



**Bowmanville Community Improvement Plan Grant Program Application Form**

**SECTION A: General Information**

1. Name of Property Owner: \_\_\_\_\_

2. Mailing Address of Property Owner: \_\_\_\_\_

\_\_\_\_\_

3. Property Owner Telephone Contact Information:

Home: \_\_\_\_\_ Business: \_\_\_\_\_  
Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

4. Property Address: (for which the Grant will be used for)

\_\_\_\_\_

5. Name of Applicant (if not the owner): \_\_\_\_\_

6. Applicant Telephone/Contact Information (if not also owner):

Home: \_\_\_\_\_ Business: \_\_\_\_\_  
Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Please place a check next to the program for which you are applying for:**

<input type="checkbox"/> Building Permit Fee Grant	<input type="checkbox"/> Site Plan Control Fee Grant
<input type="checkbox"/> Heritage Building Façade Improvement Grant	<input type="checkbox"/> Building Code Upgrade Grant

If applying for the **Building Permit Fee Grant Program**, you must attach the following additional information:

- Building Permit application (1 copy)
- Drawings, renderings and/or other material depicting the proposed work (1 copy)
- Letter or Lease from Property Owner with permission to obtain building permit (1 copy)

If applying for the **Site Plan Control Fee Grant Program**, you need to attach the following additional information:

- Site Plan Control application (1 copy)
- Drawings, renderings and/or other materials depicting the proposed work (1 copy)

If applying for the **Façade Improvement Grant Program**, you need to attach the following additional information:

- Street Occupancy Permit and/or Building Permit application (1 copy)
- Drawings, renderings and/or other materials (1 copy)
- Estimate of Works to be Undertaken (2 estimates, 1 copy of each)

If you are applying for the **Upgrade to Building Code Grant Program**, you need to attach the following additional information:

- Building Permit application (1 copy)
- Drawings, renderings and/or other materials (1 copy)
- Estimate of Works to be Undertaken (2 estimates, 1 copy of each)
- Letter or Lease from Property Owner with permission to upgrade building (1 copy)

### **SECTION B: Description of Proposed Improvement(s)**

7. Please attach a detailed description of your proposed improvements. This description should include identification of materials to be used, details of new sign or façade being installed. You may also attach photographs of the property to help describe the proposed improvement.

### **SECTION C: Work Estimate(s)**

8. For Grants requiring work estimates, please attach two estimates for each component of the proposed improvements. Eligible costs shall be the cost of materials, equipment and contracted labour to complete improvements (ie. if you are applying for both programs you will need one estimate for each). Professional fees such as architects, engineers and solicitors are not considered to be eligible costs.

### **SECTION D: Signatures & Owner Authorization (if required)**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant (if not property owner)

\_\_\_\_\_  
Print Name

Owner Authorization to complete improvements outlined in this application  
(if the applicant is *not* the property owner):

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Print Name