



- Introduction:** The Township of Russell's Community Improvement Plan (CIP) for the Villages of Embrun and Russell establishes a strategy for the revitalization of specific areas within their Commercial Corridors and Village Core areas. The CIP provides design guidelines and incentive programs for improvements, including tax assistance.
- All applicants must consult the Township's CIP document, available on the Township's website and Municipal Office.
- The Township is not responsible for any costs incurred by an applicant in relation to any of the programs, including, without limitation, costs incurred in anticipation of a grant and/or tax assistance.
- Pre-Consultation:** All potential applicants must have a pre-consultation meeting (Review Team) with the Township prior to submitting an application for incentive programs. The purpose of the pre-consultation meeting is to confirm property and project eligibility and program requirements. (Direct link: http://www.russell.ca/upload/Planning/Development_Apps/Review%20Team%20application.pdf)
- Authorization (page 5):** If the applicant is not the owner of the subject land, a written statement by the owner must accompany the application, which authorizes the applicant to act on behalf of the owner as it relates to the subject application.
- Plans & Drawing:** All applications for CIP incentive programs must include accurate, detailed copies of plans / drawings / renderings showing the proposed improvements for which the application is being made.
- Supporting Information:** Additional information may be required by the municipality in order to evaluate the proposed application for CIP incentive programs. The required information may include studies or reports to deal with such matters as environmental impacts, traffic, water supply, sewage disposal and storm water management.
- In addition, the applicant may be required to submit a more detailed site plan, under **site plan control**, prepared by a qualified professional, showing the proposed development including all new buildings and structures, parking areas, landscaping and other site information as required by the municipality.
- Application Processing:** Following mandatory pre-consultation, upon receipt of an **application** and **other information** as may be required, the Township will determine whether there is sufficient merit in processing the application further, including compliance with minimum eligibility requirements and design guidelines outlined in the CIP. The Township will evaluate the application, and may require the signing of an agreement for certain programs which outline terms and conditions. Prior to release of funds, the Township will require proof of all costs submitted by the applicant.
- In all cases, applicants shall enter into a maintenance agreement with the Township and shall undertake to keep the property and specifically those parts of the property subject to the CIP improvement project in good condition.
- Any Outstanding charges from the Township (including tax arrears), work orders, and/or orders or requests to comply on any property owned by the Applicant must be satisfactorily addressed prior to application processing and grant and/or tax assistance payment.
- Projects must be completed within one year of approval, but recipients may apply for a grant extension.
- Further Information:** Township of Russell
Director of Planning and Building
Ms. Dominique Tremblay
717 Notre Dame Street
Embrun, ON K0A 1W1
Telephone: (613) 443-3066
www.russell.ca
dominiquetremblay@russell.ca
- Copies:** One (1) copy of this application, including plans/drawings/renderings and other information as may be specified, shall be required.

Township of Russell

Application for CIP Incentive Programs

APPLICANT INFORMATION

1. a) Registered Owner(s): _____

Address: _____

b) Phone: Home _____ Work _____ Fax _____ Email _____

If the application will be represented, prepared or submitted by someone other than the registered owner(s) please specify:

c) Tenant or Authorized Agent(s): _____

Address: _____

d) Phone: Home _____ Work _____ Fax _____ Email _____

NOTE: Unless otherwise requested, all communication will be sent to the tenant/agent, if any.

PROPERTY DESCRIPTION

2. MUNICIPAL ADDRESS: _____

LEGAL DESCRIPTION: _____

3. Date the subject land was acquired by the current owner: _____

4. Describe any easements, mortgages, charges, or other encumbrances in respect of the subject land:

5. EXISTING USE OF LAND: _____ Date of Construction: _____

6. PROPOSED USE OF LAND: _____

7. ZONING: _____ Is an amendment required for proposed work? Yes () No ()

8. TAXES AND OUTSTANDING WORK ORDERS:

Current Assessed Value of Property: _____

Is current tax receipt attached? Yes () No ()

Is the property in tax arrears? Yes () * No ()

Are there outstanding work orders on the property? Yes () * No ()

If "Yes", please describe: _____

** note that outstanding charges must be satisfactorily addressed prior to the application processing and grant and/or tax assistance payment*

PROPOSED IMPROVEMENTS

9. INCENTIVE PROGRAMS:

Township of Russell

Application for CIP Incentive Programs

Check off the incentive program(s) for which this application applies. Indicate grant amount requested.

- | | | Amount |
|--|-----|---------------|
| 1. Façade Improvement Grant Program (max \$7,000 or 50%) | () | _____ |
| 2. Signage Improvement Grant Program (max \$1,000 or 50%) | () | _____ |
| 3. Accessibility Improvement Grant Program (max \$2,000 or 50%) | () | _____ |
| 4. Residential to Commercial Conversion Grant Program (max \$5,000 or 50%) | () | _____ |
| 5. Parking Area and Landscaping Improvement Grant Program (max \$3,000 or 50%) | () | _____ |
| 6. Architectural / Engineering Design Grant Program (max \$1,000 or 50%) | () | _____ |
| 7. Municipal Application / Permit Fees Rebate (max varies per permit/fee or 50%) | () | _____ |
| Maximum amount of grants 1-7 is \$10,000 per property. | | |
| TOTAL | | |
| 8. Tax Increment Grant Program – Commercial | () | _____ |

10. Description of proposed improvements (attach additional sheets if necessary):

11. Are copies of plans /drawings /renderings showing the proposed improvements attached? Yes () No ()

12. BUILDING PERMIT INFORMATION (if applicable):

Building Permit/Application number: _____ Building Permit Fees Paid: _____

Permit Application Date: _____ Value of Project (from permit): _____

Township of Russell

Application for CIP Incentive Programs

12. ITEMIZED COST ESTIMATES:

Are itemized cost estimates for the proposed improvements attached? **Yes () No ()**

13. CONSTRUCTION/PROJECT SCHEDULE:

Estimated start of construction / improvement project: _____

Estimated completion of construction / improvement project: _____

Township of Russell

Application for CIP Incentive Programs

AFFIDAVIT:

I (we) _____ of the _____ (municipality),
County of _____ solemnly declare that all the statements
contained in this application are true, and I (we) make 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.

DECLARED before me at the Township of Russell, United Counties of Prescott and Russell, this _____
_____ day of _____, 20__.

Signature of Owner

Date

Signature of Commissioner

Date

AUTHORIZATION FOR TENANT / AGENT / SOLICITOR TO ACT FOR OWNER:

*(If application and affidavit is signed by someone other than the Owner (i.e. tenant, agent, or solicitor), the
Owner's written authorization below must be completed.)*

I (we) _____ of the _____ (municipality),
District of _____ do hereby authorize _____ to
make this application or act as my (our) agent in this application.

Signature of Owner(s)

Date

APPLICATION RECEIVED BY THE MUNICIPALITY:

Signature of Employee

Date