

City-wide Community Improvement Plan for Office Employment Program Application Form

A. General Information and Instructions

NOTICE TO APPLICANTS

Please only complete this form after attending a Pre-Application Meeting with staff.

1. Before filling out this application form, please read the eligibility requirements of the Office Employment Community Improvement Plan and Application Guide for further details and conditions.
2. If the applicant is not the registered owner please ensure that the required authorization is completed and signed by the registered owner as provided in Schedule A.
3. If you find insufficient space on this form to respond to questions, please provide additional information on a separate page and attach to your completed application form.
4. Please attach all requested supporting documentation to the application.
5. Please ensure that the application form is complete and that all required signatures have been supplied. The application must include a signature by a commissioner of oaths/affidavits in the Declaration section. For convenience, a limited service is available at City Hall (Clerks Division), although the signature of any commissioner is acceptable. The City commissioner's availability is Tuesdays from 1:00 to 3:30 and Thursdays from 9:00 to 12:00. A \$35 fee shall apply for this service.
6. Please print (black or blue ink) or type the information requested on the application form.
7. You may deliver your application in person or send it by mail to:

City Of Brampton
Planning, Building and Growth Management
Policy, Programs and Implementation
Attention: CIP Planner
3rd Floor City Hall, 2 Wellington Street West Brampton,
ON L6Y 4R2

For further information on this program or to email the application form, please contact the CIP Planner or email cip@brampton.ca

(Office Use Only)	CITY APPLICATION NO.: P75 CE BU _____-_____
	DATE RECEIVED: _____
	OTHER ASSOCIATED CITY FILES:
NOTE:	SEND COPY OF APPLICATION TO THE FINANCE DEPARTMENT AND LEGAL SERVICES

B: Applicant Information

Property Owner Information			
Name	Company		
Address	City	Province	Postal Code
Email	Phone No.	Additional Phone No.	
Agent Information (if applicable)			
Name of Agent	Company		
Address	City	Province	Postal Code
Email	Phone No.	Additional Phone No.	
Solicitor (if applicable)			
Name of Solicitor	Company		
Address	City	Province	Postal Code

Email	Phone No.	Additional Phone No.	

C. Property Information		
Address/Legal Description:		
Assessment Roll Number:		
Existing Property Use:		
Are the property taxes paid in full on this property?	Yes	No
If the property taxes are in arrears – specify value of tax arrears \$ _____		
Are there any outstanding work orders on this property?	Yes	No

D. Project Description		
Describe the proposed construction project (including office gross floor area, storeys, residential units, parking spaces, etc.). Please attach any other additional information, including plans, drawings, and sketches as required.		
What development applications are required?		
Application	Yes	No
Official Plan Amendment		
Rezoning		
Site Plan		
	Description (please include application number if applicable)	

Minor Variance	
Other	

Have you met the general eligibility criteria for the City-wide Community Improvement Plan for Office Employment? Explain:			
Criteria	Yes	No	Explanation – if required
The project/application must be proposing major office development as defined within the City-wide Employment CIP			
The development must have a minimum of 25,000 square feet (2,323 square meters) of new office space. Renovation of existing office space is not included.			
Will the proposed building be owner-occupied or multi-tenant buildings? Please provide further details in the explanation section if the proposed application is multi-tenant building.			
For a mixed-use development or structure, only the new major office component as defined in the guidelines will be eligible for incentives			
Is the change of use from warehouse to office and located in area-specific MTSA/ Intensification areas?			

Provide a description of why financial assistance/incentives are required to make the development economically viable and what measurable economic benefit the development will provide to the City’s office employment sector.

Does the project confirm to the intent of the City’s Official Plan/Brampton Plan ([City of Brampton | Official Plan | Brampton Plan](#)), Zoning By-Law 270-2004 ([A Comprehensive Zoning By-law \(brampton.ca\)](#)) and other related City policies and strategies?

E. Region of Peel Major Office Incentive Program			
Have you met the Regional Major Office Incentives Program (Regional Major Office Incentives Program - Region of Peel (peelregion.ca)) Eligibility Criteria? Explain:			
Criteria	Yes	No	Explanation - if required
Be located within a Local Municipal Community Improvement Plan area for major office development, as defined by the Local Municipality.			N/A
Meet the criteria of the Local Municipal Community Improvement Plan.			N/A
Meet the criteria of the Local Municipal Community Improvement Plan.			N/A
Consist of a standalone major office employment development or include a major office component of 20,000 sq. ft. (1,858 square metres) (or up to 10% less than 20,000sq. ft. (1,858 square metres) or more.			
Conform to the Regional Official Plan and the subject Local Municipal official plan.			
Consist of new major office construction or the adaptive reuse of non-office buildings to major office uses, where the payment of increased property taxes would apply.			

Region of Peel Personal Information Consent & Regional Major Office Incentives Program By-law Acknowledgement

The information on this form is collected under the authority of the *Planning Act*, RSO 1990, c.P.13, as amended. The applicant permits the City of Brampton to share this information with the Region of Peel for the purpose of evaluating eligibility for the Regional Major Office Incentives Program. The applicant acknowledges that such submissions must be reviewed in accordance with Regional Municipality of Peel By-law Number 29-2021 and the City of Brampton is authorized to make an application to the Regional Major Office Incentives Program pursuant to the by-law and on the applicant's behalf.

Questions about the collection of personal information should be directed to the Planning and Development Services, Public Works, Regional Major Office Incentives Program, 10 Peel Centre Drive, Suite A, 6th Floor, Brampton, ON, L6T 4B9, planpeel@peelregion.ca, or 905-791-7800 ext 4347.

Applicant Initials



F. Programs		
Please check the programs being applied for:		
Program(s) Requested	Description	Value (\$) and Duration
City Tax Increment Equivalent Grant (TIEG)	Provides tax grants that would offset increase in municipal taxes that are the result of an increase in property assessment due to new development.	
Region of Peel Tax Increment Equivalent Grant (TIEG)	Provides tax grants that would offset increase in regional taxes that are the result of an increase in property assessment due to new development. (Only applicable if also applying to the City Tax Increment Equivalent Grant (TIEG))	

Construction Schedule	
Approximate Start Date of Construction	Approximate End Date of Construction

Tax Information	
Current Assessed Value of Property (\$)	Current Property Taxes (annual) (\$)
Is the property in tax arrears?	If yes, please specify the amount (\$)

TIEG / MOI – Additional Details	
If applying for the TIEG and/or MOI program(s), please complete the following:	
Anticipated Future Property Taxes (\$)	Initial Rebate (% , starting at 100% over 10 years)
Estimated increase in Property Taxes (\$) /year	Annual Rebate Decline (% , include a rebate payment plan)

Region of Peel Program		
If applying for the City TIEG above, please select to also be considered for the Region's program:		
Program Requested	Description	Value (\$)
Region of Peel Major Office Incentives (MOI) Program	TIEG matching grant for eligible projects.	

Other Sources of Funds	
Has the property received grants/loans or other financial assistance from the City or other levels of government?	Yes No
Is yes, please specify the type and amount of financial assistance received	

E. General Requirements:
<p>The Applicant acknowledges that it is applying for a grant under the City-wide Community Improvement Plan for Office Employment – Tax Increment Equivalent Grant (TIEG) Program, and if approved shall enter into an agreement to abide by the terms and conditions of the grant program, which include but are not limited to the following:</p> <ul style="list-style-type: none"> • A grant shall not be made pursuant to this application until all requirements for a grant have been met in full and the applicant has entered into a grant agreement with the City which specifies the terms and conditions under which the grant is made. • If any statements or information in this application or submitted in support of this application are untrue, misleading or there is a material omission, the application may be rejected or not approved, or the grant may be delayed, reduced, cancelled or repayment may be required. • The grant may be delayed, reduced or cancelled if the work is not completed, not completed as approved, or if the contractors are not paid. • The program 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 a grant agreement with the City will continue to receive their grant, subject to their grant agreement.

- 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 program and the grant agreement. The City is not responsible for any costs incurred by the applicant in any way relating to the program, including, without limitation, costs incurred in anticipation of a grant.

The applicant certifies that the information contained in this application is true, correct and complete in every respect and may be verified by the City by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.

The applicant hereby grants permission to the City, or its agents, to inspect the subject property.

Property Owner Appointment and Authorization of Agent (if applicable)

If no agent is assigned, please check here:

I, the undersigned, being the registered property owner of Address/Legal Description
Hereby authorize

Authorized agent’s name/company

as my agent for the purpose of submitting a Pre-Application Form to the City of
Brampton, Planning, Building and Economic Department and acting on my/our behalf
in relation to this application. The authority granted by this Agent Appointment and
Authorization shall continue until I shall have revoked such authority in writing, and
delivered such written revocation to the City of Brampton Planning, Building and
Economic Department. No such revocation shall, however, invalidate any action taken
by my/our agent prior to the date the City of Brampton, Planning, Building and
Economic Department received such written revocation.

I have the authority to bind the Corporation or Partnership, if applicable.

Signature of property owner or signing officer
Date

Print Name

Property Owner Acknowledgement of Public Information

Application information is collected under the authority of the Planning Act, R.S.O.
1990, c. P.13, as amended. In accordance with Section 1.0.1 of the Act, the City of
Brampton provides public access to all Planning Act applications and supporting
documentation submitted to the City.

I, the undersigned, being the registered property owner of

Address/Legal Description

hereby agree and acknowledge that the information contained in the application and
any documentation, including reports, studies and drawings, provided in support of
the request, by myself, my agents, consultants and solicitors, constitute public
information and will become part of the public record. As such, and in accordance
with the provisions of the Municipal Freedom of Information and Protection of Privacy
Act, R.S.O. 1990, c. M.56, as amended or substituted from time to time, I hereby
consent to the City of Brampton making this request and its supporting documentation
available to the general public, including copying, posting on the City’s website and/or



releasing a copy of the request and any of its supporting documentation to any third party upon their request or otherwise, and as part of a standard distribution of copies of such documentation. I consent to the City releasing copies of any of the documentation to additional persons, including but not limited to Members of Council and resident associations. I have the authority to bind the Corporation or Partnership, if applicable.

Signature of property owner or signing officer
Date

Print Name

Property Owner Permission to Enter Property

I, the undersigned, being the registered property owner of

Address/Legal Description

hereby irrevocably authorize and consent to the City of Brampton to enter upon the above noted property at any reasonable time for the purpose of evaluating the merits of the application.

I have the authority to bind the Corporation or Partnership, if applicable.

Signature of property owner or signing officer
Date

Print Name

Declaration of Agent/Applicant

I, _____, of the City/Town _____
in the Regional

Municipality of _____

Do SOLEMNLY DECLARE that all of the statements and attached documentation contained within the application are accurate and true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is the same force and effect as if made under oath, and by virtue of "The

Canada Evidence Act". DECLARED BEFORE ME) at _____ ,)

Agent/Applicant signature

In the _____ ,) this _____ day of _____ 20____ .)

A commissioner, etc.

Name/Stamp of commissioner, etc.

NOTE: If the Registered Owner is a firm or corporation, affix the corporate seal or provide proof of legal corporate name.

Termination of Agreement

If the applicant fails to comply with the conditions of the agreement(s) with the City, the City may delay, reduce or cancel the approved incentive, and may require repayment of any approved incentive(s) which has been paid or granted. If the recipient chooses to delay, reduce or cancel the approved incentive(s) the recipient shall forfeit any portion of incentive(s) paid and the City shall retain any applicable monies that have been collected.