



**Newcastle Village Community Improvement Plan Grant Program Application Form**

**SECTION A: General Information**

Name of Property Owner: \_\_\_\_\_

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

Property Owner Contact Information:

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

Property Address:

\_\_\_\_\_

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

Telephone/Contact Information of Applicant (if not the owner):

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

- Please place a check next to the program for which you are applying:**
- Signage Grant
  - Infill Project Grant
  - Site Plan Control Fee Grant
  - Façade Improvement Grant
  - Upgrade to Building Code Grant

If applying for the **Signage Grant Program**, you must attach the following additional information:

- Sign Permit Application (1 copy)
- Drawings, renderings and/or other materials (1 copy)
- Verification of consultation with Veridian Connections (if applicable)
- Letter or Lease from Property Owner with permission to install a sign (1 copy)
- Road Occupancy Permit (if applicable) (1 copy)

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

- Building Permit Application (if applicable) (1 copy)
- Road Occupancy Permit (if applicable) (1 copy)
- Verification of consultation with Veridian Connections (if applicable)
- Drawings, renderings and/or other materials (1 copy)
- A minimum of 2 estimates from qualified contractors for the undertaking

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

- Site Plan drawing (1 copy)
- Building Permit Application (1 copy)
- Building Permit Drawings (1 copy)
- Verification of consultation with Veridian Connections

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

- Site Plan Control Application complete with site plan drawings (1 copy)

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

- Building Permit Application (1 copy)
- Drawings detailing the proposed improvement works (1 copy)
- Verification of consultation with Veridian Connections (if applicable)
- A minimum of 2 estimates from qualified contractors for the undertaking
- Road Occupancy Permit (if applicable) (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 and full details of the project. You may also attach photographs of the property to help describe the proposed improvement.

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

8. Please attach estimates for each component of the proposed improvements. Eligible costs shall be the cost of materials, equipment and contracted labour to complete improvements. If you are applying for more than one grant you will need one estimate for each. Professional fees such as architect's, engineer's and solicitor's fees are not considered to be eligible costs. Please summarize these estimates in the table provided:

Name/Company	Estimate	Phone Number	Grant Program Involved
1.			
2.			
3.			
4.			

**SECTION D: Signatures & Owner Authorization**

\_\_\_\_\_  
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