

Instructions

- Applicants must pre-consult with municipal staff prior to filling out application
- If the space provided is insufficient to respond to the question, please provide additional information on a separate page, clearly marked as to the subject question, and attach to the application form
- Please attach financial quotes, drawings or other required information as appropriate
- We recommend that the applicant keep a copy of the application form for your own record
- Please ensure that the application has been signed by the property owner or authorized agent

Application Requirements

- ☐ Complete and Signed Application Form
- ☐ Drawings
- ☐ Two (2) Financial Quotes per eligible item
- ☐ Any Other Documents Required by the Municipality at the Pre-Consultation

APPLICANT AND PROPERTY OWNER INFORMATION
Registered Property Owner

Name:					
If Corporation, Signing Officer to contact:					
Mailing Address:					
City:		Province:		Postal Code:	
Telephone:		Facsimile:		Email:	

Authorized Agent (If Any)

Name:					
Mailing Address:					
City:		Province:		Postal Code:	
Telephone:		Facsimile:		Email:	

Subject Property Information

Civic Address:	
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Legal Description (Lot and Plan No., Assessment Roll No.):

Are property taxes for the subject property in arrears? Yes ____ No ____

Are there any outstanding orders registered against the subject property? Yes ____ No ____

Are there any outstanding violations under the Fire Code? Yes ____ No ____

Grants previously been received from the Municipality for subject property? Yes ____ No ____

Please describe grants received, including total amount:

AUTHORIZATION

If this application is to be signed by an agent or solicitor on behalf of the property owner/s, complete this section. This section should be signed by the property owners/or if held by a corporation, by a signing officer (name and position) of the corporation.

I hereby authorize _____ as agent, to act on my behalf in regard to the above application. I acknowledge that the authorized agent is to receive all correspondence and information pertaining to this application on my behalf.

Dated at _____ this _____ day of _____

Signature of Owner/s: _____

Received by (Office Use Only) _____

APPLICANT AGREEMENT

I/We hereby certify that the information given herein is true, correct and complete in every respect and understand that the Municipality reserves the right to verify any information contained herein. I/We agree to the terms and conditions of the programs for which the application is being made.

This section should be signed by the property owner/s, agent or if held by a corporation, by a signing officer (name and position) of the corporation.

Dated at _____ this _____ day of _____

Signature of Owner/s: _____

PROGRAM CHECK LIST

Please place a check next to the program that you are applying for

(Financial Incentive Summary attached to this application):

Open for 2025

Business/Commercial Stream

Beautification Program

Rural Economic Development Program

Accessibility Program

Brownfield Study Program

Conversion, Expansion & Redevelopment Program

Residential/Affordable Housing Stream

Additional Residential Unit Program

Affordable Rental Housing Unit Program

Please note that available programs and funding methods are determined by Municipal Council on an annual basis.

DESCRIPTION OF PROPOSED IMPROVEMENT PROJECT

Application Agreement

I/We hereby apply for a grant under the North Middlesex Community Improvement Plan.

I/We hereby agree to abide by the requirements and provisions of the North Middlesex Community Improvement Plan.

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 Municipality 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 grant may be delayed, reduced or cancelled.

I/We hereby agree that any work carried out prior to written receipt from the Municipality of grant application is not eligible for the grant.

I/We hereby grant permission to the Municipality or its agents to inspect the property to which this application applies.

I/We hereby agree that the grant may be delayed, reduced or cancelled if the project is not completed, not completed as approved, or if the person(s) undertaking the eligible works is not paid.

I/We hereby agree the program for which application has been made herein is subject to cancellation and/or change at any time by the Municipality in its sole discretion, subject to the requirements and provisions specified in the North Middlesex Community Improvement Plan. Participants in the program whose application has been approved will receive their grant, subject to meeting the requirements and provisions of the program.

I/We hereby agree all grants will be calculated and awarded in the sole discretion of the Municipality. Notwithstanding any representation by or on behalf of the Municipality, 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 requirements and provisions of the program. The Municipality 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. This section should be signed by the property owner(s), agent, or if held by a corporation, by a signing officer (name and position) of the corporation.

Dated at the _____, this _____ day
of _____, 20_____

Name of Owner

Signature of Owner