

TOWNSHIP OF NORWICH
FAÇADE IMPROVEMENT PROGRAM
APPLICATION FORM

This application form is for persons wishing to apply for the Façade Improvement Program pursuant to the Township of Norwich Community Improvement Plan.

The Applicant is required to provide appropriate answers to all questions on the application form. If all prescribed information is not provided, the application will not be accepted.

SUBMISSION OF APPLICATION:

Please submit the completed application form and other information as set out herein to:

Township of Norwich
285767 Airport Road
Norwich, ON
NOJ 1P0

Part A: General Information and Instructions

Before filling out this application, please read the Program Guidelines. The Guidelines describe the purpose, terms, and conditions of the Façade Improvement Program.

1. If the applicant is not the property owner, please ensure that the authorization section of the application is completed.
2. If you find insufficient space on this form to respond to questions, please provide additional information on a separate page and attach to the application form.
3. Please attach to the application any required supporting documentation.

Please ensure that the application form is complete and that all required signatures have been supplied. An application will not be considered complete until all sections are complete and any supporting documents have been submitted.

4. Please print or type the information requested on the application form.
PLEASE PRINT CLEARLY
5. You may deliver your application in person, or send it by mail to:
Township of Norwich
285767 Airport Road
Norwich, ON
N0J 1P0
6. For more information, please contact the Township of Norwich Municipal Offices

Part B: Application

1.0 Applicant Information

1.1 Applicant Name(s) _____

Corporation/Partnership _____
Mailing Address _____

Email _____
Telephone # _____ Cell # _____

2.0 Owner Information (if different from Applicant)

2.1 Owner Name(s) _____

Corporation/Partnership _____
Mailing Address _____

Email _____
Telephone # _____ Cell # _____

3.0 Property Information

3.1 Subject Property Address _____

Legal Description _____

Roll Number _____
Current Use(s) _____

Please note: Should this application involve more than one (1) parcel of land, please provide the Legal Description and Assessment Roll Number for each parcel.

3.2 Property Details

	Yes	No
Is the property designated under Part 14 of the Ontario Heritage Act?	___	___
Are there any outstanding work order on this property?	___	___
Are there any outstanding violations under the Fire Code?	___	___
Have Township grants previously been received for the subject property?	___	___
If yes, please describe: _____		
Is this property in tax arrears?	___	___

4.0 Construction Cost Breakdown

4.1 Total Construction Cost _____
Total Design and Other Professional Costs _____
Total Amount being applied for _____
Other Sources of Government Funding _____
Anticipated Construction Start/Completion Dates _____

Please attach two detailed cost estimates from bona fide licensed contractors for work to be performed.

5.0 Project Description

Please describe the proposed works and construction details that are eligible for the loan. If additional space is required, please attach the additional information on a separate sheet. Photographs of the existing building are recommended.

6.0 Property Owner Authorization *(to be completed if applicant is not the property Owner)*

Note: All correspondence will be sent to the Applicant only unless otherwise specified.

I/We, _____, am/are the registered owner(s) of the land that is the subject of this application and I/We authorize _____, to make this application.

Signature of Owner(s) _____ Date _____
_____ Date _____

7.0 Declaration of Applicant

I, _____ declare that:

1. The information contained in the application, attached plans and specifications, and other documentation is true to the best of my knowledge,
2. If the owner/applicant is a corporation of partnership, I have authority to bind the corporation or partnership

The undersigned hereby applies for a loan in accordance with the application, specifications, drawings, and quotes submitted and acknowledge that the proposed works must comply with the provisions of the Ontario Building Code and any other statutes or regulations of the Province of Ontario, and all by-laws of the Township of Norwich.

I/We hereby agree that the program for which application has been made herein is subject to availability of funding, cancellation, and/or change by the Township of Norwich in its sole discretion.

I/We hereby agree that all loans will be calculated and awarded at the sole discretion of the Township of Norwich. Notwithstanding any representation by or on behalf of the Township of Norwich, 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 Loan agreement. The Township of Norwich is not responsible for any costs incurred by the Applicant or Owner in any way relating to the program, including, without limitation, costs incurred in the anticipation of the loans.

Signature of Applicant(s) _____ Date _____
_____ Date _____