

BROWNFIELD COMMUNITY IMPROVEMENT PLAN

ENVIRONMENTAL STUDY GRANT PROGRAM



PLANNING & DEVELOPMENT

BUSINESS DEVELOPMENT

4310 Queen Street, P.O. Box 1023

Niagara Falls, ON L2E 6X5

(905) 356-7521, ext. 4238

planning@niagarafalls.ca

APPLICATION GUIDE





BROWNFIELD COMMUNITY IMPROVEMENT PLAN APPLICATION PACKAGE

ENVIRONMENTAL STUDY GRANT

- ❖ General Program Guide
- ❖ Required Documents
- ❖ Application Form

April 2017

This incentive program document is also on the City's Website at www.niagarafalls.ca under Community Improvement Plans.

General Program Guide

1 Program Description

The intent of the Environmental Study Grant Program is to provide a financial incentive in the form of a grant to help offset the cost of conducting Phase II Environmental Site Assessments (ESAs), Remedial Work Plans, and/or Risk Assessments/Risk Management Plans. The purpose of this program is to promote the undertaking of environmental studies so that more and better information is available with respect to the type of contamination and potential remediation costs on brownfield properties.

2 Who can apply?

Owners of properties within the area designated as Urban Area in the City of Niagara Falls Official Plan may apply. Prospective purchasers of property and other non-owners may apply, but only with the written consent of the property owner. Applications will be accepted only for properties where there is the potential for remediation and rehabilitation/redevelopment.

3 How does the program work?

The program is a “50-50” matching grant program where the City of Niagara Falls will provide a grant to an applicant for up to 50% of the cost of an eligible environmental study (excluding taxes).

4 What types of studies are eligible for funding?

Phase II ESAs, Remedial Work Plans, and Risk Assessment/Risk Management Plans are eligible for an Environmental Study Grant. Phase I ESAs are not eligible.

Any study work carried out prior to written receipt from the City of grant approval is not eligible for the grant.

5 What is the maximum grant amount?

The maximum grant amount for eligible properties will be up to \$12,500 per environmental study, with a maximum of two (2) environmental studies per property/project and maximum total grant of \$20,000 per property/project. The total value of any grant(s) provided under this program will be deducted from eligible program costs for the Brownfields Tax Assistance and Rehabilitation Grant Program.

6 What conditions must be met to be eligible for a grant?

- Applications must be made in writing prior to commencement of the environmental study (see attached for Application Form);
- Applications must be for an environmental study that has the purpose of:
 - a) confirming and describing contamination at the site (partial or complete Phase II ESA);

b) developing a plan to remove, treat, or otherwise manage contamination found on the site (Remedial Work Plan/Risk Assessment/Risk Management Plan).

- Applications must be accompanied by a:
 - a) Phase I ESA that demonstrates that site contamination is likely;
 - b) detailed work plan and cost estimate prepared by a "qualified person" (as defined by the Environmental Protection Act and Ontario Regulation 153/04) for all eligible environmental studies;
- The property owner may be required to submit other supporting documents as specified by the City (see attached list);
- All environmental studies shall be completed by a qualified person;
- All completed environmental studies must comply with the description of the studies as provided in the grant application form;
- One (1) electronic and one (1) hard copy of the study findings shall be submitted to the City for review. You must agree to provide the City with permission to notify any other subsequent project proponents of the existence of an environmental study or studies;
- Actual costs for any or all items eligible for a grant may be subject to audit by the City, at the expense of the property owner.
- Where other sources of government and/or non-profit organization funding (Federal, Provincial, Regional, Federation of Canadian Municipalities, etc...) are anticipated or have been secured, these must be declared as part of the Environmental Study Grant application. Accordingly, the grant amount may be reduced on a pro-rated basis.

7 Is there a fee to apply?

No.

8 How do I apply for a grant?

- a) Arrange a pre-application meeting or consultation with staff in order to determine program eligibility, proposed scope of work, project timing, etc...
- b) Complete and submit an application form. Ensure that all required signatures have been provided and that the application is accompanied by all required documentation.

9 What happens next?

- Applications are reviewed by staff. A decision on the application is made by staff and you will be notified of the decision in writing. Staff may request clarification or additional supporting documentation.
- If your application is approved, you will receive an approval letter specifying the amount of the grant and the requirements that must be met in order to receive payment of the grant. If your application is not approved, you will receive a letter advising you of this.

- Once you have received the City's approval letter, the study may commence.
- Contact Municipal staff when the study is completed.
- Submit to the City one (1) electronic copy and one (1) hard copy of the study, and a copy of an invoice(s) showing that the study has been paid for in full.
- The actual grant amount will be calculated based on 50% of the original cost estimate for the study or 50% of the actual cost of the study, whichever is less.
- Upon review and approval of all submitted documentation, the City will issue a grant cheque to the applicant for the full amount of the approved funding.
- The City reserves the right to audit the cost of the environmental study prior to advancing the grant payment.

For further information on this program, please contact the Planning, Building and Development Services Department at 905-356-7521 ext. 4238.

Required Documents

| REQUIRED DOCUMENT | ENVIRONMENTAL STUDY GRANT | TAX ASSISTANCE PROGRAM | REHABILITATION GRANT PROGRAM |
|--|---------------------------|--------------------------|------------------------------|
| Application applied for | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Corporate - Incorporation documents | | <input type="checkbox"/> | <input type="checkbox"/> |
| Financial - Details of primary construction lending | | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any secondary financing | | <input type="checkbox"/> | <input type="checkbox"/> |
| Estimated Assessed Value upon completion | | <input type="checkbox"/> | <input type="checkbox"/> |
| Construction cost per ft ² and total project construction cost | | <input type="checkbox"/> | <input type="checkbox"/> |
| Project rental rates and/or sale prices per unit and per ft ² | | <input type="checkbox"/> | <input type="checkbox"/> |
| Environmental - All available environment studies | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Phase I ESA | | <input type="checkbox"/> | <input type="checkbox"/> |
| Phase II ESA | | <input type="checkbox"/> | <input type="checkbox"/> |
| Remedial Work Plan | | <input type="checkbox"/> | <input type="checkbox"/> |
| Risk Assessment/Risk Management Plan | | <input type="checkbox"/> | <input type="checkbox"/> |
| Work Plan(s) for environmental study/studies | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Phase II ESA | | <input type="checkbox"/> | <input type="checkbox"/> |
| Remedial Work Plan | | <input type="checkbox"/> | <input type="checkbox"/> |
| Risk Assessment/Risk Management Plan | | <input type="checkbox"/> | <input type="checkbox"/> |
| Detailed Work Plan and cost estimate for all eligible environmental works (if not included in the environmental studies) | | <input type="checkbox"/> | <input type="checkbox"/> |
| Property/Personal - Proof of ownership | | <input type="checkbox"/> | <input type="checkbox"/> |
| Site plan or survey | | <input type="checkbox"/> | <input type="checkbox"/> |
| Detailed cost estimate for all eligible property / building development /redevelopment / rehabilitation works | | <input type="checkbox"/> | <input type="checkbox"/> |
| A set of detailed architectural/design drawings and/or construction drawings | | <input type="checkbox"/> | <input type="checkbox"/> |

Application No. _____
(Office Use Only)

Application Form

1 General Information and Instructions

- a) An application for this program must be submitted to the City prior to the start of any environmental study to which the grant will apply.
- b) Before filling out this application form, please read the attached Program Guide and arrange for a pre-application meeting with staff. The Program Guide describes the purpose, basic terms and conditions of the Environmental Study Grant Program.
- c) If the applicant is not the property owner, please ensure that written authorization from the property owner to conduct the study is attached to the application form.
- d) If an agent is acting for the property owner, please ensure that the required authorization is completed and signed by the property owner as provided in Section C of the application form.
- e) If you find insufficient space on this form to respond to questions, please provide additional information on a separate page and attached to your completed application form.
- f) Please attach to the application:
 - a. a Phase I ESA; and
 - b. a detailed study work plan and cost estimate (excluding taxes) for the specified environmental study, prepared by a “qualified person” as defined by the *Environmental Protection Act* and Ontario Regulation 153/04.
- g) Please ensure that the application form is complete and that all required signatures have been supplied.
- h) Please print (black or blue ink) or type the information requested on the application form.
- i) You may deliver your application in person or send it by mail to:

City of Niagara Falls
Planning and Development Division
City of Niagara Falls
4310 Queen Street
P.O. Box 1023
Niagara Falls, ON L2E 6X5

If you have any questions about this program, please contact the Planning, Building and Development Department at 905-356-7521, ext. 4238.

Application No. _____
(Office Use Only)

(Please Print)

2 Owner/Applicant Information (to be completed by the owner/applicant/agent)

Name of Registered Property Owner _____

Mailing Address of Property Owner _____

Telephone Number _____

Fax Number _____

E-mail _____

If the person/corporation applying for this grant is not the owner of the property listed in Section D, please fill in the section below and attach written consent from the owner to make this application and conduct the study.

Name of Applicant if different from
Registered Property Owner _____

Mailing Address of Property Owner if different
From Registered Property Owner _____

Telephone Number _____

Fax Number _____

E-mail _____

3 Agent Authorization (to be completed by the owner/applicant/agent)

If the property owner or applicant is authorizing an agent to act on his/her behalf in making this application, please complete and sign this section. If an agent is authorized, all correspondence will be sent to the authorized agent. If no agent is authorized, all correspondence will be sent to the owner/applicant.

I, _____

am the owner of/applicant for the land that is subject of this application, and I hereby authorize my agent

_____ to make this application and to act on my behalf in regard to this application.

Dated at the *(City/Town of ...)* _____

this _____ *(day)* of _____ *(month)*, _____ *(year)*.

Name of Owner/Applicant

Signature of Owner Applicant

Agent Information (if any)

Name of Agent _____

Mailing Address of Agent _____

Telephone Number _____

Fax Number _____

E-mail _____

4 Property Information (to be completed by the owner/applicant/agent)

Municipal address of property or properties for which this application is being submitted

Assessment Roll Number(s) _____

Legal Description of Property (Lot and Plan Numbers)

Existing Property Use

Total Size of Property (ha/acres)

Existing Buildings on Property? Yes (if yes, specify building size below) No

Building 1 (m²/ft²)

Building 2 (m²/ft²)

Building 3 (m²/ft²)

(Please list all additional buildings on a separate sheet)

Is this property in tax arrears? Yes No

If property in tax arrears, specify value of tax arrears \$

Have tax arrears been cancelled (in whole or in part) on this property under any other Municipal program?

Yes No

Has this property received grants/loans or other financial assistance from the City under any other municipal program? Yes No

If yes, please describe the type of financial assistance and total amount of financial assistance:

5 Environmental Information

This section is to be completed by a Qualified Person as defined by the Environmental Protection Act and Ontario Regulation 153/04)

Name of Qualified Person _____

Company _____

Mailing Address _____

Telephone Number _____

Fax Number _____

E-mail _____

Has a Phase I Environmental Site Assessment (ESA) been conducted on the property?

Yes *If yes, please attach to this application.* No

Has a Phase II ESA ever been conducted on the property?

Yes *If yes, please attach to this application.* No

Has a Remedial Work Plan ever been conducted on the property?

Yes *If yes, please attach to this application.* No

This application for an environmental study grant is for a:

- Phase II ESA
- Remedial Work Plan
- Risk Assessment/Risk Management Plan

Specify the reason for conducting the above-noted environmental study on this property, including a description of the planned redevelopment/rehabilitation of the property being contemplated at this time, and any planning applications that have been submitted/approved.

Environmental Study Grant Required Documents

Describe any known or suspected environmental contamination issues (soil, groundwater) affecting the site, including type of contaminants, extent of contamination, causes (brief site use history), underground storage tanks, above-ground storage tanks, etc.....

Estimated cost of Phase II ESA (excluding tax) \$ _____

Estimated cost of Remedial Work Plan (excluding tax) \$ _____

Estimated cost of Risk Assessment/Risk Management Plan (excluding tax) \$ _____

(Please attach a detailed study work plan and cost estimated prepared by a qualified person for each environmental study being applied for)

6 Sworn Declaration

I/WE HEREBY APPLY for tax assistance/a grant under this program.

I/WE HEREBY AGREE to abide by the terms and conditions of the tax assistance/grant program.

I/WE HEREBY CERTIFY that the information contained in this application is true, correct and complete in every respect and may be verified by the Municipality by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.

I/WE HEREBY AGREE that if any statements or information in this application or submitted in support of this application are untrue, misleading or there is a material omission, the application may be rejected or not approved, or the tax assistance/grant may be delayed, reduced, cancelled or repayment of the tax assistance/grant may be required.

I/WE HEREBY AGREE to enter into and abide by an agreement with the City that specifies the terms and conditions of the tax assistance/grant.

I/WE HEREBY GRANT permission to the City or its agents to inspect the property to which this application applies.

I/WE HEREBY AGREE that the tax assistance/grant may be delayed, reduced, cancelled or repayment of the tax assistance/grant may be required if the eligible works are not completed or not completed as approved.

I/WE HEREBY AGREE that any eligible works carried out prior to written receipt from the City of tax assistance/grant approval are not eligible for the grant.

I/WE HEREBY AGREE that the program for which application has been made herein is subject to cancellation and/or change at any time by the City in its sole discretion, subject to the terms and conditions specified in the program.

I/WE HEREBY AGREE that all tax assistance/grants will be calculated and awarded in the sole discretion of the City. Notwithstanding any representation by or on behalf of the City, or any statement contained in the program, no right to any tax assistance/grant arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the program and the tax assistance/grant agreement. The City is not responsible for any costs incurred by the Owner/Applicant in any way relating to the program, including, without limitation, costs incurred in anticipation of tax assistance/a grant.

| | |
|---|-------|
| Name of Owner or Applicant <i>(please print)</i> | Title |
| Signature of Owner or Applicant <i>(please print)</i> | Date |
| Name of Qualified Person <i>(please print)</i> | Title |
| Signature of Qualified Person | Date |