



BRACEBRIDGE
The Heart of Muskoka

GENERAL INSTRUCTIONS

- Prepare 2 copies of each application. Keep one copy for your records.
- Ensure that the application has been signed by the property owner or authorized agent
- Ensure that the application is legible; please print in ink or type information onto form.
- Submit your application in person or by mail to: CIP Coordinator / Planning & Dev. Department
Town of Bracebridge, 1000 Taylor Court, Bracebridge, ON P1L 1R6

Date:

APPLICANT AND AGENT		
Name of Registered Business or Property Owner:		
If Corporation, Name of Signing Officer:		
Mailing Address of Owner:		
City:	Province:	Postal Code
Telephone: (day)	(mobile)	
Fax:		
Email :		
Name of Agent (if applicable):		
Mailing Address of Agent:		
Postal Code:		
Telephone:	(day)	(mobile)
Fax:	Email:	
AUTHORIZATION (if applicable)		
If this application is to be signed by an agent or solicitor on behalf of the property owner(s), complete this section. If the property is in joint ownership, each individual signature is required. If the applicant is a corporation, an officer of the corporation shall sign the application and the corporation's seal shall be affixed.		
I (the Owner) hereby authorize my solicitor/agent _____ to act on my behalf in regard to the above application.		
Dated at the _____ this _____ day of _____, _____.		
Location: ie. Town of _____ Date _____ Month _____ Year _____.		
Owner(s) Signature: _____		



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**Business Incentive Strategy
APPLICATION FORM**

PROPERTY INFORMATION		
Address of Subject Property:		
		Postal Code:
Legal Description (Lot and Plan No.):		
Roll Number(s):		
Are property taxes for the subject property paid to date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there outstanding orders registered against the subject property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there any outstanding violations under the Fire Code?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have CIP grants previously been received from the Town for the subject property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe including total amount of grants:		
Year: _____	Grant/Loan Type: _____	Amount: _____
INCENTIVE PROGRAM CHECKLIST		
Please place a check next to the program(s) that you are applying for:		
<input type="checkbox"/> Tax Increment Grant (complete Section A)		
<input type="checkbox"/> Façade Improvement Grant/Loan (complete Section B)		
<input type="checkbox"/> Signage Improvement Grant (complete Section C)		
<input type="checkbox"/> Housing Improvement Grant /Loan (complete Section D)		
<input type="checkbox"/> Building Rehabilitation Grant/Loan (complete Section E)		
<input type="checkbox"/> Property Improvement Grant/Loan		



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APPLICATION FORM**

APPLICATION AGREEMENT

I/We hereby apply for a grant and/or loan under this program and agree to abide by the terms and conditions of the program.

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

I/We agree to the terms and conditions of the grant and/or loan repayment provisions.

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

I/We, the undersigned, agree that the completed improvements are subject to inspection by Town Officials and will be carried out in accordance with the requirements of the grant and/or loan programs, the Building Code, Fire code and other applicable Town of Bracebridge by-laws.

Signature of Registered Property Owner(s): _____ Date: _____
_____ Date: _____

OR

Signature of Authorized Signing Officer of the Corporation: _____

Title: _____

I/We have the authority to bind the corporation.

Witness Signature: _____ Date: _____

Print Name: _____

**SECTION D:
HOUSING GRANT/LOAN**

Required Attachments:

- A complete copy of the deed to the subject property.
- Specifications of the proposed project including good quality plans or drawings.
- Quality photographs of the existing building (if applicable)
- Two (2) cost estimates for each element of the project.
- A copy of your most recent Final Tax Bill (stamped paid)

Project Description: Please provide details on the work to be completed:

Number of residential units prior to project: _____

Number of residential units created as a result of project: _____

I am requesting a Grant. Yes No

I am requesting a Loan. Yes No

Please itemize the types of improvements that are proposed for this building and the estimates for each improvement. **NOTE: *Quotes should reflect amount before HST. HST costs are not eligible.**

Eligible Expense	LOWEST QUOTE*	HIGHEST QUOTE*
1	\$	\$
2	\$	\$
3	\$	\$
4	\$	\$
5	\$	\$
6	\$	\$
7	\$	\$
8	\$	\$
TOTAL		

Please Note: All work associated with this grant/loan application must be fulfilled within one year from the date of the Notice of Decision or the application is deemed to be refused.