

Employment Lands CIP Application

Applicant Information

Legal Name of Applicant: *

Company Name (If Applicable):

Primary Contact Name: *

Title:

Mailing Address: *

Phone Number: *

Email Address: *

Interest in Property: *

- ☐ Registered Owner – Legal owner identified on title.
- ☐ Assessed Owner – Owner identified through property assessment records.
- ☐ Tenant – Occupant operating under a lease or tenancy agreement.
- ☐ Authorized Agent – Individual authorized to act on behalf of an owner or tenant (Section 9A required).

Property Information

Please provide as much information as possible. Staff will work with you on any required fields that may be missing.

Municipal Address:

Legal Description:

Roll Number:

Zoning:

- ☐ IN1 (General Industrial)
- ☐ IN2 (Service Industrial)

Current MPAC Classification:

- ☐ Industrial
- ☐ Commercial
- ☐ Unknown

Is the property located within the CIP Priority Area?

- ☐ Yes
- ☐ No

City staff will confirm Priority Area status during application review.

Project Information

Project Type: *

- ☐ New Development
- ☐ Expansion
- ☐ Redevelopment

Description of Proposed Development (Include Use, Operations, Tenant Details and Sector Alignment): *

Has servicing availability been discussed with City staff during pre-consultation? Please explain. *

Total Proposed Gross Floor Area (GFA): *

New Building Area: *

Existing Building Area: *

Estimated Project Cost (\$): *

Estimated Eligible Costs (\$): *

Project Funding Sources:

- ☐ Owner Equity
- ☐ Commercial Financing
- ☐ Investor/Partner Funding
- ☐ Provincial Funding
- ☐ Federal Funding
- ☐ Other

Please Specify: *

Brief Description (Including Ownership/Lease Arrangements, Servicing Constraints, Site Readiness and Key Project Risk and Mitigation Plan): *

Planned Start of Construction: *

Estimated Completion Date:

Employment & Economic Impact

Existing Employment

Current Number of Employees at Subject Property (If Applicable): *

Proposed Employment

Proposed Full-Time Jobs Created: *

Proposed Full-Time Jobs Retained: *

Proposed Part-Time Jobs Created: *

Proposed Part-Time Jobs Retained: *

Proposed Seasonal Jobs Created: *

Proposed Seasonal Jobs Retained: *

Proposed Contract Jobs Created: *

Proposed Contract Jobs Retained: *

Total Proposed Jobs Created: *

Total Proposed Jobs Retained: *

Occupation & Wage Information

Provide a high-level summary of the primary positions expected to be created or retained through this project:

Occupation/Position Type: *

Estimated Number of Positions: *

Estimated Salary Range: *

Occupation/Position Type:

Estimated Number of Positions:

Estimated Salary Range:

Occupation/Position Type:	Estimated Number of Positions:	Estimated Salary Range:

Workforce & Economic Impact Narrative

Describe the anticipated workforce and economic impact of the project, including:

- Specialized skills or trades required;
- Workforce development or training opportunities;
- Impact on local employment opportunities; or
- Other anticipated economic benefits to the City of Belleville.

Description:

Proposed Project Timeline

Expected Pre-Consultation Completion Date:

Expected Planning Application Submission Date (If Applicable):

Expected Planning Approval Date (If Applicable):

Expected Financing Secured By Date:

Expected Building Permit Submission Date:

Expected Building Permit Issuance Date:

Expected Construction Start Date: *

Expected Construction Completion Date: *

Expected Occupancy/Operation Commencement Date: *

Expected Project Completion Date: *

Project Readiness

Please identify the status of the following: *

- ☐ Property Acquired/Under Agreement
- ☐ Lease Executed (If Applicable)
- ☐ Financing Secured
- ☐ Planning Approvals Initiated
- ☐ Servicing Discussions Completed
- ☐ Detailed Design Completed
- ☐ Construction Tendering Underway
- ☐ Other

Please Specify: *

CIP Impact on Project Viability

Would the project proceed without support from the Employment Lands CIP? *

- ☐ Yes – Project will proceed as proposed
- ☐ Yes – Project will proceed but at a reduced scale or delayed timeline
- ☐ No – CIP support is required for project viability

Please Explain: *

Business Growth & Investment Impact

If the project involves relocation from another Belleville property, please describe the anticipated net impact on the City, including:

- Net new employment;
- Net new investment;
- Net new industrial floor area; and/or
- Net assessment growth.

Description:

Strategic Economic Development Impact

Will the project support any of the following? *

- ☐ Supply Chain Development
- ☐ Export Activity
- ☐ Regional Employment Cluster
- ☐ Strategic Business Attraction Opportunity
- ☐ None of the Above

Please Explain: *

Workforce Development & Skills Training

Will the project support any of the following?

- ☐ Workforce Development Programs
- ☐ Employee Training Initiatives
- ☐ Apprenticeships
- ☐ Post-Secondary Partnerships
- ☐ Skilled Trades Opportunities
- ☐ None of the Above

Please Explain:

Development Status

Planning Status: *

- ☐ Not Started
- ☐ Pre-Consultation Completed
- ☐ Site Plan Submitted
- ☐ Site Plan Approved

Building Permit Status: *

- ☐ Not Submitted
- ☐ Submitted
- ☐ Issued

Development Charges: *

- ☐ Not Paid
- ☐ Paid

Construction Status: *

- ☐ Not Started
- ☐ Started

Mandatory Eligibility Declaration

I confirm that:

- No construction has commenced;
- No eligible costs have been incurred;
- This application is submitted prior to any work;
- I understand that projects commenced prior to application submission are ineligible for CIP funding.
- I acknowledge that staff may request additional information, may verify employment and financial claims, and may recommend reduced or no funding where project merit or alignment is limited.

Applicant Initials: *

Program Interest

Applicants may indicate interest in one or more incentive programs offered through the Employment Lands Community Improvement Plan (CIP).

Please indicate which programs you are interested in applying for: *

- ☐ Program 1 – Tax Increment Equivalent Rebate (TIER)
- ☐ Program 2 – Development Charge (DC) Rebate
- ☐ Program 3 – Development Charge (DC) Deferral Interest Rebate
- ☐ Program 4 – Planning & Building Permit Fee Rebate
- ☐ Program 5 – Landscape Improvement Rebate

Certain incentive programs cannot be combined. Program eligibility, program assignment, and permitted program combinations will be determined by the City in accordance with the Employment Lands Community Improvement Plan. For example, Program 1 (TIER) cannot be combined with Program 2 (DC Rebate), and applicants are not automatically eligible for all selected programs.

Important:

Selection of programs is for information purposes only.

The City will determine:

- Program eligibility
- Applicable incentive program(s)
- Funding amounts and timing

All determinations are made at the sole discretion of the City in accordance with the Employment Lands CIP.

Financial Information

Estimated City Development Charges Eligible for CIP Consideration (\$): *

Estimated Planning Fees (\$): *

Estimated Building Permit Fees (\$): *

Requested Deferral Period (Max. 18 Months): *

Anticipated Financing Structure (Brief Description): *

Supporting Documents

Site Plan/Drawings

Building Elevations (If Applicable)

Detailed Cost Estimates

Construction Timeline

Proof of Ownership or Authorization

Applicable Planning Approvals

Note: Applications will only be evaluated once deemed a Complete Application by the City.

Agent Authorization & Declaration

Agents are required to submit [Owner Authorization & Acknowledgement Form](#) as completed by the registered owner.

Agent Declaration

I, (Agent), certify that:

I am authorized by the property owner to act on their behalf

- I have reviewed this application with the owner
- To the best of my knowledge, the information provided is accurate and complete
- I understand the City relies on this information in evaluating the application
- Misrepresentation may result in rejection, cancellation, or repayment

Agent Name: *

Printed Signature: *

Signature:

Date: *

Please upload completed Owner Authorization & Acknowledgement Form: *

Comprehensive Declaration & Acknowledgement

Applicant Certification

I certify that:

- All information provided is true and complete
- I will notify the City of any material changes
- Misrepresentation may result in disqualification or repayment

Program Understanding

I acknowledge that:

- Submission of an application does not guarantee funding
- Funding is subject to Council approval and available budget
- The City may approve, reduce, or refuse funding at its sole discretion
- Only Complete Applications will be evaluated
- Incomplete applications are not considered within intake order

Non-Retroactivity & Project Risk

I acknowledge that:

- No funding will be provided retroactively
- Any work undertaken prior to approval is at my own risk
- I am responsible for all upfront costs associated with the project

City Discretion & Program Assignment

I acknowledge that:

- The City determines eligibility, program assignment, and funding levels
- I am not entitled to any specific program or level of incentive
- Incentives are assigned based on project merit and alignment with CIP objectives

Financial Limitations

I acknowledge that:

- Total incentives cannot exceed eligible project costs
- Funding may be reduced where other assistance is received
- Payments are based only on verified eligible costs

Good Standing Requirement

I confirm that:

- The property is not in tax arrears
- There are no outstanding municipal defaults, fees, or penalties
- I am not engaged in litigation with the City

Compliance & Ongoing Obligations

I acknowledge that:

- All work must comply with applicable legislation, approvals, and by-laws
- The property must remain an eligible industrial use
- Failure to comply may result in funding cancellation or repayment

Inspection, Verification & Audit

I consent to the City:

- Inspecting the subject property and project
- Verifying financial submissions
- Auditing supporting documentation

Legal Agreement Requirement

I acknowledge that:

- Funding is conditional upon execution of a legal agreement
- The agreement may include:
 - Terms of funding
 - Repayment provisions
 - Ongoing compliance obligations
 - Registration on title where applicable

Information Use & Privacy

I authorize the City to:

- Collect and use information for program administration
- Share relevant information across municipal departments
- Disclose information as required by applicable legislation

Final Confirmation

I have read, understood, and agree to the terms of this application.

Applicant Name: *

Printed Signature: *

Signature:

Date: *

Evaluation Matrix

Applications will be evaluated based on the matrix outlined below.

Evaluation Category	Staff Assessment Considerations	Weighting	Rating	Comments
Priority Area/Target-Sector Alignment	Location, sector classification, strategic sector fit, support for industrial diversification.	20%		
Economic Impact	Private investment, assessment growth, job creation, job retention, business attraction or expansion.	35%		
Employment Quality	Full-time equivalent jobs, permanence, wage range, skilled employment, training or workforce benefits.	25%		
Project Readiness	Planning status, financing, site readiness, servicing, approvals, timeline credibility.	15%		
Investment Attraction & Competitive Positioning	Impact of municipal incentives on investment attraction, project timing, project scale, competitiveness relative to other jurisdictions, and ability to secure or retain investment in Belleville.	10%		

Overall Recommendation	Approve, approve with conditions, request more information, defer, or refuse.
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