the application is to be signed by an Applicant on behalf of the Owner, the following authorization must be completed or the Owner must submit a letter of authorization. Declarations included within this section must contain original signature and seals.

I,  am the Owner of the land that is subject of this application and I authorize.  
 to make this application on my behalf.

Date (dd/mm/yyyy):

\_\_\_\_\_  
Signature of Owner

**Affidavit or Sworn Declaration that the Information is Accurate**

The person carrying out the application (Registered Property Owner or Applicant) must complete the sworn declaration in this section.

I, , of the City of  solemnly declare that all of the above statements contained in the application 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 and by virtue of *The Canada Evidence Act*. I acknowledge that all information provided on this form (with the exception of personal information), including supporting documentation, is collected under the authority of the Planning Act, and will be accessible to the public and governmental and technical agencies for review.

**SWORN (or Declared) BEFORE ME**

At

This  of ,

\_\_\_\_\_  
Signature of Commissioner of Oaths

\_\_\_\_\_  
Signature of Applicant/Owner

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