



Community Improvement Plan (CIP) Incentive Programs Pre-Consultation Form

NOTE: Pre-Consultation is not required for the second unit programs (Programs 4 and 5 in the CIP) or the façade improvement rebates (Programs 10, 11 and 12 in the CIP). Meetings are available the second and fourth Thursday of every month. A completed pre-consultation form and any relevant supporting information (i.e. concept plan, site photos, relevant studies/reports, etc.) is due to Planning Staff five (5) business days prior to the next meeting.

Before submitting an application to utilize incentive programs offered under the City's Community Improvement Plan (CIP), applicants may be required to complete a pre-consultation meeting with Planning Staff, by appointment, to ensure that both the applicant and the Municipality have a clear understanding of the proposal. In order to be considered a complete pre-consultation meeting request, the information on this form is required prior to a meeting being scheduled.

Purpose of the Meeting

The pre-consultation meeting is the first step of the screening and assessment process in applying for utilization of incentive programs offered under the City's Community Improvement Plan (CIP).

In order to be considered a complete pre-consultation meeting request, the following are required prior to a meeting being scheduled:

1. Completed Pre-Consultation Meeting Form (as attached);
2. Drawings/plans showing the proposal, if applicable

Drawings/plans are to be provided in paper and digital form. Digital copies (in PDF format) can be emailed to planning@belleville.ca

Upon completion of the meeting, the applicant will be provided with a pre-consultation checklist within ten (10) business days of the pre-consultation meeting outlining the information and materials that are required in order to process the CIP application for the next available intake period. The supporting information and materials specified in the checklist, along with the checklist itself, will be required with the completed CIP application form in order to be considered a Complete Application.

The City of Belleville reserves the right to correct, modify and/or add to the information and materials as the process moves forward.



Applicant Information

Registered Owner

Assessed Owner

Tenant

Other _____

Name(s): _____

Mailing Address (including postal code):

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

I _____, am the applicant for this pre-consultation and, for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the *Planning Act*, as amended, and/or *Municipal Act, 2001*, as amended, for the purposes of this pre-consultation or processing of my application.

Applicant Signature: _____

Date: _____

Representation by Agent

I _____, as the applicant for this pre-consultation, hereby authorize my agent/solicitor _____ to act on my behalf in regards to this pre-consultation and for the purpose of the *Municipal Freedom of Information and Protection of Privacy Act*, to provide any of my personal information that will be included in this pre-consultation form and/or collected during the processing of the application.



Applicant Signature: _____

Date: _____

Agent Information

Name: _____

Mailing Address (including postal code):

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Owner's Authorization

If the applicant and/or agent is not the registered owner of the land that is the subject of this application then written authorization by the registered owner authorizing the applicant and /or agent to prepare and submit the application must be attached or the registered owner must complete the authorization set out below.

Is written authorization attached?

- a) Yes
- b) No

If no, than the following Owner's Authorization for the applicant and /or agent to prepare and submit the application must be completed:

I, _____ am the registered owner of the land that is subject to this application. I authorize _____ to prepare and submit this application on my behalf.

Signature of Registered Owner: _____

Date: _____



Property Details

Municipal Address: _____

Assessment Roll Number: _____

Description of the Property

Please describe any past known uses, current uses, approximate size, etc.

CIP Area of Interest

Which Community Improvement Plan(s)'s program(s) are you interested in? (Check all that may apply.)

More detailed information on the CIP programs is available on our website at www.belleville.ca/CIP.

Affordable Rental Housing

Program 3: Affordable Rental Housing T.I.E.R. - 100% Municipal Portion

Program 6: Accessibility Top-Up Rebate

Downtown

Program 8: Downtown Residential Above Commercial T.I.E.R. - 100% Municipal Portion

Program 9: Downtown Fire Retrofitting Rebate

Brownfield

Program 13: Brownfield Environmental Site Assessment Rebate

Program 14: Brownfield T.I.E.R. – 50% of Municipal Portion

Program 17: Brownfield Environmental Remediation Tax Cancellation Assistance



Project Details:

Describe your intended project:

If your project includes new dwelling unit(s), please answer the following:

- 1. Total number of new rental dwelling units proposed (affordable and non-affordable): _____
- 2. Total number of affordable rental dwelling units proposed: _____
- 3. Total number of barrier free rental units proposed: _____

If the property is a brownfield, please answer the following:

- 1. Has a Phase I Environmental Site Assessment (ESA) been completed for the property?

Yes

No
- 2. If yes to the above, did the Phase I ESA indicate the requirement for a Phase II ESA?

Yes

No
- 3. Has a Phase II ESA been completed for the property?

Yes

No

Please include all completed ESA's with the pre-consultation application, if applicable.



Important: This form will be reviewed by the Policy Planning Department at the pre-consultation meeting and will form part of a complete application. The applicant acknowledges that the application and any attached supporting documentation is collected and maintained specifically for the purpose of creating a record available to the general public. The applicant is responsible to notify the City of Belleville on any errors, omissions, or changes in the information contained below after the completion of the pre-consultation form. Personal information on this form is collected under the authority of the *Municipal Act, 2001*, as amended, and the *Planning Act*, as amended, and will be used for the purposes of processing this pre-consultation form and application.

Acknowledgment

The parties below acknowledge that full disclosure of the issues has taken place with respect to the proposal before us. All identified plans, documentation and studies must be submitted in order to constitute a complete application. I agree for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, to authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the *Planning Act*, as amended, and/or *Municipal Act, 2001*, as amended, for the purposes of this pre-consultation or processing of this application.

Applicant/Agent Signature: _____

Date: _____

For further information please contact:

City of Belleville
Engineering & Development Services Department
Policy Planning Section
169 Front Street,
Belleville, ON.,
K8N 2Y8
Tel: (613) 967-3288
Fax: (613) 967-3262
Email: planning@belleville.ca