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## Community Improvement Plan - 2017

### Purpose

The Council of the Township of Asphodel-Norwood are keen to promote a program that encourages the maintenance and rehabilitation of commercial buildings in the downtown area of the Village of Norwood. The Township's vision statement states that **The Township of Asphodel-Norwood is a safe, growing community, rich in heritage and offering a rural lifestyle.** A Community Improvement Plan supports that vision.

### Goals

The goals of the Community Improvement Plan are:

- To provide incentives for commercial building owners to enhance their building's appearance by reconstruction and/or rehabilitation
- To revitalize commercial activities
- To stimulate pride in the downtown area
- To promote sustainable development including energy efficiency
- To improve handicapped accessibility to buildings

### Objectives

The objectives of the Community Improvement Plan are:

- To encourage the renovation, repair or rehabilitation of buildings including a provision for energy efficiency uses
- To promote cultural and tourism development
- To facilitate and promote community economic development
- To improve community quality, safety and stability.

### Area

The areas subject to the Community Improvement Plan generally include the properties along Highway 7 and County Road 45 in the downtown area of the Village of Norwood. The specific properties are highlighted on the map identified as Appendix A of this Plan, known as the Community Improvement Project Area.

### Legislative Authority

In the *Planning Act*, RSO 1990, Section 28, "community improvement" is defined as "the planning or re-planning, design or redesign, re-subdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement of energy efficiency, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable or other uses, building, structures, works, improvements or facilities, or spaces therefore, as may be appropriate or necessary". This Act therefore supports Community Improvement Plans.

The County of Peterborough Official Plan, which was consolidated in June of 2012, under Section 7.25 provides for Community Improvement Policies (Appendix B). The Township may designate a community improvement project area with a specific boundary or the entire Township. The Township approved the community improvement project area on March 28<sup>th</sup>, 2017 with the adoption of by-law 2017-24.

## **Preparation**

The Council of the Township of Asphodel-Norwood directed staff to undertake an amendment to the Community Improvement Plan for the downtown area of the Village of Norwood that was adopted on December 16<sup>th</sup>, 2013. The guidelines to amend a Plan are provided in the Planning Act and the County of Peterborough Official Plan. As a part of the process staff held a public open house on Thursday June 29<sup>th</sup>, 2017. Invitations were sent to all commercial properties located within the approved community improvement project area. A public meeting was held on Tuesday July 25<sup>th</sup>, 2017.

## **Budget**

The loan program for this Plan is funded by the Township of Asphodel-Norwood. The program is funded through municipal capital budget allocations which are reviewed annually. There is a limit of \$50,000 allocated annually for this Plan. Funding will be granted on a first-come-first-serve basis.

## **Program**

The Community Improvement Loan Program will be provided to encourage improvements. The following terms apply:

- The maximum loan amount that an applicant (who is the registered owner) can receive is capped at \$10,000.
- The funds will be available as an interest-free loan, repayable over a maximum of five years. Repayment will commence immediately upon the issuance of the Notice of Completion of the approved project.
- Applicant will be required to sign a Promissory Note outlining the repayment schedule which will be in the form of monthly installments until the loan is repaid in full.
- Full payment may be made at any time with no penalty.
- The loan is also transferable to successors in title provided the new owner meets the eligibility criteria and agrees to the terms and conditions of the loan.
- Any work undertaken prior to approval by the Township is not eligible.
- Outstanding work orders must be satisfied prior to funding approval.
- Only properties highlighted on the map showing the Community Improvement Project Area (Appendix A) are eligible for funding.
- Work is to enhance the buildings appearance in anticipation of revitalizing commercial activities and stimulating pride in the downtown area. Work can also promote energy efficiency, improve handicapped accessibility and promote sustainability to buildings.
- Successful applicants will enter into an Agreement (Appendix G) with the Township which outlines the specific terms of the loan program.
- The applicant shall agree to maintain the property and the improvement.
- An applicant will not be eligible for this program if they are in arrears of their property taxes or any other township financial obligation, ie water and sewer invoices.
- The value of the loan shall not exceed the total value of the work to be undertaken.

- Loans will be awarded on a first-come, first-serve basis and may be limited to one application per registered property owner per year.
- If approved, the work must be completed within six months from the date of the approval of the application. All work must comply with all applicable by-laws, codes and guidelines.

## **Process**

- The CAO/Clerk/Treasurer along with the Chief Building Official shall manage the process.
- The Registered Owner must complete the application form and related documents.
- Following submission of the completed application, Township staff will review the application and prepare a report with a recommendation for Township Council to consider.
- Upon approval/rejection of the application, the applicant will be contacted and advised of the decision.
- If successful the applicant will enter into an Agreement with the Township.
- Upon completion of the work, a statement of works completed with the supporting invoices shall be submitted to the Township. The work will be inspected by the Chief Building Official and when approved the Notice of Completion will be signed initiating the release of Township funds.

## **List of Appendices**

- A Map of Plan Area
- B Loan Program Application Form
- C Consent of the Registered Owner
- D Loan Program Agreement
- E Promissory Note
- F Notice of Completion

# COMMUNITY IMPROVEMENT PLAN LOAN PROGRAM APPLICATION FORM

**REGISTERED OWNER INFORMATION**

Name of Registered Property Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_

Town/City \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**SUBJECT PROPERTY**

Property Address \_\_\_\_\_

Legal Description \_\_\_\_\_

Assessment Roll Number \_\_\_\_\_

Are the property taxes for the subject property in arrears? Yes \_\_\_ No \_\_\_

Are there any outstanding work orders against the subject property? Yes \_\_\_ No \_\_\_

Current use of subject property \_\_\_\_\_

Will energy efficiency be addressed? \_\_\_\_\_

Will accessibility standards be addressed? \_\_\_\_\_

Has a building permit application been submitted for this project? Yes \_\_\_  
No \_\_\_

**DESCRIPTION OF IMPROVEMENTS**

Please provide a written description of the proposed improvements.  
Attach a photo of the facade in its current state.  
Attach at least one copy of a prepared sketch showing the proposed improvements.

\_\_\_\_\_  
\_\_\_\_\_

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**WORK ESTIMATES**

Please attach two independent contractor estimates.

Contractor One: \_\_\_\_\_

Estimated Construction Cost: \_\_\_\_\_

Contractor Two: \_\_\_\_\_

Estimated Construction Cost: \_\_\_\_\_

Total Construction Cost: \_\_\_\_\_

Total Loan Requested: \_\_\_\_\_

**SIGNATURE OF REGISTERED OWNER  
SWORN DECLARATION OF APPLICATION SUBMISSION**

I, \_\_\_\_\_ of the \_\_\_\_\_

make oath and say or solemnly declare that the information contained in this application is true, and that the information contained in the documents that accompany this application is true.

Sworn before me at the \_\_\_\_\_

in the \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
A Commissioner, etc.

\_\_\_\_\_  
Signature of Registered Owner

**CONSENT OF THE REGISTERED OWNER**

**CONSENT OF THE REGISTERED OWNER TO THE USE AND  
DISCLOSURE OF PERSONAL INFORMATION**

I, \_\_\_\_\_ am the registered owner of the land that is the subject of this application and for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, I authorize and consent to use by or the disclosure to any person or public body of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application.

\_\_\_\_\_  
Name of Registered Owner (print)

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Date

**Registered Owner's Contact Information**

Mailing Address \_\_\_\_\_

Municipality \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**LOAN PROGRAM AGREEMENT**

Between:

(the Registered Owner of the Subject Property)  
OF THE FIRST PART

-and-

The Corporation of the Township of Asphodel-Norwood  
(the "Township") OF THE SECOND PART

WHEREAS:

1. The Registered Owner owns the building located at \_\_\_\_\_;
2. The Registered Owner has applied for and the Township has agreed to provide financial assistance toward the cost of approved improvements under the capital loan initiative of the Loan Program;
3. The Registered Owner has agreed to repay the loan in accordance with the terms of this Agreement;

NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein:

1. The Township shall provide financial assistance to the Registered Owner as follows:
  - a) The sum of \$ \_\_\_\_\_ shall be paid to the Registered Owner in the form of a loan.
2. The Registered Owner shall agree to repay the loan to the Township as follows:
  - a) The term of the loan shall be \_\_\_\_\_ months and the principal balance of the loan shall be repaid in equal monthly installments of \_\_\_\_\_ commencing on the first day of \_\_\_\_\_, 20\_\_ and;
  - b) The loan shall be interest free and repaid in five years maximum. If the Registered Owner defaults in the repayment of the loan, the outstanding balance shall be added by the Treasurer of the Township to the collectors roll for land on which the building is located and collected in the like manner as municipal taxes in accordance with Section 32(2) of the *Planning Act*, RSO 1990, as amended.
3. The Registered Owner agrees that the loan shall be a lien or charge upon the land on which the building is located until the loan has been paid in full.
4. This Agreement shall be binding upon and ensure to the benefit of the respective successors and assigns of the Parties.

IN WITNESS WHEREOF, the Parties have signed this Agreement as at the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Registered Owner

The Corporation of the Township of  
Asphodel-Norwood

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



**NOTICE OF COMPLETION**

I, \_\_\_\_\_, hereby certify that all work has been completed as per my application for Community Improvement Plan –Loan Program and all paid invoices have been submitted.

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Date

I, Candice White, Clerk of the Township of Asphodel-Norwood hereby certify that the Community Improvement Plan–Loan Program application is complete to the satisfaction of the Township of Asphodel-Norwood.

\_\_\_\_\_  
Signature of Clerk

\_\_\_\_\_  
Date