



Community Improvement Plan (by-law 35-2026)

Financial Incentive Program Application Form

Thank you for applying to the Town of Deep River's Community Improvement Financial Incentive Program! The Community Improvement Plan offers a comprehensive suite of financial incentive programs providing assistance with the costs of certain kinds of property improvements to support the Town's vision of:

We are a vibrant, diverse, inclusive, and safe community, proud of its indigenous and scientific heritage driven by extraordinary and engaged citizens, supported by exceptional municipal services and committed to a sustainable future.

This financial incentive program offers a wide variety of grant opportunities. Please ensure that you read the criteria for each grant program ([link here](#)). Pre-consultations are encouraged – staff can discuss which grant best fits your project, provide assistance with completing this application form, and answer any questions you have.

Applications and requests for pre-consultations can be sent to:

Town of Deep River

100 Deep River Rd

Deep River, ON

613 584 2000

townmail@deepriver.ca

A. Applicant Information**Registered Property Owner(s):** _____

Company (if applicable): _____

Mailing Address: _____

Postal Code: _____

Phone No.: _____

Email Address: _____

Applicant (if different from owner): _____

Company (if applicable): _____

Mailing Address: _____

Postal Code: _____

Phone No.: _____

Email Address: _____

If the applicant is not the registered property owner, written authorization from the owner must be provided with this application.

Authorized Agent (if applicable): _____

Company (if applicable): _____

Mailing Address: _____

Postal Code: _____

Phone No.: _____

Email Address: _____

Correspondence to be sent to: ☐ Registered Property Owner | ☐ Applicant | ☐ Authorized Agent

B. Which grant/s are you applying for?**Commercial Building and Property Improvement Grants**

- | | |
|--|--|
| ☐ Accessibility grant | ☐ Energy Efficiency grant |
| ☐ Façade Improvement grant | ☐ Crime Prevention Through Environmental Design (CPTED) grant |
| ☐ Signage Improvement grant | |

Economic Development Grants

- ☐ Sidewalk Patio and Pop-Ups grant

Planning and Development Fees Grants *(pre-consultation with staff is required)*

- | | |
|--|--|
| ☐ Planning and Building Permit Fee grant | ☐ Development Charges grant |
| ☐ Environmental Site Assessment (ESA) grant | ☐ Tax Increment grant |

Housing Development Grants *(pre-consultation with staff is required)*

- | | |
|---|---|
| ☐ Additional Residential Units grant | ☐ Brownfield Redevelopment Tax Increment grant |
| ☐ Affordable Housing grant | |

C. Description of the Property

Street Address: _____

Unit No. (if applicable): _____

Legal Description (if known): _____

Roll Number (if known): _____

Business Name (if applicable): _____

Existing Use(s) of the property:

D. Description of the Project

Please describe the proposed project and the intended outcome:

If the project is in an area subject to Town design guidance, explain how it aligns with the applicable streetscape, downtown, or design vision.

If available, please provide supporting documents such as plan drawings, sketches, site plans, etc.

E. Project Costs and Timing

List eligible project costs below. Attach at least two quotes where possible.

Task / Item	Quote 1	Quote 2
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

Estimated Project Start Date: _____

Estimated Project Completion Date: _____

Have you applied for any other grant or similar funding sources (e.g. other grants): _____

F. Supporting Materials Checklist

Mandatory

- ☐ Complete application form, signed
- ☐ Owner authorization (if applicant is not owner)
- ☐ Two cost estimates / quotes
- ☐ Any other documents required by the Town

Optional / Grant Specific

- ☐ Photographs of existing building / property
- ☐ Professional drawings / plans / sketches
- ☐ Planning / Building approvals already obtained
- ☐ Environmental reports / ESA / remediation plans
- ☐ Site plan or landscape plan
- ☐ Specifications / work plan for proposed improvements
- ☐ Proof of insurance

G. Declaration of Applicant / Owner Authorization

I declare that the information contained in this application and all attached materials is true to the best of my knowledge. I understand that submission of this application does not guarantee approval, and that no eligible work is to commence prior to written approval from the Town unless otherwise authorized. I understand that additional information, inspections, or agreements may be required as a condition of approval.

Signature of Applicant: _____

Date: _____

Signature of Registered Property Owner (if required): _____

Date: _____

Office Use Only

Application No.	
Date received	
Date of pre-consultation (if any)	
Reviewed by	
Application complete?	
General eligibility met?	
Program eligibility met?	
No outstanding municipal tax arrears, fines, or work orders?	
Decision	☐ Not approved ☐ Approved ☐ Approved with Conditions
Comments / Conditions	