



Township of Wellesley
Community Improvement Plan

MAY 2025

Financial Incentives Application Form

General Information

In 2017, The Township of Wellesley initiated the Core Areas Community Improvement Plan project as a means to provide support for the improved vitality, regeneration, and economic prosperity of the Township's key Settlement Areas. The CIP was updated in 2025 to broaden the availability of programs across the Township and to further address local goals such as housing, agri-tourism, placemaking, and sustainability.

A CIP is a municipal planning tool enabled by the Ontario Planning Act that sets out programs and strategies for improving the built, economic, and social environment in designated areas of a municipality.

This application is to be used by all eligible owners and tenants (with consent of the owner) of private land and buildings throughout the Township who wish to be considered for financial incentives that may be available through the Core Areas Community Improvement Plan.

A complete application for any of the financial incentives will consist of the following:

- A properly completed and signed application; and
- Consent from the registered owner of the subject lands where the applicant is not the owner.

The above information is required to ensure that your application is given full consideration. An incomplete or improperly prepared application may not be accepted or may result in delays during the processing of the application. Only one application per subject address will be permitted. If there are multiple properties, separate applications may be required. If other documentation/supporting material becomes necessary, you will be contacted prior to your application proceeding.

Questions and completed applications can be submitted to the CIP Implementation Committee:

Tim Van Hinte, Director of Development Services
4639 Lobsinger Line
RR # 1
St. Clements, ON
N0B 2M0
519-699-3952
tvanhinte@wellelsey.ca

Please note:

The Township of Wellesley is not responsible for any of the costs associated with an application for financial incentives.

Application Submission and Review Process.

This section provides a summary of the process for the submission, evaluation, and approval of all financial incentive program applications.

1. Applicants should consult with one or more members of the CIP Implementation Committee prior to submitting an application, to confirm requirements for a complete application.
2. Applications must be submitted in accordance with the requirements outlined in Section 3 of this application package.
3. The CIP Implementation Committee will evaluate all applications and supporting materials. Applicants will be notified if their submission is incomplete.
4. Based on the evaluation of complete applications, a decision will be made by the CIP Implementation Committee with respect to the approval or refusal of an application.
5. For applications that are approved, a Financial Assistance Agreement will be prepared and executed.
6. Any program commitments may be cancelled if work does not commence within six months of approval of an application, or if a project is not undertaken or completed in accordance with the Financial Assistance Agreement.
7. When projects are completed, a statement with supporting invoices and proof of payment shall be submitted to the Township. Following this, the work will be inspected by the Township and, if approved, notice of completion will be issued and the financial assistance will be initiated.
8. Upon completion of a community improvement project, the Township reserves the right to inspect any properties/buildings, or to audit final costs at the owner's expense.
9. Funding approval will lapse if a notice of completion is not issued within twelve months of the date of execution of the Financial Assistance Agreement.
10. Applications for financial incentives may be received on a first-come, first-serve basis to the limit of the available funding for that year.
11. The CIP Implementation Committee may grant an extension for community improvement works following receipt of a written request by the owner setting out the reasons for the extension and providing a new date of completion.
12. Should the applicant fall into default of any of the requirements of the incentive program or other requirements established by the Township, incentives may be delayed, reduced, or cancelled. Applicants may be required to repay benefits to the Township.

Complete Application Requirements

A complete application for financial incentives includes all of the following:

- One (1) copy of a completed and signed application form.
- A signed letter of authorization (where the applicant is not the owner) from registered/assessed owners of the lands affected by the proposed community improvement project.
- Good quality photographs of the existing condition of the buildings and property;
- Past/historical photographs and/or drawings (where available);
- Specifications of the proposed project, including design drawings prepared by a design professional (if available) or sketches, renderings, and/or elevation drawings illustrating the proposed improvements;
- Two (2) detailed independent contractor estimates for each component of the proposed eligible work, or two estimates covering all the components of the eligible work;
- A statement with respect to how the proposed project meets the overall goals and objectives of the CIP; and
- Any additional requirements as determined by the CIP Implementation Committee.

The Township of Wellesley will be promoting the Community Improvement Programs to other landowners and businesses including materials that may be made available to the general public. Images of your property or business may be used in promotional materials associated with the CIP.

Please note:

Applicants may be asked to supply additional supporting information at the discretion of the CIP Implementation Committee.

If building or other permits are required for the proposed improvements, additional detailed submission materials may be required.

Additional material will be required to be submitted upon completion of the project including photos of the final project, and invoices marked paid with the payee's signature before grant money can be received.

Financial Incentives Form

FOR OFFICE USE ONLY		DATE OF PRECONSULTATION
DATE FILED:	DATE APPROVED:	APPROVED BY:
FILE NUMBER:	ROLL NUMBER:	OTHER INFO:

PART 1: APPLICATION INFORMATION

A. REGISTERED OWNER OF SUBJECT LANDS

1. Name:
2. Company Name:
3. Business/GST #:
4. Mailing Address:
5. Email:
6. Phone:
7. Cell:

B. AUTHORIZED APPLICANT (if different than property owner)

1. Name:
2. Company Name:
3. Business/GST #:
4. Mailing Address:
5. Email:
6. Phone:
7. Cell:

8. Please Specify to whom all communications should be sent:

Applicant

Registered Owner

Both

PART 2: PROPERTY INFORMATION

A. SUBJECT LANDS

1. Municipal Address:

2. Legal Description (Part/Lot):

3. Property Tax Roll Number:

4. Date acquired by current owner (if known):

5. Current Zoning:

EXISTING LAND USES AND BUILDINGS

1. Description of Existing Uses:

2. Description of Existing Buildings:

3. Year Built:

4. Building Height:

5. Existing Floor Area:

6. Current Condition of buildings and property:

D. ADDITIONAL PROPERTY AND BUILDING INFORMATION

1. Please indicate if the building for which you are proposing improvements meets any of the following criteria:

The site is visible from a significant public view or has a significant public view

Yes ☐

No ☐

There are exemplary design features being proposed to the building or building site	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
The building on the site has heritage value and the building's heritage features are being restored	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
The site is a known brownfield property (potentially contaminated site)	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
The site is vacant, underutilized, or has potential for significant redevelopment	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
The site is subject to a proposal that will achieve local economic development goals or priorities	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

2. If you selected any of the above criteria, please provide additional details:

3. Are any of the existing buildings designated under the *Ontario Heritage Act*?

Yes ☐

No ☐

4. If yes, identify and provide the bylaw number and/or attach a copy of the bylaw:

5. Are there any easements or covenants on the property?

Yes ☐ No ☐

6. If yes, describe easement or covenant and its effect:

7. Are property taxes in good standing on this property?

Yes ☐ No ☐

8. Are there any outstanding work orders on this property?

Yes ☐ (please specify) _____

No ☐

PART 3: PROJECT INFORMATION

1. Please indicate the Financial Incentive Program(s) for which you are applying. *Please note that the financial incentives currently available in this round of funding are noted below. Program availability will be determined on an annual basis at the sole discretion of the Township of Wellesley and the CIP Implementation Committee. Applicants are required to confirm whether a program is available prior to submitting an application at the pre-consultation meeting.*

✓	Financial Incentives Grant	Maximum Grant Value **
	Additional Dwelling Unit (ADU) Grant	\$5,000 per project / property
	Agri-tourism Grant	\$5,000 per project / property
	Building and Accessibility Grant	\$2,500 per project/property Priority Sites - \$7,500
	Commercial and Housing Conversion or Expansion Grant	\$7,500 per project/property Priority Sites - \$10,000
	Design and Study Grant	\$2,500 per project/property Priority Sites - \$5,000 per project/property
	Façade, Signage, and Landscape Improvement Grant	\$5,000 per project/property Priority Sites / corner lots/units - \$10,000

4. Please provide a detailed explanation of how the proposed project will contribute to achieving one or more of the following community improvement goals:

Foster Economic Growth and Attract Visitors

Expand Diverse Housing Options

Enhance the Aesthetic and Functional Quality of Commercial Clusters

Preserve and Celebrate Heritage and Community Character

Cultivate Community Wellbeing through Public and Private Spaces

5. Please indicate any additional applications that have been submitted in relation to the property or project (i.e. site plan, zoning, building permit, etc.)

6. What is the estimated cost of the project?

a. First Contractor:
b. Second Contractor:
c. Total Project Cost (plus taxes):
d. Total Eligible Costs:
e. Total Grant Request:
f. Anticipated Start Date:
g. Anticipated End Date:

7. Is there a time limit that affects the processing of this application?

Yes ☐ (describe): _____

No ☐

8. Is there any other information you think may be useful in the review of this application? If so, explain below or attach on a separate page.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Declarations

APPLICANT'S DECLARATION

I, _____ of _____

(Name of Applicant)

(Municipality)

solemnly declare that all of the statements contained in this Application Package for

(Description/address of Subject Land)

and all supporting documents and plans are true and complete, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the Canada Evidence Act.

Owner/Applicant Signature

Date

PERMISSION TO ENTER SUBJECT LANDS

Permission is hereby granted to Township of Wellesley staff to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

Owner/Applicant Signature

Date

FREEDOM OF INFORMATION

For the purposes of the Municipal Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body any information that is collected for the purposes of processing this application.

Owner/Applicant Signature

Date

OWNERS' AUTHORIZATION

If the applicant is not the registered owner of the land that is the subject of this application, the owner must complete the authorization set out below.

I/We _____ am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize _____ to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application.

Owner Signature

Date