

# Development Incentive Program

## New Commercial & Mixed-Use Development Grant Application Form

Edmonton

**Note:** Application packages must be completed in full, including:

- Part 1: Applicant Information
- Part 2: Eligibility Criteria
- Part 3: Project Information
- Part 4: Attached Documentation
- Part 5: Applicant Declaration and Authorization for Agent of the Property Owner

Your name, contact information, and project information is collected in accordance with 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. This information will be used to administer the Development Incentive Program. If you have any questions about the collection and use of your personal information, contact the Development Incentive Program Manager at 780-496-6196, 9th Floor 10111 104 Ave, Edmonton Alberta T5J 0J4. Please note that the name and location of buildings, building details, building designs, grant amounts, and total costs of projects may be released to various organizations, the media and the public in connection with the Development Incentive Program.

*Last updated June 2019.*

[edmonton.ca/developmentincentive](http://edmonton.ca/developmentincentive)

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## Part 1: Applicant Information

**\*Fill out all fields. Incomplete applications will not be considered or kept on file.**

Date \_\_\_\_\_

Applicant name \_\_\_\_\_

Applicant is the:  property owner  agent of the property owner  tenant

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

If the applicant is not the property owner, please fill out the following:

Property owner: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Project Information

Building Address: \_\_\_\_\_

Legal Address: \_\_\_\_\_

- you can look up your property's legal address at [maps.edmonton.ca](http://maps.edmonton.ca)

Is this project a:  New Commercial development  Mixed-Use development

*Note: applicants may apply for one of the above grants.*

Business Improvement Area: \_\_\_\_\_

Total Estimated Project Budget \_\_\_\_\_

Designated Heritage Property:  yes  no  unsure

Have you/do you intend to apply for any other City of Edmonton grant programs to support this project?

Brownfield Redevelopment Grant  Heritage grant

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### Part 2: Eligibility Criteria

In order to be eligible for the Development Incentive Program, **all** of the following criteria must be met:

- Construction work has not started
- Be located within a Business Improvement Area or other Council-approved Target Area, excluding Blatchford and Exhibition Lands
- Be located on a redevelopment site of less than one hectare
- Include ground-floor commercial units
- Be street-oriented or designed with an emphasis on the sidewalk and pedestrian access to the building, rather than vehicle access and parking areas. Buildings are generally sited close to the lot line bordering the street. Parking areas should not be emphasized by the design of the site
- Meet all design principles (see page 8 for more information)
- Building will have clear, unobscured street-level windows once construction is complete and for the 10 year maintenance period
  - Window tints, vinyl wraps, tinted or frosted glass, large window decals, and window perforations that obscure views in and out of the building are not permitted
  - No security bars or rolling shutters are permitted over windows or doors once construction is complete and for the 10 year maintenance period. We encourage the use of shatterproof clear glass or security films on windows instead

Is your building a **New Commercial development**? Please confirm:

- The proposed project must be at least two stories in height

Is your building a **Mixed-Use development**? Please confirm:

- The proposed project must include ground-floor commercial units
- The proposed project must include residential units

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## Part 3: Project Information

Please provide a brief description of what the intended outcome of this project is for you (the property owner), the tenant business(es) and the area/Business Improvement Area. (ex. Creating additional commercial spaces, additions to the public realm, economic contribution to the area, etc - be descriptive!)

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Below are the design principles by which your project will be evaluated. How does your project meet these principles? Please refer to the Development Incentive Program Guide for details and examples of ways to address each design principle.

Please check which of the following design principles your project meets.

- 1. Projects contribute to a lively pedestrian street.
- 2. New buildings are designed for pedestrians.
- 3. Buildings support accessibility.
- 4. Building design considers all four seasons.
- 5. Building contributes to safe streets.

Provide a description of how the project achieves the design principles you selected:

1. Projects contribute to a lively pedestrian street.

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2. New buildings are designed for pedestrians.

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3. Buildings support accessibility.

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4. Building design considers all four seasons.

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5. Building design contributes to safe streets through Crime Prevention through Environmental Design.

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Is there anything else about the design that you wish to highlight?

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If the project is **Mixed-Use development**:

Are any of the residential units universally accessible?

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Are any of the residential units family friendly? (3 or more bedrooms)

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## Part 4: Attached Documentation

To complete the application package, please attach the following documents:

- Three photos of the existing property.
- All relevant project design details, including:
  - A site plan
  - Elevations
  - Detailed drawings, photos, samples or brochures of key features (ex. Lighting and/or signage) (if available)
  - Renderings showing the finished project (if available)
- A copy of the Registered Land Title Certificate no more than three months old
- If the property owner is a corporation, a copy of a Corporate Registry Search no more than three months old

A copy of the **Registered Land Title Certificate** can be obtained from an authorized registry agent for a nominal fee.

A **Corporate Registry Search** contains information about a currently or formerly registered Alberta corporation, extra-provincial corporation, partnership, trade name, or non-profit organization. A search can be obtained from an authorized registry agent for a nominal fee.

You can search for an authorized registry agent through [servicealberta.ca](http://servicealberta.ca)

Additional information may be required depending on the nature of your project. The Program Manager will contact you for more information if necessary.

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## Part 5: Applicant Declaration and Authorization for Agent of the Property Owner

I understand that submitting an application package **does not** guarantee funding under the Development Incentive Program Grant. I further certify that:

- I/we have reviewed the Program Guide and I/we understand the conditions attached to the funding.**
- This application includes all relevant documentation;
- All information in this application, and supporting documents, is true and complete to the best of my/our knowledge;
- Incomplete applications, and those that do not meet the eligibility criteria, will not be evaluated or kept on file;
- I/we acknowledge that it is my/our responsibility to obtain all necessary permits to construct my Development Incentive project. Reimbursement will not be granted to projects completed without the required permits;
- I/we understand that all decisions regarding applications are final and cannot be appealed;
- If a grant is approved, work will be completed as outlined in the application. Any deviations must be evaluated and approved by the Program Manager. Approval is not guaranteed.

Applicant name (Print) \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

## Authorization for Agent of the 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*

The property owner's signature is always required on the Reimbursement Agreement.