

**APPLICATION FORM**  
**Brownfields Financial Tax Incentive Program**  
**Vacant Lands Tax Assistance Program**

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**PART A: General Instructions**

- Applicants are encouraged to consult City staff prior to completing and submitting this application.
- As much detail as possible should be submitted regarding a proposed brownfield remediation or redevelopment project. If you require more space than is provided on this form, please attach additional pages and/or documents. Do not simply reference sections in appended reports or documents.
- All environmental reports submitted to the City must be signed and sealed by a Qualified Person as defined by Ontario Regulation 153/04 under the *Environmental Protection Act* as amended from time to time.
- Applications must be acknowledged by Community Services, Planning Division staff as being 'complete'. Applications will not be acknowledged until all required information and material is submitted with the application form.
- Completed applications are accepted and processed on a first come first served basis.
- The total amount of financial assistance provided by the City for the purpose of brownfield redevelopment cannot exceed the eligible costs set out in the Community Improvement Plan.
- The total grant under the Vacant Land Tax Assistance Program will be in accordance with the terms of the program set out in the Community Improvement Plan.
- All requests for financial assistance under the Brownfields Financial Tax Incentive Program and Vacant Lands Tax Assistance Program require City of Owen Sound Council approval.

Applications should be submitted to: **Community Services Department**  
City of Owen Sound  
808 2<sup>nd</sup> Avenue East  
Owen Sound, ON N4K 2H4  
Fax: 519-371-0511  
Email: [pcoulter@owensound.ca](mailto:pcoulter@owensound.ca)

**PART B: CONDITIONS & RESTRICTIONS**

- Applications to the Brownfields Financial Tax Incentive Program should be submitted prior to an application for Site Plan Approval or Building Permit (whichever comes first);
- **A Record of Site Condition is required for funding under this program.**
- Applications to the Vacant Lands Tax Assistance Program should be submitted prior to the Building Permit application; or in conjunction with the Site Plan Approval Application.

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**PART C: Applicant Information**

Name of Registered Property Owner: \_\_\_\_\_

Address of Registered Property Owner: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Agent Information (If applicable)**

Name of Agent: \_\_\_\_\_

Address of Agent: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**PART D: Property Information**

Address of Subject Property: \_\_\_\_\_

Legal Description (e.g. Lot and Plan No.): \_\_\_\_\_

\_\_\_\_\_

Copy of Deed attached

Official Plan Designation: \_\_\_\_\_

Zoning: \_\_\_\_\_

Current Use(s): \_\_\_\_\_

Size of Property: \_\_\_\_\_

Existing Buildings: Building 1: \_\_\_\_\_

Yes (please specify size) Building 2: \_\_\_\_\_

No Building 3: \_\_\_\_\_

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Property Details (e.g. history, easements, outstanding work orders, or other relevant details):

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Has or will this property receive(d) grants/loans or other financial assistance from the City or other level of Government?  Yes  No

If yes, please specify type and amount of financial assistance received: \_\_\_\_\_

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**Parts E & F are to be completed ONLY for the Brownfields Financial Tax Incentive Program**

**PART E: Environmental Information**

Please describe any known or suspected environmental contamination issues (e.g. soil or groundwater related) affecting the site including the types of contaminants, extent, causes (brief site history), underground storage tanks, above ground storage tanks, etc.

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- Has a Phase 1 Environmental Site Assessment been conducted?  Yes  No
- Has a Phase 2 Environmental Site Assessment been conducted?  Yes  No
- Has any remediation been conducted at the Site?  Yes  No

*(If the answer to any of the above questions is 'Yes', please attach the appropriate Report to this application)*

- Has a Record of Site Condition been filed with the Ministry of Environment  Yes  No
- Has a Record of Site condition been acknowledged by the Ministry of Environment  
Acknowledgement # \_\_\_\_\_  Yes  No

**Environmental Consultant Information**

Name of Environmental Consultant: \_\_\_\_\_

Address of Environmental Consultant: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**PART F: Project Information**

Is this property currently or previously subject to any City approvals (e.g. Re-zoning, site plan control, etc)?  Yes  No

If Yes, please provide brief description and file number: \_\_\_\_\_

Please provide a description of the proposed redevelopment (attach site sketch):  
\_\_\_\_\_  
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**ELIGIBLE COSTS**

Please indicate which eligible costs the requested funding will be applied to:

- Phase 1 or 2 Environmental Site Assessment
- Risk Assessment
- Remedial Work Plan (incl. environmental consultant fees, and actions required to remediate the lands to permit a Record of Site Condition to be filed)
- Preparation of a Record of Site Condition
- Rehabilitating existing contaminated buildings or re-use of existing structures

**PART G: Tax Information**

Current property taxes paid annually: \_\_\_\_\_

Are there any outstanding assessment appeals?       Yes       No

Is this property in tax arrears?       Yes       No

If Yes, specify amount of tax arrears: \_\_\_\_\_

Have tax arrears been cancelled (in whole or in part) on this property under any City or Provincial program?       Yes       No

**PART H: Complete Application Checklist**

Where funding under the Brownfields Financial Tax Incentive program is being requested, the following must accompany a complete application:

- Phase 1 Environmental Site Assessment that recommends a Phase 2 Environmental Site Assessment is required to investigate potential on-site contamination. (for Brownfields Financial Tax Incentive Program only)
- A Phase 2 Environmental Site Assessment proposal including a scope of work and cost estimate.
- A Risk Assessment proposal including a scope of work and cost estimate.
- A detailed Remedial Work Plan including a scope of work and cost estimate.
- Acknowledgement of Ministry of Environment that a Record of Site Condition has been filed
- Eligible Brownfield redevelopment costs are identified and approved by City Staff. (for Brownfields Financial Tax Incentive Program only)

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Where funding under the Vacant Lands Tax Assistance Program is requested, the following must accompany a complete application:

- Pre-construction and estimated post-construction property assessments are established and approved by City Staff. (for Vacant Lands Tax Assistance Program only)

**PART I: Sworn Declaration**

I/WE HEREBY APPLY for a grant(s) under the City of Owen Sound Community Improvement Plan.

I/WE HEREBY AGREE to abide by the terms and conditions of the City of Owen Sound Community Improvement Plan (please refer to Plan for additional details).

I/WE HEREBY AGREE to enter into any Agreement with the City of Owen Sound where specified in the Brownfields Financial Tax Incentive Program or Vacant Lands Tax Assistance Program.

I/WE HEREBY CERTIFY that the information contained in this application is true, correct and complete in every respect and may be verified by the City of Owen Sound by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.

I/WE HEREBY GRANT PERMISSION to the City, or its agents, to inspect the subject property prior to, during, and after environmental remediation, site rehabilitation and project construction.

I/WE HEREBY AGREE that the program(s) for which application has been made herein is subject to cancellation and/or change at any time by the City in its sole discretion, subject to the terms and conditions specified in the Program. Participants in the program whose application has been approved and who have entered into the Agreement(s) with the City, will continue to receive grant payments, subject to their Agreement.

I/WE HEREBY AGREE that all grants will be calculated and awarded in the sole discretion of the City. Notwithstanding any representation by or on behalf of the City, or any statement contained in the program, no right to any grant arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the Community Improvement Plan and any Agreement. The City is not responsible for any costs incurred by the Owner/Applicant in any way relating to any program, including, without limitation, costs incurred in anticipation of a grant.

\_\_\_\_\_  
Name of Property Owner or Applicant

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Property Owner or Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Qualified Person  
(Environmental Consultant)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Qualified Person  
(Environmental Consultant)

\_\_\_\_\_  
Date

**PART J: Next Steps**

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#### **PRIOR TO ISSUANCE OF FUNDS (to be filled out by City Staff)**

- One electronic and one hard copy of the Phase 2 Environmental Assessment report(s) that delineate the vertical and horizontal extent of on-site contamination and conclude that Ministry of the Environment generic standards cannot be met in order to file a Record of Site Condition must be submitted to the City.
- Invoices from the environmental consultant indicating complete payment must be submitted to the City.
- An agreement must be entered into by the property owner and the City, regarding the details of the tax increment-based grant.
- A Record of Site Condition, certifying site remediation to Ministry of the Environment generic standards (potable groundwater condition) or risk-based site-specific cleanup criteria, must be submitted to the City and acknowledged by the Ministry of the Environment.
- The Brownfields Financial Tax Incentive Program must be complete and a re-assessment of the property indicates an increase in assessed value for the Vacant Lands Tax Assistance Program.