

Office DC Incentive Program

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 DC Incentive Program for Office Employment 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
Economic Development Office

Attention: Expeditor
1st 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 investbrampton@brampton.ca

(Office Use Only)	CITY APPLICATION NO.: _____ - _____
	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, retail space, 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	Description (please include application number if applicable)
Rezoning	
Site Plan	

Minor Variance	
Other	

Have you met the general eligibility criteria for for Office Employment? Explain:			
Criteria	Yes	No	Explanation – if required
The project/application must be proposing office development as defined within the program.			
Eligible projects must align with one or more of the following sectors - <input type="checkbox"/> Advanced Manufacturing <input type="checkbox"/> Food & Beverage Processing <input type="checkbox"/> Innovation & Technology <input type="checkbox"/> Health & Life Sciences <input type="checkbox"/> Professional Services			
The zoning must permit office/commercial uses. 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 office component as defined in the guidelines will be eligible for incentives			
Is this a “change of use” under the building code from Industrial/Warehouse to office			

<p>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.</p>
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Does the project conform 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?

Construction Schedule

Approximate Start Date of Construction

Approximate End Date of Construction

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:

The Applicant acknowledges that it is applying for a grant under Office Development Charges Incentive Program, and if approved shall enter into an agreement to abide by the terms and conditions of the program, which include but are not limited to the following:

- 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 an Application Form to the 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. No such revocation shall, however, invalidate any action taken by my/our agent prior to the date the 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 _____ ,)
in the _____ ,)
this _____ day of _____ 20____ .)
)
)
)
)
)
Agent/Applicant signature)

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.