



Date Received: _____

Application Package Complete: _____

Date Application Complete: _____

**New Commercial Retail Development Incentive Program
Application Form**

Note: This application form does not constitute a complete application package. A number of supporting materials (see page 4 of 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:			
The applicant is the:	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:	
Assessment roll number:	
Existing zoning designation	

PROJECT BUILDING INFORMATION

Total vacant storefront(s) space (sq. m.)	1) _____	2) _____	3) _____
How long has the storefront(s) been vacant?			
Is the designated tenant(s) a new, start-up	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

DESIGNATED 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:			

Eligible Ground Floor Retail and Commercial Uses
 Sewing; Luggage; Sports; Bakery; Micro-Brewery; Craft/Hobby; Specialty Stores; Gaming; Technology; Health Food Store; Bath/Linen; Hunting Equipment; Outfitters; Tourism Retail
Note: This program does not include second hand stores.

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FUNDING REQUEST

Projected total costs of eligible improvements:	\$
Amount of funding requested (50% of projected total costs of eligible improvements to a max. of \$15,000):	\$

PROJECT TIMELINES

Proposed construction start date:		Proposed completion date:	
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APPLICANT DECLARATION

I understand that my submission of an application package does not constitute a guarantee for funding under the Retail and Commercial Business Interior Improvement Program. I further certify that:

1. I have read and understand the Eligibility Criteria set out below:
2. All information in this application and supporting documents is true and complete to the best of my knowledge; and
3. If funding is approved, work will be completed in accordance with the terms and conditions of the Reimbursement Agreement entered into with the Town.

_____ Date

_____ Applicant Signature

_____ Name (please print)

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.

_____ Date

_____ Signature of Property Owner

ELIGIBILITY CRITERIA

Eligibility Criteria

- The project must involve *Eligible Building Interior Improvements* to retail and commercial use building that has a vacant ground floor Storefront(s) and is designated for occupancy by a *New Retail and Commercial Business*.
- A *New Retail and Commercial Business* means a Town of Vermilion licensed and *Eligible Retail and Commercial Use** business that has at no time prior, been a business established in the Town of Vermilion.
- Any retail and commercial use Storefronts improved and occupied under this program must be utilized for *Eligible Retail and Commercial Use** for at least two years (otherwise the reimbursement monies must be refunded).
- Town funds will be disbursed once copies of applicable lease agreements, Town-issued development permits (if required), business licenses and the post-construction inspection provide evidence that at least construction is complete.

Eligible Building Interior Improvements

Structural or non-structural improvements carried out within an existing retail and commercial use building that enhances the aesthetics and functionality of vacant ground floor Storefront(s) with regard for the interface between public pedestrian space and street-oriented retail and commercial activities are eligible. Structural and non-structural improvements include:

- Permanent leasehold improvements such as painting (interior/exterior facades), flooring, walls, ceilings, signage and other permanent fixtures;
- Exterior Facades
- Lighting (Interior/Exterior), Electrical, plumbing, heating, and ventilation systems upgrades;
- Improvements related to health and safety issues;
- Fire safety compliance;
- Universal accessibility improvements (e.g., wheelchair); and
- Other improvements as approved.
- Fixed appurtenances

Eligible Assistance

- Maximum assistance allowed is 50% of eligible costs to a maximum of \$15,000 per retail and commercial use building.
- Reimbursement costs include building materials (within the eligible Interior Improvements), labour, and design fees.
- Incentive for design fees may not exceed a maximum of \$3,000.

Does not include:

- ✓ Landscaping or Parking lots on grade;
- ✓ Curbs, access roads, sidewalks, or other site development not related to the building structure;
- ✓ Furnishings or appliances, or other non-fixed appurtenances;
- ✓ Window coverings;
- ✓ Mechanical process equipment that is not required for building services, or regulated by the Safety Codes Act;
- ✓ Temporary service connections such as power for contractor use;
- ✓ Insurance or bonding, Interim financing, Permit or professional consulting fees.

ELIGIBLE RETAIL AND COMMERCIAL USES

a. Eligible Ground Floor Retail and Commercial Uses

- Sewing
- Luggage
- Sports
- Bakery
- Micro-Brewery
- Craft/Hobby

- Specialty Stores
- Gaming
- Technology
- Health Food Store
- Bath/Linen
- Hunting Equipment
- Outfitters
- Tourism Retail

Note: This program does not include secondhand stores.

b. Eligible Ground Floor Retail and Commercial Districts

- The new retail and commercial business must be permitted in one of the existing CB and C4 districts.

c. Existing Retail or Commercial Use within an Existing Commercial Building

- Any existing retail or commercial use within an existing commercial building is also an Eligible Retail and Commercial Use when new dwellings are created above that existing retail or commercial use as part of a Mixed-use conversion project.

Note: Other retail and commercial uses that do meet the above criteria may be considered an Eligible Retail and Commercial Use on a case-by-case basis.

PROCEDURES

Application packages will be received/reviewed and reimbursement issued for projects on a first-come, first-served basis until the annual budgeted funding for the program is reached, or the program term has ended.

Submitting an application package does not guarantee an incentive or a specific incentive amount. All applications are subject to the Economic Development Committee’s approval.

Submitting an application package does not guarantee a grant or a specific grant amount.

- **Pre-submission Consultation:**

A pre-submission site visit will also be conducted by the Manager Economic Development and the applicant to evaluate existing property conditions.

All applicants are encouraged to consult with the Planning and Development Department at 780-853-5358 regarding Development and Building Permit application requirements prior to formally submitting their application package.

- **Submission of Complete Application Packages:**

A complete application package is submitted to the Manager Economic Development. Please refer to the Commercial Retail Development Incentive Program Application Requirements document for further details.

- **Pre-Construction Inspection:** A pre-construction inspection is conducted by the Manager Economic Development to verify that the project has not proceeded prior to approval.
- **Application Review:** The Economic Development Committee reviews complete application packages and may invite the applicant for an interview to give an overview of the proposed business before recommending pre-approval. Applicants will be notified in writing stating whether the application has been given conditional approval, refusal, or additional information is requested of the applicant. If an application is given conditional approval, a grant amount will also be determined.
- **Application is Given Conditional Approval:** Application is given conditional approval on the condition that they secure the applicable Development and Building Permits and adhere to the terms and conditions as specified in the Reimbursement Agreement. Applicants whose projects have successfully gained conditional approval will then apply for applicable Development and Building Permits.
- **Development Permit Application:** Where applicable, an application is made to the Town of Vermilion for a Development Permit. Once a Development Permit is issued, the applicant proceeds to make an application for a Building Permit.
- **Building Permit Application:** Where applicable, an application is made to the Inspections Group for a Building Permit. Once a Building Permit is issued and the application remains consistent with the original submission, the applicant proceeds to enter into a Reimbursement Agreement with the Town of Vermilion.
Note: If the application has changed in project design during the Development and Building Permit approval process without the Manager Economic Development consent, the application will have to be reviewed and approved again by the Economic Development Committee.
- **Project Construction Begins:** Project construction is required to commence within one year of Development Permit issuance and completed within the timeframe of the respective program from the signing of the Incentive Agreement.
- **Construction and Final Building Inspections are Complete:**
Once construction is complete and the final building inspections are complete for compliance with all Building Permits (if applicable), the applicant notifies the Manager Economic Development for a post-construction inspection.
- **Post-Construction Inspection:** The applicant provides evidence of compliance with all applicable permits (including an Occupancy Approval sticker), compliance with Eligible Retail and Commercial Use occupancy (if applicable), and a package of receipts for the construction costs incurred (if applicable). The project is inspected for completion relative to the Incentive Agreement and the applicant signs off on a project completion checklist.
- **Incentive Issued:** Once all requirements have been met and a signed affidavit is received that all invoices for the project have been paid. The Town provides incentive funding consistent with the terms of the Incentive Agreement.

If you have any further questions about completing this application, please contact Mary Lee Prior, Manager Economic Development at 780-581-2419, or by email economic@vermilion.ca Please return the completed application package to the Town of Vermilion Economic Development Office 5021-49th Avenue Vermilion, AB T9X 1X1.

**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. Please note 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)		
Town of Vermilion Property Tax Notice		
Project Summary Description		
Existing Building Interior Conditions (before photos, brief written description)		
Project Design Details:		
✓ Site Plan		
✓ Floor Plans		
✓ Building Construction Details (where applicable)		
✓ Supporting Illustrations (where applicable)		
✓ Sustainable Building Design Plan		
Budget		
Contractor Quotes (a minimum of 3 complete sets)		
Project Schedule		
Copies of Designated Tenant Leases and Business Licenses		