



## DOWNTOWN DEVELOPMENT GRANT APPLICATION

First Application      Reapplication      Application Date: \_\_\_\_\_      Application #: \_\_\_\_\_

(Internal Use Only)

<b>#1 - Applicant Information</b>	
Applicant/Company Name(s):	
Contact Name (if different than Applicant):	
Applicant Address:	
E-Mail Address:	
Phone Number(s): (Primary & Alternate)	

<b>#2 - Property/Project Information</b>			
Property Address:			
Legal Description:	Lot:	Block:	Plan:
Is the property located within the defined Program Boundary (as identified in the map attached as <a href="#">Appendix "A"</a> ?)	Yes	No	
Is this project a New Construction? (i.e. the construction on Eligible Property of a Structure, the construction of which commencing after entering into a Program Agreement)	Yes	No	
Does the project contain a Residential Use that comprises of at least 50% of the total square footage of a building or a structure, and be either of the following:			
a) A Mixed-Use Development that creates a minimum of three (3) Dwelling Units located above commercial use occupancy on the ground floor of the building, through either new construction or through conversion of an existing building from an alternate use other than Multi-Unit Residential Development or Mixed-Use Development; or	Yes	No	
b) A Multi-Unit Residential Development that creates a minimum of six (6) new Dwelling Units and is at least two (2) storeys through either new construction or through conversion of an existing building from an alternate use other than Multi-Unit Residential Development Mixed-Use Development	Yes	No	
Is the property owned by a government or religious institution?	Yes	No	

<b>#3 - Project Information</b>			
Project Name:			
Project's estimated capital cost (\$CAD):			
Project's estimated construction start date:			
Project's estimated commercial operation date:			
Has a Development Permit been issued by the City of Fort Saskatchewan for this project?	Yes	No	
Has the construction of the project commenced?	Yes	No	

#4 – Legal and Financial Information		
Is/has the applicant, company or venture:		
gone through foreclosure?	Yes	No
the Assessed Person, or the authorized agent for the Assessed Person for the subject property?	Yes	No
under a land use enforcement order in accordance with the Municipal Government Act?	Yes	No
obtained or will obtain all necessary City development permits/approvals?	Yes	No
in violation of a City development agreement or of the Safety Code Act?	Yes	No
in arrears or have amounts owing with regard to property tax, utilities, or other fees to the City?	Yes	No
in bankruptcy or receivership?	Yes	No
in compliance with terms and conditions or any grant or other finance assistance from the City?	Yes	No
provided false information or misrepresented the facts within the application, application process or during the term of the Tax Incentive Agreement?	Yes	No
in compliance with all applicable requirements of the City's Land-Use Bylaw, and other applicable legislation, codes, standards, and bylaws?	Yes	No
involved in litigation with the City?	Yes	No

Provide a detailed explanation, written and graphic, of the Project to be undertaken, a site plan that indicates the location of all existing and proposed structures, and their context (less than 500 words). Additional information may be included under "[Appendix B](#)" of the application:

Provide a complete description of the Project including the proposed uses and number of residential units (less than 500 words):

Provide the projected eligible capital cost of the project, detailing eligible expenses that you will be seeking to submit (less than 500 words):

Proof of means confirming financial ability to complete the proposed Project. Such proof may include a grant confirmation, bank statement or letter from lender or other funding source. Additional information can be included under "[Appendix B](#)" of application:

<b>#5 Application Requirements:</b>		
A Certificate of Title for the property subject to this application dated within 60 days of the date on the application must be provided. Is the Certificate of Title enclosed?	Yes	No
I am authorized to bind the corporation under the terms of this application?	Yes	No
If the applicant is not an individual, an agent authorization form or directors' resolution must be enclosed with this application. Is this authorization enclosed?	Yes	No N/A
I acknowledge the requirement to comply with the <a href="#">Downtown Development Incentive Procedure FIN-015-A</a>	Yes	No

**Applicant Representative Name:**

**Applicant Signature(s):**

**Title:**

**Collection and use of information:**

This information is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act (Act) and will be used in the management and administration of the City of Fort Saskatchewan's Downtown Development Incentive program. Information related to this application may be disclosed as permitted or required by the Act. If you have questions or concerns about the collection, use or disclosure of your information, please contact the City's FOIP Coordinator at 780-992-6200 or 10005-102 Street, Fort Saskatchewan, Alberta, T8L 2C5.

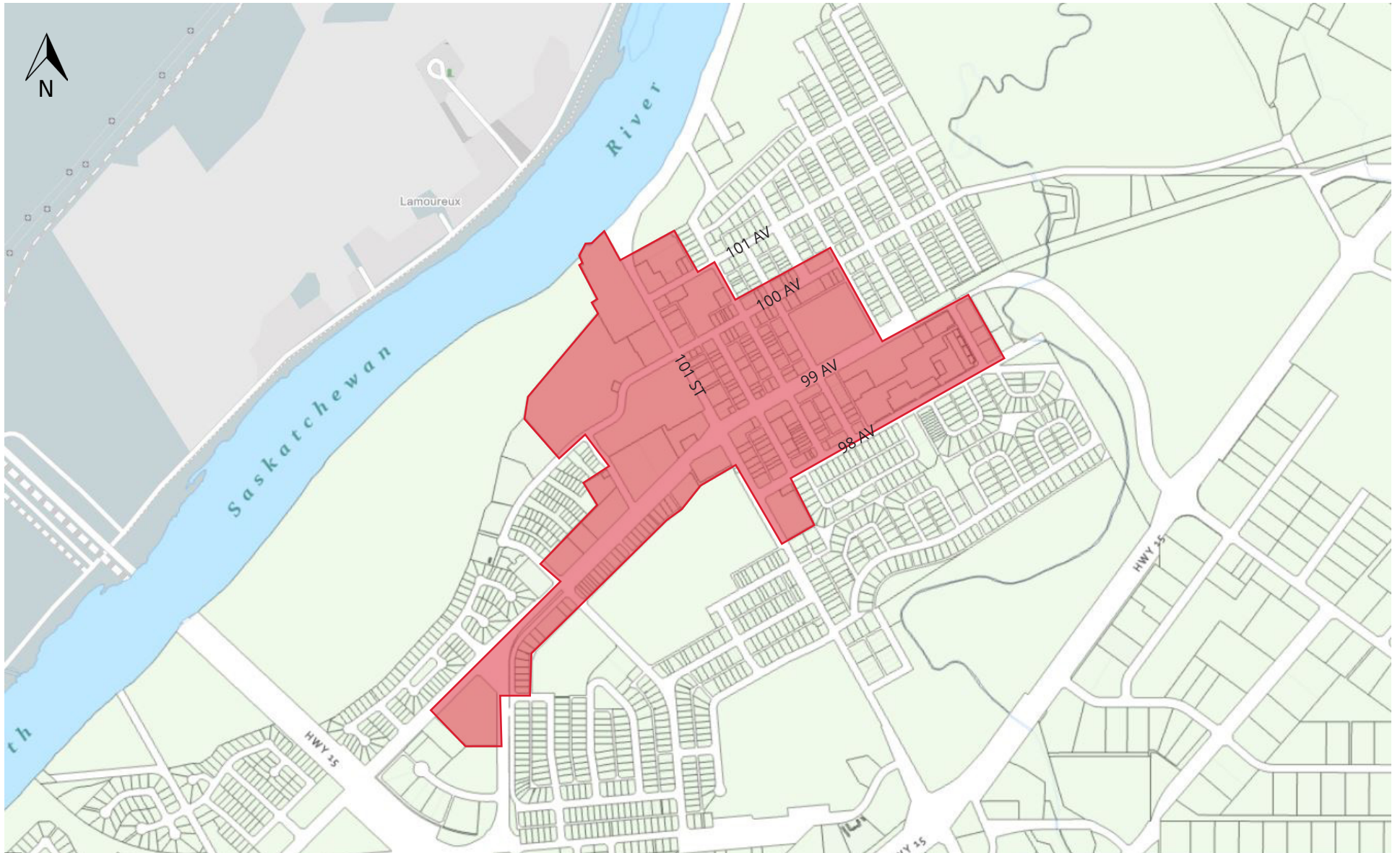
**For Internal Use:**

<b>Application Review:</b>	
<b>Decision:</b>	<input type="radio"/> Approved <input type="radio"/> Denied
<b>Approval By:</b>	
Name: _____	Title: _____
Signature: _____	Date: _____
<b>Appeal of Decision:</b>	
There is no method of appeal for a decision of the Review Committee or the Program Review Officer	

# Appendix "A"

Downtown Development Grant  
Program Boundary and Eligible Areas

Last Updated: 06.21.2022



## Appendix "B"

### **REQUIRED: Application Supporting Information**

Applications submitted under the Program must include the following components:

- A completed application form;
- A detailed explanation, written and graphic, of the Project to be undertaken (page 2);
- A site plan of the Property subject to the proposed Project that indicates the location of all existing and proposed structures and their context (page 2);
- A complete description of the Project including the proposed uses and number of residential units (page 2);
- Estimated Eligible Capital Costs, detailing eligible expenses the Applicant will be seeking to submit for an Incentive Grant (page 2);
- Proof of means confirming financial ability to complete the proposed Project. Such proof may include a grant confirmation, bank statement or letter from lender, or other funding source (page 2);
- Drawings that show the proposed design. Construction drawings are acceptable;
- A current Land Title Certificate and, if the Property owner is a corporation, a Corporate Registry Search of the corporate owner; and
- A valid development permit and valid building permit, if applicable
- Any other additional information that may help the Review Committee come to a decision