

## Downtown Revitalization Incentive Program Phase 2

### Application Form: Patio Grant

This Grant has specific eligibility requirements. Please refer to the ***Program Guidelines for the Patio Grant Phase 2*** for more information about the Grant. Applications must clearly show how the proposal meets these requirements. Complete applications and questions can be directed to the Community Partnerships and Initiatives (CPI) branch at [incentives@rmwb.ca](mailto:incentives@rmwb.ca).

#### Important Reminders:

- Applications are processed on a first-come, first-served basis.
- Applications will be accepted until 4:30 PM on March 31, 2022.
- Please review the ***Program Guidelines*** prior to applying.
- Applicants are strongly encouraged to contact the Community Partnerships and Initiatives (CPI) Branch to confirm eligibility prior to applying and to request a pre-application meeting.

Date of Application:	
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<b>Subject Property Information</b>					
Provide details about the property being improved					
Building Address:					
	Street Address (include unit number(s), if applicable)				
	City, Province			Postal Code	
Legal Address: <sup>1</sup>	Lot		Block		Plan
Existing Use:					
Prior Use (if vacant):					
Proposed Use:					

<b>Applicant Information</b>	
Provide details for the Applicant, who is the legal entity to whom the grant is paid, if successful.	
Applicant Type:	<input type="checkbox"/> Property Owner <input style="margin-left: 150px;" type="checkbox"/> Tenant
Legal Entity Name: <sup>2</sup>	
Director/Officer: <sup>3</sup>	
Phone:	
Email:	

<b>Designated Contact Information</b>	
Applicants may provide a Designated Contact for their application (e.g., Applicant's employee or consultant).	
Contact Name:	
Phone:	
Email:	

<sup>1</sup> To find a legal address, visit: <http://internetapps.woodbuffalo.ab.ca/electronicpermitting/CivicTranslator.aspx>

<sup>2</sup> Provide the Legal Entity Name of Business or Organization applying for the grant, as it appears on the Corporate Search.

<sup>3</sup> Provide the Director or Officer name as it appears on the Corporate Search.



1. Pre-application Meeting	Yes	No
1a. Have you participated in a pre-application meeting? A pre-application is <b>strongly recommended</b> to ensure projects meet basic eligibility.	<input type="checkbox"/>	<input type="checkbox"/>
2. Participation under Phase 1 (2020)	Yes	No
2a. Has this building received a Patio Grant under Phase 1 of the Program? Businesses who received a Patio Grant in Phase 1 are ineligible to apply again. If you are unsure, please contact <a href="mailto:incentives@rmwb.ca">incentives@rmwb.ca</a> prior to applying.	<input type="checkbox"/>	<input type="checkbox"/>
3. Basic Eligibility <i>Please review questions carefully. Responses will determine your eligibility.</i>	Yes	No
3a. Is the property within the geographic area of the Program? If no, property is ineligible for the Program. See <b>Program Guidelines</b> for area map.	<input type="checkbox"/>	<input type="checkbox"/>
3b. Does or will the patio serve a food establishment (e.g., restaurant, café, etc.) use? If no, building is ineligible for the Program.	<input type="checkbox"/>	<input type="checkbox"/>
3c. Are the property taxes overdue? If yes, property taxes must not be overdue at the time of reimbursement.	<input type="checkbox"/>	<input type="checkbox"/>
3d. Are the property's municipal utility bills overdue? If yes, utility bills must not be overdue at the time of reimbursement.	<input type="checkbox"/>	<input type="checkbox"/>
3e. Is the property subject to any enforcement orders (e.g., Stop Order, Bylaw infractions, etc.)? If yes, this must be resolved by time of reimbursement.	<input type="checkbox"/>	<input type="checkbox"/>
3f. Is the applicant a party to a legal dispute with the Municipality? If yes, this must be resolved by time of reimbursement.	<input type="checkbox"/>	<input type="checkbox"/>
3g. Did the building experience loss or damages as a result of the April 2020 flood event? If yes, please describe: <div style="background-color: #e0f0e0; height: 100px; margin-top: 5px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>
3h. If you selected 'yes' to 3g, is this project or work solely intended to restore or remediate losses or damages caused by the April 2020 flood event and/or return buildings to pre-flood conditions? If yes, project is ineligible. If no, please describe below how project constitutes an improvement. <div style="background-color: #e0f0e0; height: 100px; margin-top: 5px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>



**4. Project Information and Proposed Use of Funds**

4a. What type of patio are you creating or upgrading? (Select all that apply)

- A patio (i.e., outdoor dining area) located entirely on private land
- A patio (i.e., outdoor dining area) located on a municipal sidewalk
- A patio (i.e., outdoor dining area) located on a municipal street
- A patio (i.e., outdoor dining area) that requires the installation of a temporary boardwalk (by the applicant)

4b. Select all eligible work being undertaken

<input type="checkbox"/> Paving and decking	<input type="checkbox"/> Exterior lighting, such as string lighting
<input type="checkbox"/> Patio partitions, fencing or screening	<input type="checkbox"/> Patio signage, such as A-Board signs
<input type="checkbox"/> Awnings and canopies that serve the patio	<input type="checkbox"/> Temporary or modular structures
<input type="checkbox"/> Patio furniture, such as tables, chairs and umbrellas	<input type="checkbox"/> Temporary boardwalks to divert pedestrians around a Patio
<input type="checkbox"/> Patio heaters or misting systems	<input type="checkbox"/> Plants, planters and similar items
<input type="checkbox"/> Features that provide for barrier-free access.	

4c. Provide a brief description of the proposed project, including quantities of items purchased and patio duration (if only seasonal). Attach additional pages if necessary.

4d. Do any of the proposed improvements extend on/above municipal land?  
If yes, please describe the location and amount (in metres) of development on or above municipal land. Additional authorizations may be required.

4e. For patios on municipal land, have you installed a notification sign?  Yes  No  
A notification sign is required. See **Program Guidelines** for more information.

4f. Construction start and end dates

Estimated start date:

Estimated completion date:

4g. Which of the Program objectives will this project help achieve? (select all that apply)

- To retain existing businesses, while encouraging new businesses in the Downtown.
- To introduce new features and amenities that create interest and vibrancy, helping transform the Downtown into a place people want to spend time.
- To enhance the aesthetic qualities of private property within the Downtown.
- To leverage public funding to catalyze private investment in the Downtown.

## 5. Grant Funding Request

### 5a. Project Cost and Grant Request

Please note that only the cost of eligible improvements will be reimbursed. Reimbursement is based on the contractor estimate or project budget provided, and/or final invoice (if lower). Estimates must list expenses so that eligibility can be verified. The grant amount will be determined during the review stage based on the estimates provided and in accordance with the program policy (FIN-320).

Total estimated project cost:

## 6. Application Checklist Incomplete applications will not be accepted

- Preconstruction Photos** – Photos must show the current site and its context (JPEG or similar image file).
- Certificate of Title**<sup>4</sup> – Must be issued within the last **45 days**.
- Corporate Search**<sup>4</sup>
  - For the applicant
  - For the property owner (if applicant is not the property owner)
- Letter of Authorization** – Please have property owner complete **Attachment 1**, if applicable.
- WCB Clearance Letter** – Issued by the Workers Compensation Board (WCB) of Alberta (required for patios located on municipal land only).
- Building Plans** – Plans must show the existing and proposed uses, existing and proposed layouts, dimensions, rooms, entrances/exits and upgrades to building systems.
- Project Cost** – One of the following:
  - Contractor Estimate** – One (1) detailed contractor estimate. This is required for projects involving the construction of new structures (e.g., Temporary Boardwalks, raised decks/platforms).
  - Project Budget** – Applicants who directly purchase materials and supplies for their patio projects may submit a budget with product information and pricing in lieu of a contractor estimate.

<sup>4</sup> Certificates of Title and Corporate Searches can be obtained from an Alberta Registry office. For more information, visit <http://www.servicealberta.gov.ab.ca/find-a-registry-agent.cfm>.

**Applicant Declaration**

In making this application, I/we undersigned, confirm:

- that the information provided in this application is truthful and accurate;
- that I/we have read the **Program Guidelines for the Patio Grant Phase 2**;
- that I/we understand that costs associated with flood restoration work is ineligible;
- that I/we understand that when reimbursement is requested, the following requirements must be met: the property taxes and municipal utility bills must not be overdue, the property must not be subject to an unresolved enforcement order, the applicant is not a party to an unresolved legal dispute with the Municipality, and the terms and conditions of the agreement must be satisfied; and
- that I/we understand that all information and records provided to the Municipality in respect of this grant application are records in the custody and control of the Municipality. These records may be subject to the access and privacy provisions of the Freedom of Information and Protection of Privacy Act (Alberta) and other legislation, whether currently in force or enacted in the future. The Freedom of Information and Protection of Privacy Act gives any person a right of access to records in the custody or control of the Municipality, subject to limited and specific exceptions. While the Municipality will endeavor to use the Freedom of Information and Protection of Privacy Act to protect the confidentiality of information provided to us during this application process, other sections of the Act may apply and the information may have to be disclosed to members of the public who request access to these records. The Municipality hereby reserves the right to disclose publicly and/or to any enquirer the grant amount received by any applicant/beneficiary through this grant program.

**Applicant Signature(s)**

Applicant Name <sup>5</sup>	Applicant Title	Signature	Date

<sup>5</sup> Only Applicants who are named on a Corporate Search for the Legal Entity Name may sign this page.

The personal information on this form is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act. The personal information will be used to process your application, administer the Program and as contact information. If you have any questions about the collection or use of this information, please contact Supervisor, Planning and Development Department, 309 Powder Drive, Fort McMurray, AB, T9K 0M3, or call 780.799.8695.