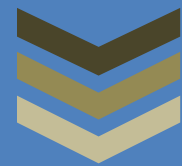




Cambridge Core Areas Revitalization Program



Building Revitalization Program

City of Cambridge
Economic Development
Division

Email: invest@cambridge.ca
Phone: (519) 740-4685
1/1/2020



Building Revitalization Program Information

1. Before filling out this application form, please read the attached Program Information package. It spells out the intent and the basic terms and conditions of the **Building Revitalization Program**, defines some terms that are referred to below and suggests why the following information is necessary in order for the City to expeditiously process your application.
2. If an agent is acting for the property owner, please ensure that the required authorization is completed and executed by the owner as provided on page 8 of this form.
3. If you find there is insufficient space on this form to respond to the questions, please provide additional information on a separate page and attach it to your completed application form.
4. Attach two bona fide quotes from independent contractors for proposed work that is *eligible for the loan and the owner's matching share*. You may find it necessary to request your contractor to separate these costs from other costs for improvements not considered eligible for the loan or owner's matching share. Please ensure that the quotes indicate firm/contractor name, address, phone and contact person.
5. Please attach drawings of proposed exterior improvements containing sufficient detail to illustrate how your proposed improvements meet the program's design guidelines, overall design intent and program objectives. Also, please provide a photo of the building's existing exterior condition, if available. If you feel it is helpful, you may provide explanatory text in addition to drawings.
6. There is no application fee.
7. Please print (or type) the information requested on the application form.
8. You may submit your application online or send it by mail to the Economic Development Division, 96 Grand Avenue South, Suite 103, Cambridge, ON N1S 2L9

To confirm your eligibility for this program, or for further information about this program, please contact:

Economic Development Division
96 Grand Avenue South
Suite 103
Cambridge, ON N1S 2L9

Email: invest@cambridge.ca
Phone: (519) 740-4685

BRP Frequently Asked Questions

1. What work is Eligible to my property under the BRP Program?

There are 2 types of work eligible under the BRP program they consist of:

Primary

- Exterior façade – structural replacements and repairs to address safety issues, such as building entry steps.
- Replacement or repairs to: windows; doors; storefronts; awnings; canopies; cornices; eaves; parapets; and other architectural details visible from adjacent streets and public walkways
- Cleaning and painting of façades visible from adjacent streets and public walkways
- Entrance modifications, including wheelchair access
- Permanent “hard” landscaping elements such as walkways and planters (note: driveway and parking areas may not be entitled to funding, depending on the impact to the streetscape)
- Cost of consultants, such as Engineers, Contractors, Designers
- Signage (as permitted by the City of Cambridge Sign By-law)

Secondary

- Upgrades to address Fire Safety Codes
- Roof repairs or replacement
- Proactive waterproofing, and/or water and flood damage repairs
- Landscaping including perennial plant materials

2. Who can apply?

Any property owner within Cambridge’s three Core Areas may apply in writing to the City and must receive written approval prior to commencing any work related to the grant.

3. My building is not in a core area can I apply for the BRP program?

No, this program only applies to buildings in the core area.

4. Is a project eligible for funding from more than one CIP incentive program?

Yes.

5. When is the deadline for the submission of applications?

There is no application date for the program. Applications are taken on a first come first serve basis until all of the yearly funding is granted to projects.

6. How do I determine the maximum BRP funding my building is eligible for?

The best way to determine how much eligible BRP funding is available for your building is to contact an Economic Development staff member. They will make a determination based on the location of your building and how many street facing facades the building has. The BRP Program will fund up to 50% of the cost of eligible work.

7. I have submitted my application when can I begin the work on my property?

An approval letter must be issued by the City of Cambridge Economic Development division before any work can take place. If work is completed before the letter is issued it will be ineligible for BRP funding.

8. Does this City have to inspect the work when complete?

Yes. Once work is complete, please contact Economic Development staff and they will take pictures of the completed work.

9. How will I receive my funding?

Once all of the eligible work is complete, the city has inspected the work and you have submitted all of the receipts for the completed work. City staff will work to ensure that your funding will be issued.

BRP Program Application Process

Step 1: Submission of an Inquiry to the BRP Program

- Initial discussion with applicant on scope of work and to outline program details.
- Economic Development staff determines the total amount of BRP funding available to applicant.
- Applicant is given a BRP form to fill out and return with quotes.

Step 2: Submission of Full BRP Application

- Economic Development staff reviews quotes and proposed work.
- Economic Development staff conducts a site inspection, through photographs and notes the scope of work proposed. Photos and notes are dated and placed in property file.
- Internal Building Revitalization Program Review Panel meeting is conducted with the Senior EDO, the Manager of Business Development and staff.
- City conducts due diligence to process application.
- ***No Work can take place until letter of approval issued.***

Step 3: Letter of Approval Issued with Eligible Funding Limit

- ***Work on the building can begin.***
- Applicant completes work and provides copies of paid invoices.
- Economic Development staff inspects the property, photographs completed work and verifies final invoice amounts.
- Economic Development staff verifies with applicant preferred funding option. If applicable, provides draft loan agreement for applicant to sign.

Step 4: Funding Request Made

- Loan agreement signed by both parties and returned.
- Loan agreement registered on title.
- Economic Development staff prepares a cheque request for the Director of Economic Development's signature.
- Economic Development staff provides the applicant with funding cheque and copy of the registered loan agreement, if applicable.

Date: _____

A. Applicant Information

The City of Cambridge reserves the right to conduct credit checks, as it deems necessary. Please provide the following information:

Full Name of Registered
Property Owner: _____

Social Insurance Number (S.I.N.): _____

Mailing Address of Owner: _____
(Number) (Street)

(City) (Province) (Postal Code)

Owner's Phone: () _____ Owner's Fax: () _____

Owner's e-mail: _____

B. Property Information

Address of Property for which application is being made:

_____ Cambridge, ON _____
(Number) (Street) (Postal Code)

C. Property Use

	Basement	Ground Floor	2 nd Floor	3 rd Floor	Above 3rd
Current Uses					
Leasable Square Feet					

Are there any outstanding work orders on this property? (Yes or No)

D. Description of Proposed Improvements

Note: Please see the FAQ page for definition of “eligible” improvements.

1. Please describe proposed primary exterior improvements:

2. Please describe any other proposed secondary interior or exterior improvements:

E. Professional Design Services

Name of Firm: _____

Contact Name: _____

Mailing Address of Firm: _____

Firm's Phone: () _____ Firm's Fax: () _____

Firm's e-mail: _____

F. Construction Schedule

Approximate date of construction commencement: _____

Approximate date of construction completion: _____

G. Covenant by Registered Owner

I/We hereby apply for a grant under this program and agree to abide by the terms and conditions of the program as established by the City of Cambridge.

Without limiting any of the foregoing, I/we understand that the loan may be reduced or cancelled if the work is not completed, not completed as approved, or if the contractors are not paid.

I/We agree to the terms and conditions of loan repayment and understand that a lien against the title to the property shall be registered for the loan amount no later than upon the date the City releases the loan funds.

I/We hereby certify that the information given herein is true, correct and complete in every respect and understand that the City reserves the right to verify any information contained therein.

I/We have the authority to bind the company.

I/We, the undersigned, agree that the completed improvements are subject to inspection by City Officials, and will be carried out in accordance with the requirements of this loan program, the Building Code, Fire Code and other applicable City of Cambridge Bylaws.

I/We, the undersigned, agree that the City of Cambridge may display photographs and other images of the property noted above for purposes related to the promotion of the City of Cambridge Building Revitalization Program. These purposes may include posting of images on the City of Cambridge Website and inclusion in brochures, posters, and other promotional materials.

(Signature) (Please print Name) (Please print Title)

(Signature) (Please print Name) (Please print Title)

Witness:
(if needed) (Signature) (Please print Name) (Please print Title)

Dated at _____ this _____ day of _____, _____
(Name of City/Town) (Date) (Month) (Year)

Note: If the applicant is a corporation, an officer of the corporation shall sign the application and the corporation's seal shall be affixed below.

Agent Authorization

Note: If this application is to be signed by an agent or solicitor on behalf of an owner, please complete this section. If the property is in joint ownership, each individual owner's signature is required for authorization of the agent/solicitor.

I/We hereby authorize my/our solicitor/agent, to act on my/our behalf in regard to the Building Revitalization Program application.

Dated at _____ this _____ day of _____, _____
(Name of City/Town) (Date) (Month) (Year)

Signatures of Owner(s) / Grantor(s):

(Signature) (Please print Name) (Please print Title)

(Signature) (Please print Name) (Please print Title)

Name of Agent: _____

Mailing Address of Agent: _____
(Number) (Street)

(City) (Province) (Postal Code)

Agent's Phone: () _____ Agent's Fax: () _____

Agent's e-mail: _____

Personal information contained on this form is collected pursuant to the Building Revitalization Loan Program for the City of Cambridge and will be used for the purpose of responding to your application. Questions about this collection should be directed to the Clerks Division (<https://www.cambridge.ca/en/your-city/Freedom-of-Information.aspx#>). These requests should be mailed to the following address:

City of Cambridge
Attn: Clerks Office/FOI
50 Dickson Street, Box 669
Cambridge, ON N1R 5W8

For Office Use Only

Roll Number: _____

Legal Description of Property (Lot No.): _____

Legal Description of Property (Plan No.): _____