



APPLICATION FORM

**\*\* Please Print in Black or Blue ink \*\***

**Application No.** \_\_\_\_\_  
**(Office Use Only)**

**Section 1.0 Applicant Information**

**1.1 Name of Registered Property Owner:**

Surname	Given Name	Phone No.
_____		
Address	Postal Code	Email
_____		

**1.2 Name of Tenant (If Applicable)**

Surname	Given Name	Phone No.
_____		
Address	Postal Code	Email
_____		

**1.3 Name of Agent/Applicant**

Surname	Given Name	Phone No.
_____		
Address	Postal Code	Email
_____		

**Section 2.0 Property Information**

**2.1 Municipal Address** \_\_\_\_\_

**2.2 Legal Description** \_\_\_\_\_

**2.3 Assessment Roll #** \_\_\_\_\_

**2.4 Existing Use** \_\_\_\_\_

**Section 3.0 Project Specific Information**

**3.1** Provide a detailed description (building size/type, number of stories, construction materials, etc...) of the proposed development to take place on the property described in Section 2.0. Please attach a sketch/plan of the proposed improvements.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3.2 Estimated Value of Construction** \_\_\_\_\_

**3.3 Proposed start date of construction** \_\_\_\_\_



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**3.4 Proposed completion date of construction** \_\_\_\_\_

**Section 4.0 Community Improvement Plan (CIP) Incentive Program Type**

Please indicate which Program(s) apply for the proposed development:

Program Type	Check All That Apply	Details How does the proposed development meet the eligibility criteria? (see the Sharbot Lake CIP for a detailed list of criteria)	Cost of project (labour and materials, excluding HST)	Total Eligible Costs (Staff use only)
Façade Improvement Program				
Accessibility Enhancements Grant				
Business Startup Funding				
Community Improvement Loan Program				
Municipal Fees Grant Program				

Have you applied for or will you be obtaining any other sources of government funding?  
(includes Federal, Provincial, etc...)

Yes  No

If Yes, please list other sources and amounts of government funding.

Program Name	Approval No.	Dollar Value



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**Section 6.0 Affidavit or Sworn Declaration**

**Agent Authorization and Information**

If the registered property owner is authorizing an agent to act on his/her behalf in making this application, please complete and sign this section. If an agent is authorized, all correspondence will be sent to the authorized agent. If no agent is authorized, all correspondence will be sent to the property owner.

I, \_\_\_\_\_ am the owner of the land that is subject of this application, and I hereby authorize my agent/solicitor \_\_\_\_\_ to make this application and to act on my behalf in regard to this application.

Dated at the \_\_\_\_\_ this \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_  
(City/Town of) Day Month Year

\_\_\_\_\_  
Name of Owner

\_\_\_\_\_  
Signature of Owner

**Affidavit or Sworn Declaration that the Information is Accurate (To be completed at the time of application)**

I, \_\_\_\_\_ of the \_\_\_\_\_ solemnly declare that the information contained in the application is true and I make this 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*. I acknowledge that all information provided on this form (with the exception of personal information), including supporting documentation, is collected under the authority of the *Planning Act*, and *Municipal Act*, and will be accessible to the public and governmental and technical agencies for review.

Sworn (or Declared) before me

at the \_\_\_\_\_  
in the \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Applicant

**PERSONAL INFORMATION CONTAINED ON THIS APPLICATION IS COLLECTED PURSUANT TO THE PLANNING ACT AND WILL BE USED FOR THE PURPOSE OF PROCESSING, AND FOR THE APPROVAL OF APPLICATIONS UNDER THE SHARBOT LAKE COMMUNITY IMPROVEMENT PLAN.**