

**For Office Use Only**

File No.: \_\_\_\_\_  
 Date Received: \_\_\_\_\_  
 Application Package Complete: \_\_\_\_\_  
 Date Application Complete: \_\_\_\_\_

**RETAIL AND COMMERCIAL DEVELOPMENT GRANT 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:		Existing zoning designation:	
Assessment roll number:		Lot size (sq. m.):	
PROJECT BUILDING INFORMATION			
Total footing area (sq. m.):		Number of storeys:	
Total commercial space area (sq. m.):		Number of commercial units:	
DESIGNATED GROUND FLOOR 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:		
4	Tenant name:		Business license #:
	Contact person:		* Designated eligible use:
	Contact information:		

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5	Tenant name:		Business license #:	
	Contact person:		* Designated eligible use:	
	Contact information:			
<b>DESIGNATED ABOVE GROUND FLOOR COMMERCIAL TENANT INFORMATION</b>				
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:			
4	Tenant name:		Business license #:	
	Contact person:		* Designated eligible use:	
	Contact information:			
* Designated eligible use: General Retail, Convenience Retail, Restaurant, Specialty Food Service, Personal Service, Minor Secondhand Store, Hotel, Other (please specify)				
<b>FUNDING REQUESTED</b>				
Projected total construction value:			\$	
Amount of funding requested (10% of projected total construction value to a max. of \$50,000)			\$	
<b>PROJECT TIMELINES</b>				
Proposed construction start date:			Proposed completion date:	
<b>APPLICANT DECLARATION</b>				
<p>I understand that my submission of an application package does not constitute a guarantee for funding under the Retail and Commercial Development Grant Program. I further certify that:</p> <ol style="list-style-type: none"> <li>1. I have read and understand the Eligibility Criteria set out below;</li> <li>2. All information in this application and supporting documents is true and complete to the best of my knowledge; and</li> <li>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.</li> </ol>				
_____ Applicant Signature		_____ Date		
_____ Name (please print)				
<b>AUTHORIZATION FOR AGENT OF THE PROPERTY OWNER</b> (complete only if Applicant is not the registered Property Owner)				
<p>I/We, _____ the owner of the subject property hereby authorize _____ to act on my behalf with respect to the application.</p>				
_____ Signature of Property Owner		_____ Date		

## RETAIL AND COMMERCIAL DEVELOPMENT GRANT PROGRAM

### Application Form

#### ELIGIBILITY CRITERIA

- Buildings must be located within the boundaries of an Enterprise Area.
- The proposed project must be a newly constructed retail and commercial use building that has a minimum construction value of \$250,000, is a minimum of two storeys, and has eligible retail and commercial use occupancy on both the ground and above ground floors.
- 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 above ground floor retail and commercial uses are all commercial uses permitted in existing CB1 and CB2 zones except Adult-oriented Services, Adult-oriented Stores, Minor and Major Alcohol Sales (i.e., liquor stores), Bars and Neighbourhood Pubs, Nightclubs, and Pawn Shops.
- The maximum amount of grant is equal to the amount of 10% of total construction value to a maximum amount of \$50,000 per new building.
- Any retail and commercial use space created under this program must be utilized for eligible retail and commercial uses for at least five years (otherwise the reimbursement monies must be refunded).
- *Please refer to the Development Incentive Program Guidelines for further eligibility criteria details and design guidelines.*

#### 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 24 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, 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: Development Incentive Program Manager by phone at **780-495-0977** or by email at: ***development.incentive@edmonton.ca***

***Please return completed application package to:***  
 Development Incentive Program Manager  
 City of Edmonton  
 Sustainable Development Department  
 12th Floor, 10250 – 101 Street NW  
 Edmonton, Alberta T5J 3P4

*\* Personal information collected as part of this 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 Retail and Commercial Development Grant 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, 5<sup>th</sup> Floor, 10250-101 Street NW, Edmonton, AB, T5J 3P4, 780-495-0977. Please note that the name and location of the buildings and building designs may be released to various organizations, the media and the public, in connection with the Retail and Commercial Development Grant 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 Development Site Conditions (before photos, brief written description)		
Project Design Details:		
• Site Plan		
• Landscaping Plan		
• Floor Plans		
• Building Elevations		
• Building Construction Details		
• Sustainable Building Design Plan		
Budget		
General Contractor Quotes (a minimum of 3 complete sets)		
Project Schedule		
Copies of Designated Commercial Tenant Business Leases and Licenses		