



Development Incentive Program



9th Floor, 10111 104 Ave NW
Edmonton, AB T5J 0J4

For Office Use Only

File No.: _____

Date Received: _____

Application Package Complete: _____

Date Application Complete: _____

NEW RETAIL AND COMMERCIAL BUSINESS INTERIOR IMPROVEMENT PROGRAM Application Form

Note: This application form does not constitute a complete application package. A number of supporting materials (see page 4 for a checklist) are required in addition to this application form to be considered a complete application package.

APPLICANT INFORMATION

Applicant name:			Contact person:		
Mailing address:					
Telephone number:			Fax:		
Email address:					
<i>The applicant is the:</i>	Property Owner <input type="checkbox"/>		Agent of the Property Owner <input type="checkbox"/>		
Property owner:			Contact person:		
Mailing address:					
Telephone number:			Fax:		
Email address:					

PROJECT ADDRESS

Street address:					
Property legal description:					
Assessment roll number:					
Existing zoning designation:					

PROJECT BUILDING INFORMATION

Number of vacant storefront(s):					
Is the building a Heritage building?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
Total vacant storefront(s) space (sq. m.):	1)	2)	3)		
How long has the storefront(s) been vacant?					
Is the designated tenant(s) a new, start-up business?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

DESIGNATED COMMERCIAL TENANT INFORMATION

1	Tenant name:			Business license #:		
	Contact person:			* Designated eligible use:		
	Contact information:					
2	Tenant name:			Business license #:		
	Contact person:			* Designated eligible use:		
	Contact information:					
3	Tenant name:			Business license #:		
	Contact person:			* Designated eligible use:		
	Contact information:					

* Designated eligible use (new, start-up): General Retail, Convenience Retail, Restaurant, Specialty Food Service, Personal Service, Minor Secondhand Store, Hotel, Other (please specify)

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FUNDING REQUESTED

Projected total costs of eligible building interior improvements:	\$
Amount of funding requested (50% of projected total costs of eligible building interior improvements to a max. of \$20,000):	

PROJECT TIMELINES

Proposed construction start date:	
Proposed completion date:	

APPLICANT DECLARATION

I understand that my submission of an application package does not constitute a guarantee for funding under the New Retail and Commercial Business Interior Improvement Program. I further certify that:

1. I have read and understand the Eligibility Criteria set out below;
2. All information in this application form and supporting documents is true and complete to the best of my knowledge; and
3. If funding is approved, work will be completed in accordance with the terms and conditions of the Reimbursement Agreement entered into with the City.

Applicant Signature _____ Date

Name (please print)

AUTHORIZATION FOR AGENT OF THE PROPERTY OWNER
(complete only if Applicant is not the registered Property Owner)

I/We, _____ the owner of the subject property hereby authorize
_____ to act on my behalf with respect to the application.

Signature of Property Owner _____ Date

ELIGIBILITY CRITERIA

- Buildings must be located within the boundaries of a Business Improvement Area.
- Buildings must have a ground floor retail and commercial use storefront that has been vacant for at least 6 months immediately prior to application and is designated for occupancy by a **new retail and commercial business** following post-construction.
- A **new retail and commercial business** is a City of Edmonton licensed and eligible retail and commercial use business that has at no time prior, been a business established and located in a City of Edmonton Enterprise Area.
- Eligible ground floor retail and commercial uses are General Retail Stores (except Adult-oriented Stores), Convenience Retail Stores (except Adult-oriented Stores), Restaurants, Specialty Food Services, Personal Service Shops (except Adult-oriented Services), Minor Secondhand Stores (except Pawn Shops), and Hotels.
- Eligible building interior improvements are structural or non-structural improvements such as permanent leasehold improvements such as painting, flooring, walls, ceilings, and other permanent fixtures, electrical, plumbing, heating and ventilation systems upgrades, improvements related to health and safety issues, fire safety compliance, and universal accessibility improvements.
- The maximum amount of matching grant issued is 50% of eligible project costs to a maximum of \$20,000 per building.
- Any retail and commercial use storefronts occupied under this program must be utilized for eligible retail and commercial use for at least 5 years (otherwise reimbursement monies must be refunded).
- **Please refer to the Development Incentive Program Guidelines for further eligibility criteria details and design guidelines.**

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PROCEDURES

- All applicants are encouraged to consult with the Sustainable Development Department, both the Program Manager and a Development Officer, prior to formally submitting their application package. The purpose is to discuss the program's eligibility criteria, eligible assistance, procedures, existing property conditions, project design, and Development and Building Permit application requirements to ensure fast processing through to project approval.
- A pre-submission site visit is conducted by the Program Manager and applicant to evaluate existing property conditions.
- A complete application package is submitted and a pre-construction inspection is carried out to verify that the project has not proceeded prior to approval.
- The Project Review Committee reviews complete application packages and applicants will be notified in writing stating whether the application has been given conditional approval, refusal, or additional information is requested of the applicant.
- Applicants whose projects have successfully gained conditional approval will then apply for applicable Development and Building Permits.
- Once applicable Development and Building Permits are issued, applicants with conditional approval are required to enter into a Reimbursement Agreement with the City clearly outlining the terms and conditions of the project.
- Project construction begins with construction required to commence within one year of Development Permit issuance and completed within 12 months (or as otherwise predetermined) from the signing of the Reimbursement Agreement.
- Once construction is complete and final building inspections are completed for compliance with all Building Permits (if applicable), the applicant notifies the Program Manager for a post-construction inspection.
- The applicant contacts the Program Manager for a post-construction inspection and provides evidence of compliance with all applicable permits and codes, compliance with eligible retail and commercial use occupancy, and a package of receipts for the construction costs incurred.
- The project is inspected for completion relative to the Reimbursement Agreement and the applicant signs off on a project completion checklist.
- Once all requirements have been met, the City provides grant funding consistent with the terms of the Reimbursement Agreement.

If you have any further questions about completing this application, please contact the Development Incentive Program Manager by phone at **780-496-6196** or by email at: development.incentive@edmonton.ca

Please return completed application package to:
 Development Incentive Program Manager
 City of Edmonton
 Sustainable Development Department
 9th Floor, 10111 104 Avenue NW
 Edmonton, Alberta T5J 3P4

** Personal information collected as part of the application package is collected under the authority of s. 33(c) of the Alberta Freedom of Information and Protection of Privacy Act (FOIP) and will be used for purposes relating to the New Retail and Commercial Business Interior Improvement Program. It is protected in accordance with the privacy provisions of FOIP. If you have any questions about the collection, you may contact the Development Incentive Program Manager, 9th Floor, 10111 104 Avenue NW, Edmonton, AB, T5J 3P4, 780-496-6196. Please note that the name and location of the buildings and building interior improvement designs may be released to various organizations, the media and the public, in connection with the New Retail and Commercial Business Interior Improvement Program.*

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APPLICATION PACKAGE CHECKLIST

The Application Package Checklist provides a list of material and information which is required for the submission stage of the application. Please indicate the *Required Information* submitted under the *Provided* column.

REQUIRED INFORMATION	PROVIDED	COMPLETE (office use only)
Application Form		
Authorization for Agent of the Property Owner (if applicable)		
Copy of Registered Land Title for the Property (no more than 30 days old)		
City of Edmonton Property Tax Notice		
Project Summary Description		
Existing Building Interior Conditions (before photos and brief written description)		
Project Design Details:		
• Site Plan		
• Floor Plans		
• Building Construction Details (where applicable)		
• Supporting Illustrations (where applicable)		
• Sustainable Building Design Practices (where applicable)		
Budget		
Contractor Quotes (a minimum of 3 complete sets)		
Project Schedule		
Copies of Designated Tenant Leases and Business Licenses		