
**DOWNTOWN AND HEALTH WELLNESS CLUSTER
PLANNING AND BUILDING FEES GRANT PROGRAM GUIDE**

1) Program Description

This program a financial incentive in the form of a grant equivalent to the fees paid on planning and development applications and building permits for rehabilitation, infill, intensification and redevelopment projects that have taken advantage of the other incentive programs (excluding the Urban Design Study Grant) available in the Downtown and Health and Wellness Community Improvement Project Area.

2) Who can apply?

Only owners of properties (and tenants with written authorization from owners) within the Community Improvement Project Area that meet the program eligibility requirements may apply. If the applicant is not the owner of the property, the applicant must provide written consent from the owner of the property to make the application.

The City retains the right and absolute discretion to reject an application received from a person or corporation which in the opinion of the City or its professional advisers, does not possess the experience, financial, technical, personnel or other resources that may be required to carry out the obligations that the applicant proposes to assume under the terms of its application and grant agreement.

3) How does the program work?

The City will require payment of all applicable planning and development application and building permit fees at the application stage. Upon completion of the project, the applicant makes a request for a refund of the fees paid to the City using Section M of the application form. The City will provide a grant equivalent to 100% of the planning and development application and building permit fees paid by the applicant, up to a maximum grant of \$5,000 per property/project. In order to receive a refund of fees paid, the applicant must provide copies of receipts for fees paid.

4) What types of fees are eligible for a grant?

The following types of applications are eligible for a fee equivalent grant:

- a) Official Plan amendment;
- b) Zoning By-law amendment;
- c) Minor Variance;
- d) Consent to Sever;
- e) Site Plan Control and Development Agreements;
- f) Parkland Dedication Fee;
- g) Rental Housing Protection Act;
- h) Sign Permit;

- i) Sidewalk Café Permit;
- j) Encroachment Agreement;
- k) Demolition Permit; and,
- l) Building Permit.

Other permits issued by the City that are not listed above, but which advance the purpose of this program, may be considered.

This program does not apply to required security deposits, cash-in-lieu payments or costs incurred by the applicant in relation to an appeal to the Ontario Municipal Board.

5) What conditions must be met to be eligible for a grant?

In addition to the General Program Requirements, the following program specific requirements must also be met:

- Only current or previous owners (or tenants) who have been approved for and completed works under one or more of the following types of programs can apply:
 - a) Façade Improvement Grant;
 - b) Building Improvement Grant;
 - c) Residential Grant;
 - d) Tax Increment Grant;
- Only current or previous owners (or tenants) who have actually paid the fees may receive the grant;
- Requests for payment of the grant must be accompanied by receipts for all planning and building permit fees paid.

6) Is there a fee to apply?

No.

7) How do I apply for a grant?

- a) Contact staff in order to determine program eligibility and applicable fees.
- b) If authorized to apply for a grant, complete and submit Section M of the application form after project completion. Ensure that the application is accompanied by all required receipts for fees paid.

8) What happens next?

- Applications and supporting documentation are reviewed by staff to determine eligibility and the applicable fees equivalent grant amount.
- A recommendation on the grant application will be made by staff and forwarded to Council or Council's designate.
- If your application is approved, you will receive a letter specifying the amount of the grant and a cheque in the amount of the grant. You will be asked to complete a grant receipt form and return this to the City.
- If your application is not approved, you will receive a letter advising you of this.

For further information on this program, please contact Christine Rossetto, Planning Assistant at (905) 735-1700, Extension 2258 or via e-mail at christine.rossetto@welland.ca