



COMMUNITY
IMPROVEMENT PROGRAM
(CIP)

**FACILITATING THE
REVITALIZATION AND
IMPROVEMENT OF THE
TOWN OF HANOVER**

2020 - 2030



PROGRAM PARAMETERS

PURPOSE

Hanover intends to realize its economic development vision of being 'Open for Business', while ensuring our goal of creating a progressive and evolving framework for long-term prosperity. This CIP program is meant to enable and boost development momentum not only for Hanover, but across the region by offering targeted incentives across the Hanover settlement area.

Along with facilitating the revitalization and improvement of the Town of Hanover, the CIP program provides a menu of incentives to promote and support the following types of development and revitalization projects (in line with many of the priorities outlined at the County of Grey level), including:

- Increasing attainable housing stock, including secondary suites, multi-unit housing, purpose built rental housing, rooming house developments and apartment dormitory style developments;
- Promoting the redevelopment and/or conversion of brownfield, vacant, and grey field properties;
- Supporting downtown revitalization of store fronts, publicly used frontages, and streetscapes;
- Supporting the adaptive re-use and improvements of commercial, industrial and institutional buildings;
- Assisting new business startup through interior leasehold or accessibility improvements for commercial space or live/work space;
- Encouraging upgrades and investment in destination infrastructure and promoting intensification in targeted areas;
- Enhancing public/private partnerships to clean-up and/or rehabilitate priority and municipally-owned and acquired sites; and
- Assisting the business community in job creation.



PROGRAM PARAMETERS

ADDED BENEFITS

PROPERTIES WITHIN THE
DEFINED DOWNTOWN AREA
WILL RECEIVE AN ADDITIONAL
15% OF THE APPROVED GRANT
AMOUNT UP TO A MAX OF
\$2,000 FOR FACADE, BUILDING
& SIGNAGE AND ACCESSIBILITY
IMPROVEMENT GRANTS

**DOWNTOWN
IMPROVEMENT
AREA (DIA)**

APPROVED APPLICANTS ARE
ELIGIBLE TO ACCESS A
BUSINESS IMPROVEMENT
LOAN TO PROVIDE 50% OF
MATCHING FUNDS FOR
PROJECTS, UP TO \$20,000
WITH A 5% INTEREST RATE
AND FLEXIBLE REPAYMENT
TERMS

**SAUGEEN
ECONOMIC
DEVELOPMENT
CORPORATION
(SEDC)**

PROGRAM PARAMETERS

FAQ'S

How do I know if my property can apply?

The Community Improvement Project Area includes the Town of Hanover in its entirety. Properties within the Town boundaries are qualified to apply.

Eligible applicants must be either the owner of the property, an agent for the owner of the property, or the tenant of a property to whom the owner has provided written consent for the application.

The property owner must not have outstanding tax property arrears and must be in good standing.

Can I apply for more than one incentive?

The incentive programs made available under the CIP may be used individually or may be combined, subject to the exceptions outlined under specific program details and eligibility criteria.

What funds are available for the incentives?

Council will establish an annual overall budget for financial incentive programs and may allocate all or a portion of funds to individual programs.

How do I access incentives and when do they need to be completed?

In order to be eligible for any incentive program, an application form must be submitted to the Municipality (via the Plan Administrator) prior to commencing any community improvement works. Complete applications must be submitted and approved prior to application for planning approval and/or building permit, as may be required, and prior to commencing community improvement works.

PROGRAM PARAMETERS

FAQ'S

When is the Deadline to Submit an Application?

Eligible applications will be awarded on a first-come, first-serve basis (with priority being established in the order that applications are received). A number of sites within the Project Area have been targeted to receive priority treatment in the event of multiple competing applications seek to take advantage of the limited financial resources available and shall receive first priority in the queue.

How will I know if I have been approved?

All applicants will be notified in writing regarding the status of their grant application upon review. Upon approval, the applicant must enter into an agreement with the Town of Hanover.

When will I Receive Funds?

Upon completion of construction, it is the property owner's responsibility to arrange for a final inspection by a Town of Hanover inspector. Original paid invoices must be submitted. Funds will be advanced in full when construction has been completed in accordance with the program application and grant agreement to the satisfaction of the Town. A statement of all invoices, including final cost of construction should be submitted to the Town to determine proper completion of the project. Should final costs come in less than applied for, the grant will be recalculated to reflect final costs.



PROGRAM PARAMETERS

PROCESS



Review the set of financial incentive programs outlined in the Community Improvement Plan and the included Financial Incentives Overview.



Book a consultation with the Plan Administrator .



Acquire applicable proposals, estimates and sketches for the intended work.



Complete and submit the application.

Contact the Plan Administrator
April Marshall, Economic Development Manager
t: 519-364-2780 x 1253 e: amarshall@hanover.ca

COMMUNITY IMPROVEMENT PLAN (CIP) FINANCIAL INCENTIVES OVERVIEW

Financial Incentive Grant Stream	Purpose	Eligible Costs	Program Details
Façade, Building and Signage Improvement Grant	To encourage the rehabilitation, repair and/or improvement of buildings and facades, along with the improvement and installation of pedestrian scaled, attractive signage	<ul style="list-style-type: none"> • Repair, replacement or restoration of façade masonry, brickwork, and/or architectural detailing, including vintage woodwork and trim; • Repair, replacement or installation of awnings and canopies; • Repair, replacement, improvement or installation of signage on building facades including signage lighting; • Painting, cleaning or other similar treatments to improve facades or enhance their durability over the long term, provided these activities are: <ul style="list-style-type: none"> ○ Part of a larger improvement project (i.e., associated with other eligible costs listed in the program); and/or ○ Considered to be essential to the restoration of a building listed by the Municipality as being of notable or historical interest. • Painting or installation of murals or similar wall art (side and rear facades only); • Costs associated with professional architectural services in association with the design of the above eligible projects; or • Any combination of the above. 	<ul style="list-style-type: none"> • The maximum amount for a façade or building improvement is \$15,000 or 37.5% of eligible costs, whichever is less. • 100% of the eligible costs, up to a maximum of \$1,500 may be applied for the inclusion of public art works such as murals and sculptures • The maximum grant for signage improvements is \$2,500 or 50% of the eligible costs, whichever is less • The maximum grant for professional architectural services shall not exceed 15% of the grant that is calculated for eligible construction costs.

**Property,
Landscaping
and Parking
Area
Improvement
Grant**

To encourage improvements to landscaping, parking areas, pedestrian connections, sidewalk cafes/patios and other improvements.

- Professional landscaping and/or installation of alternative ground cover treatments, such as xeriscaping (native plants);
 - Re-sodding, provided it is a component of a larger landscaping improvement project (i.e., associated with other eligible projects in this program);
 - Repair, replacement and improvements to driveways and parking areas in rear or side yards, such as permeable surfaces, decorative surfaces, or installation of landscaping in front yard or side yard parking areas;
 - Installation or improvement of a permanent sidewalk café or patio that is located at the edge of a sidewalk (for clarity, an outdoor sitting area that is not directly adjacent to the sidewalk or which is located on municipal property is not eligible, and a temporary sidewalk café or temporary/moveable components of a sidewalk café are not eligible);
 - Installation or improvement of pedestrian walkways;
 - Tree planting;
 - Installation of benches or permanent planters;
 - Services of a professional landscape architect to design the features noted above; or
 - Any combination of the above.
- The maximum of the grant is \$7,500 or 50% of the eligible costs, whichever is less.
 - The maximum grant for professional architectural services shall not exceed 15% of the grant that is calculated for eligible construction costs.

Accessibility Improvement Grant	To promote improvements to properties, including access ramps, entryway widening, as well as levelling or repairs to pathways and stairs.	<ul style="list-style-type: none"> • Installation of new automatic doors; • Installation of new wheelchair access ramps; • Widening of public entryways; • Levelling or repairs to pathways/accesses and stairs; • Installation of a new elevator; and • Any combination of the above improvements 	<ul style="list-style-type: none"> • The maximum amount of the grant is \$7,500 or 50% of the eligible costs, whichever is less.
Planning and Building Permit Fee Grant	To encourage sensitive, attractive and desirable infill development and redevelopment by reducing the costs involved with making improvements to private property.	<ul style="list-style-type: none"> • Redevelopment of a property for commercial, industrial, office or a mix of uses; • Major additions to a commercial, industrial or mixed-use property, involving an increase of at least 25% of the existing gross floor area; • Infrastructure work including the improvement or reconstruction of existing onsite public infrastructure (water services, sanitary and storm sewers); • Conversion of upper-storey space in a mixed-use or commercial building to residential units; • Professional services by an engineer, architect, or professional planner; • Any combination of the above; and • In general, any projects that are eligible for other incentives outlined in this CIP will also be eligible for the Planning and Building Fee Grant if the applicant is required to obtain planning approvals or a building permit. 	<ul style="list-style-type: none"> • Planning Fee Grant: A grant to a maximum of \$2,500 is available to cover the cost of minor variance applications, zoning by-law amendment applications or site plan applications. The grant may equal 100% of the Municipality's fees, provided it does not exceed \$2,500. Further, the grant cannot exceed 50% of the eligible costs listed above. • Any planning applications may also be eligible for an equivalent grant to offset the County planning fee, subject to County approval. • Building Permit Fee Grant: A grant to a maximum of 75% of the Municipality's fees is available to cover the cost of building permit fees or demolition permit fees. Further, subject to Council approval, the grant cannot exceed 50% of the eligible costs listed above.

<p>Start-up Space Leasehold Improvement Grant</p>	<p>To assist new businesses and start-up companies set up shop by providing financing of permanent interior leasehold improvements or accessibility improvements to commercial space or live/workspace.</p>	<ul style="list-style-type: none"> • Installation, change, repair and/or restoration of partitions, rooms; • Installation, repair, or re-installation of plumbing, heating, HVAC, electrical, fixtures, cable, telephone, fibre, and other service-specific installations; • Change, repair, re-installation of flooring, ceiling, walls, fixed cabinets, and other structurally permanent elements; • Painting, repainting, or re-facing of interior platforms, walls, and any surfaces; • Install, repair, or restoration of masonry, brickwork or wood; • Install, replace, repair, or restoration of other architectural features; • Install, replacement or repair of windows; • Entrance-way modifications that improve the appearance and/or access to the commercial unit(s); • Redesign and reconstruction of the front of building; • Machinery and equipment if bolted to the floor; • Demolition or removal of fixtures, structural and non-conforming or hazardous materials; • Installation of appropriate new interior signage or improvements to existing signage; • Installation or repair of interior lighting; • Restoration of historic features; or, • Implementation of accessibility improvements, up to <i>Accessibility for Ontarians Disability Act</i>. 	<ul style="list-style-type: none"> • The maximum amount of the grant is \$7,500 or 50% of the eligible costs, whichever is less.
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Vacant Building Conversion/Expansion Grant	<p>To assist in the small-scale conversion of existing vacant space into new commercial, secondary uses, agriculture-related uses, mixed-use, and other eligible uses.</p>	<ul style="list-style-type: none"> • Conversion of vacant building space into new commercial, mixed-use, secondary uses, agriculture-related uses, and other eligible uses; • Upper story space conversion into residential units; • Conversion of existing ground floor commercial space to better suit new commercial use; • Expansion of existing eligible uses to increase the gross floor area; • Eligible costs include any services of a professional engineer, architect, or planner to design and implement the project; • Conversion of an existing vacant floor space into a rental dwelling unit; • Conversion of an existing unused barn into commercial space; or, • Conversion of an existing storefront into a more suited commercial space – from retail to restaurant (must be proven to be more beneficial to the community). 	<ul style="list-style-type: none"> • The maximum amount of the grant is \$7,500 or 50% of the eligible costs, whichever is less.
Secondary Suite Building Permit/Planning Application Fee Grant	<p>To assist property owners with financing the cost of the development process by providing an exemption grant in the amount of applicable local Building Permit/Planning Application Fee charges to encourage secondary units across the Municipality.</p>	<ul style="list-style-type: none"> • Development of a portion of an existing residential, commercial, or agricultural property for use as a secondary suite; • Development or redevelopment of an existing residential or agricultural outbuilding for use as a secondary suite; • The unit(s) may be required to meet established affordability and accessibility criteria to quality; and • In general, any projects that are eligible for other incentives outlined in this Plan will also be eligible for the Building Permit and Planning Application Fee Grant if the applicant is required to obtain planning approvals or a building permit. 	<ul style="list-style-type: none"> • A grant to cover the permit and application fees associated with the development of secondary suites. The grant may equal up to 100% of the Municipality's permit and application fees. • Grey County may also provide a grant and/or exception for County development charges, subject to the County's Development Charge by-law. Permit and application fees could be waived or reduced in accordance with the municipal CIP at the County level, provided the proposed Community Improvement Projects that have been approved under a local municipal CIP align with the County CIP program.

Tax Increment Equivalent Grant

The Tax Increment Equivalent Grant is intended to encourage desirable and attractive infill development and redevelopment in the Municipality. To ensure that the redevelopment is in the Municipality's best interest, the design of the project will need to comply with the Plan's design principles, as described in the eligibility criteria.

- The Tax Increment Equivalent Grant is offered to eligible property owners only where the property assessment increases as a result of redevelopment or major improvement, and there is a subsequent increase in municipal property taxes.
- The Tax Increment Equivalent Grant would provide a grant to pay a portion of the Municipal property taxes attributed to the increase in the property assessment over a 5-year period. This essentially would phase in property tax increases relating to re-assessments resulting from property improvements.
- Subject to Council approval, grants will be equal to a percentage of the municipal property tax increase resulting from the improvements and will be paid to the owner each year for a maximum of 5 years. The percentage of property tax increment grant the Municipality may cover in any one year is at the sole discretion of the Municipality, with the understanding that by year 5, the amount will be reduced until it reaches 0%. For instance, in year one, the amount of the grant may equal up to 80% of the tax increment. In subsequent years, the amount shall decrease by 20% until it reaches 0%, over a 5-year period (maximum).
- The total amount of all tax increment equivalent grants shall not exceed 50% of the total eligible costs of the improvements. For example, if the eligible costs for improvements is \$50,000, the tax increment equivalent grant shall not exceed a total of \$25,000 over the 5 year period.
- Applications may also be eligible for tax assistance from the County to cover the County tax portion, subject to County approval.
- The Tax Increment Equivalent Grant is paid after the improvements are completed to the satisfaction of the Plan Administrator and after the property owner's taxes are fully paid. In subsequent years, the annual grant is recalculated and paid after taxes are fully paid.

Environmental Study Grant Program	The Environmental Study Grant Program will promote the completion of studies with respect to environmental conditions of properties by owners that otherwise may not occur due to cost premiums associated with these assessments.	<ul style="list-style-type: none"> • Phase II Environmental Site Assessment (ESA); • Phase III ESA; • Remedial Work Plan; and/or Risk Assessment Plan. 	<ul style="list-style-type: none"> • Grants for the completion of Phase II Environmental Site Assessment (ESA), a Phase III ESA, Remedial Work Plan, and/or a Risk Assessment Plan may be provided to eligible applicants for a total of 50% of the cost to complete the study (or studies) to a maximum of \$5,000 per property.
Brownfield Property Tax Assistance Program	To encourage the cleanup and redevelopment of brownfield properties	<ul style="list-style-type: none"> • Phase III Environmental Site Assessments (ESAs and Risk Assessment Plans (except where such a cost has been included as part of an issued Environmental Study Grant)); • Environmental remediation costs, including any action taken to reduce the concentration of contaminants on, in, or under the property to permit a Record of Site Condition to be filed in the Environmental Site Registry under Section 168.4 of the <i>Environmental Protection Act</i>; • Costs related to complying with any certificate of property use issued under Section 168.6 of the <i>Environmental Protection Act</i>; • The costs of preparing a Record of Site Condition; • Placing clean fill and related grading; • Installing environmental and/or engineering controls or works as specified in the Phase III ESA and/or Risk Assessment Plan; • Monitoring, maintaining and operating environmental and engineering controls/works as 	<ul style="list-style-type: none"> • Municipal Property Tax Assistance: The Municipality may pass by-laws to provide a deferral or cancellation of all or a part of the municipal property taxes on a brownfield site during the Rehabilitation Period and Development Period, as defined in Section 365.1(1) of the <i>Municipal Act</i>. The total value of the property tax assistance will not exceed the total eligible costs, which are defined in the eligibility requirements above. The level and duration of the property tax assistance will be considered on a case-by-case basis. Prior to passing the bylaw approving the property tax assistance, the Municipality will be required to

specified in the Phase III ESA and/or Risk Assessment Plan; and

- Environmental insurance premiums

notify the Ministry of Finance. Within 30 days of passing the by-law, the Municipality will also be required to notify the Minister of Municipal Affairs and Housing and the Minister of Finance.

- **Provincial Tax Assistance:** The Municipality may apply for Provincial Tax Assistance, on behalf of the owner, to cancel or freeze all or a portion of the education portion of property taxes. The application will need to be approved by the Minister of Finance and may be subject to a different timeline than the approved Municipal Tax Assistance. The Municipality must be offering municipal property tax assistance in order for the owner to be eligible for Provincial tax assistance.

COMMUNITY IMPROVEMENT PLAN (CIP) APPLICATION FORM

The purpose and effect of the CIP for the Town of Hanover is to encourage the rehabilitation and improvement of lands and buildings within Hanover and to promote revitalization throughout the Town. The CIP provides eligible properties with financial incentives to improve the appearance of lands and buildings, better utilize under-developed properties and promote private investment in accordance with the guidelines contained in the CIP and as adopted by Council.

Application Number (assigned by Plan Administrator):	
Date Application Received:	

PROPERTY INFORMATION

Municipal Address	Street Num:	Street Name:	Unit Num:
Commercial Name (if applicable)			
Registered Plan Number:		Registered Plan Lot/Block No.	

OWNER and APPLICANT INFORMATION

Property Owner Information (check one)		Person(s)	Company
Registered Land Owner:	Surname:	First name:	
Name:	(if Company)	Company Officer	
Address:	Street No.	Street Name:	Unit Num:
Municipality:	Province:	Postal Code:	
Telephone:	No: ()	Fax: ()	Email:

Applicant Information (if different than Owner):

Application Contact:	Surname:	First name:	
Name:	(if Company)	Company Officer	
Address:	Street No.	Street Name:	Unit Num:
Municipality:	Province:	Postal Code:	
Telephone:	No: ()	Fax: ()	Email:

PROGRAM PARTICIPATION

Provided all eligibility criteria and conditions are met for any particular program, participation in any given program does not preclude the proponent from being eligible to participate in other programs offered under the CIP. Please complete a separate application per program.
 This application is to participate in the following program:

<input type="checkbox"/> Façade, Building and Signage Improvement Grant	<input type="checkbox"/> Startup Space Leasehold Improvement Grant
<input type="checkbox"/> Property, Landscaping and Parking Area Improvement Grant	<input type="checkbox"/> Vacant Building Conversion/Expansion Grant

Accessibility Improvement Grant

Secondary Suite Development Charge Grant

Planning and Building Permit Fee Grants

Tax Increment Financing

Brownfield Incentive Programs:

Environmental Study Grant

Brownfield Property Tax Assistance Program

Additional Considerations

Applicant pre-consultation with Plan Administrator completed

Property is within the defined Downtown Improvement Area (DIA) and is applicable for the DIA Top-up Incentive for the Façade, Building and Signage Grant and/or the Accessibility Improvement Grant

Property has been identified as a Priority Site

Applicant requests access to the Saugeen Economic Development Corporation (SEDC) Business Improvement Loan

Description of Work | Improvements

Work Estimates

Please attach two (2) independent contractor estimates for each component of the proposed improvement. Grant to be awarded based upon the lowest bid.

Preferred Contractor:	_____
Estimated Cost:	\$ _____
Second Contractor:	_____
Estimated Cost:	\$ _____
Total Construction Cost:	\$ _____
Total Grant Requested:	\$ _____

APPLICANT'S AUTHORIZATION

I hereby make the above application for a Community Improvement Plan Grant, declaring all the information contained herein is true and correct, and acknowledging the Town of Hanover will process application based on the information provided.

Signature:	Title:
Printed Name of Signatory:	Date:

OWNER'S AUTHORIZATION

If the applicant is not the owner, the property owner must complete this section. If there is more than one owner a separate authorization from each individual or corporation is required. Attach an additional page or pages in the same format as this authorization if necessary.

I, _____ being the registered owner of the subject lands, hereby authorize (*print name of applicant*), _____ to submit the above application to the Town of Hanover for approval thereof.

Signature:	Date:
Printed Name of Signatory:	Title:

The personal information on this form is collected under the legal authority of the Planning Act, Section 28. The personal information will be used for determining your eligibility for a grant. If you have any questions about the collection, please contact the CAO/Clerk at 519-364-2780 ext. 1228