

Town of Bracebridge  
Business Improvement Area Community Improvement Plan  
Façade Improvement Loan and Grant Application &  
Signage Improvement Grant Application



**Part A: General Information and Instructions**

1. Before filling out this application form, you may wish to consult with Development Services staff to obtain information regarding the various grant and loan programs, review the design parameters, application and approval processes.
2. If an agent is acting on behalf of a property owner, please ensure that the required authorization is completed and executed by the owner, as provided in Part G.
3. If you require more space than is provided on this form, please provide additional information on a separate page and attach it to your completed application form.
4. The provision of any loan and/or grant shall be administered on a first come, first served basis to the limit of the available funding. Three (3) copies of the application form and three (3) copies of the proposed façade design and accompanying plans are to be submitted to the Chief Building Official accompanied by a minimum of two (2) estimates for the work or works to be undertaken. Relevant building permit fees and sign fees will apply and the Town shall refund such fees from the capital reserve account for this program after the work is completed and approved for municipal financial assistance.
5. If approved, the owner will be required to enter into a Financial Assistance Agreement with the Town that sets out the terms and conditions of the municipal financial assistance and loan repayment plan.
6. Your grant/loan application should be submitted in person or by mail to:

Chief Building Official,  
Development Services Department,  
Town of Bracebridge,  
1000 Taylor Court,  
Bracebridge, ON P1L 1R6

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Please type or print legibly

Date: \_\_\_\_\_

**Part B: Applicant, Agent and Property Information**

**1. Application Information**

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

Address of Owner: \_\_\_\_\_  
\_\_\_\_\_

Name of Applicant  
or Signing Officer: \_\_\_\_\_

Phone Number: (b) \_\_\_\_\_ (h) \_\_\_\_\_

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

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

**2. Agent Information (if applicable)**

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

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

Phone Number: (b) \_\_\_\_\_ (h) \_\_\_\_\_

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

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

**3. Property Information**

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

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

Property Use:

	Ground Floor	Second Floor	Third Floor
Existing Use			
Proposed Use (if applicable)			

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**Part C: Application Data**

Please indicate with a check mark which of the following programs you are applying for. You may be eligible for both programs.

\_\_\_\_\_ Façade Improvement Loan and Grant Program

\_\_\_\_\_ Signage Improvement Grant

**Part D: FAÇADE IMPROVEMENT Loan and Grant Program**

Please provide a description of the proposed eligible improvements under the Façade Improvement Loan and Grant Program.

Eligible Façade Improvements	Cost Estimate No.1	Cost Estimate No.2

Identify the Contractor of the Cost Estimate:

Cost Estimate No. 1: \_\_\_\_\_

Cost Estimate No. 2: \_\_\_\_\_

Construction Schedule:

Approximate date of Construction commencement: \_\_\_\_\_

Approximate date of Construction completion: \_\_\_\_\_

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**Part E: SIGNAGE IMPROVEMENT Grant Program**

**Description of proposed eligible improvements for grant applications under the Signage Improvement Grant Program.**

Eligible Signage Improvements	Cost Estimate No.1	Cost Estimate No.2

Identify the Contractor of the Cost Estimate:

Cost Estimate No. 1: \_\_\_\_\_

Cost Estimate No. 2: \_\_\_\_\_

Construction Schedule:

Approximate date of Construction commencement: \_\_\_\_\_

Approximate date of Construction completion: \_\_\_\_\_

**Part F: STATUS OF TAXES**

**Have all applicable taxes been paid on the lands subject of the Façade Improvement Loan and Grant Program AND/OR Signage Improvement Grant Program Applications?**

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**Part G: Authorization (if applicable)**

**If this application is to be signed by an agent or solicitor on behalf of an owner, please complete this section. If the property is in joint ownership, each individual signature is required. If the applicant is a corporation, an officer of the corporation shall sign the application and the corporation's seal shall be affixed.**

I (the Owner/Grantor) hereby authorize by solicitor/agent \_\_\_\_\_ to act on my behalf in regard to the above application.

Dated at the \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
Location: (i.e. Town of...) Day Month Year

Owner(s) Signature: \_\_\_\_\_  
\_\_\_\_\_

**Part H: Covenant**

**I/We hereby apply for a loan commitment under this program and agree to abide by the terms and conditions of the program. Without limiting any of the foregoing, I/we understand that the loan may be reduced or cancelled if the work is not completed, not completed as approved, or if the contractors are not paid. I/We agree to the terms and conditions of the grant and/or loan repayment provisions. I/We hereby certify that the information given herein is true, correct and complete in every respect and understand that the Town reserves the right to verify any information contained herein. I/We, the undersigned, agree that the completed improvements are subject to inspection by Town Officials and will be carried out in accordance with the requirements of this grant and/or loan programs, the Building Code, Fire Code and other applicable Town of Bracebridge by-laws.**

Signature of Registered Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

or

Signature of Authorized Signing Officer of the Corporation: \_\_\_\_\_  
Title: \_\_\_\_\_  
I/We have the authority to bind the company

Witness: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print Name): \_\_\_\_\_