**PART A: General Instructions**

Planning Services Staff must be consulted prior to completing and submitting this application.

As much detail as possible should be submitted regarding a proposed brownfield project. If you require more space than is provided on this form, please attach additional pages and/or documents. Do not simply reference sections in appended reports or documents.

All environmental reports submitted to the City must be signed and sealed by a Qualified Person as defined by Ontario Regulation 153/04 under the *Environmental Protection Act* as amended from time to time.

Applications must be acknowledged by Planning Services Staff as being complete prior to being evaluated. Applications will not be acknowledged until all required information and material is submitted with the application form.

Applications should be submitted to:

**Planning Services**

Location: 1 Carden Street, 3rd Floor

Phone: 519-837-5616

Fax: 519-822-4632

Email: planning@guelph.ca

Any personal information on this form is collected pursuant to the Municipal Act, 2001 and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. This information will be used for the purposes of administering the Brownfield Redevelopment Community Improvement Plan programs.

Questions regarding this application should be directed to Tim Donegani, Planning Services at 519-837-5616 x2521.

Questions regarding information collection should be directed to the City of Guelph Information, Access, Privacy and Records Specialist, City Hall, 1 Carden Street, Guelph ON N1H 3A1 at 519-822-1260 x 2439.

**Part b: Conditions and Restrictions**

Grants related to the costs of completing a:

* Phase 2 Environmental Site Assessment (ESA),
* Remedial Work Plan,
* Designated Substances and Hazardous Materials Survey,
* Risk Assessment, and/or
* Risk Management Plan

will be reimbursed up to 50% or to a maximum of $30,000 (See Brownfield Redevelopment Community Improvement Plan for exception). Studies submitted to the City must be completed by a qualified, independent consultant.

Terms, conditions and eligible costs for the grant are outlined in the Brownfield Redevelopment Community Improvement Plan which can be found at <http://guelph.ca/brownfields>. Conditions include but are not limited to:

* Applications must be received prior to the start of any applicable environmental study.
* Funds will not be issued until the City receives the results of the study.
* A copy of the study must be provided to the City.
* If the environmental study is not submitted within two (2) years the grant will be reallocated.
* The amount of any Environmental Study Grant(s) will be deducted from the eligible redevelopment costs available for tax assistance and/or tax increment-based grant funding.
* Properties having a Minister’s Order for clean-up are not eligible.
* No more than two (2) Environmental Study Grants will be awarded for a particular redevelopment.
* The total amount of financial assistance provided by the City for the purpose of brownfield redevelopment cannot exceed the eligible costs set out in the CIP.

**PART C: Owner Information**

Name of Registered Property Owner: Click here to enter text.

Address of Registered Property Owner: Click here to enter text.

Phone Number: Click here to enter text. Fax Number: Click here to enter text.

Email Address: Click here to enter text.

**Applicant Information (If different)**

Name of Applicant: Click here to enter text.

Address of Applicant: Click here to enter text.

Phone Number: Click here to enter text. Fax Number: Click here to enter text.

Email Address: Click here to enter text.

**PART D: Property Information**

Address of Subject Property: Click here to enter text.

Legal Description (e.g. Lot and Plan No.): Click here to enter text.

Roll Number: Click here to enter text.

Official Plan Designation: Click here to enter text.

Zoning: Click here to enter text.

Current Use(s): Click here to enter text.

Size of Property: Click here to enter text.

Existing Buildings: Building 1: Click here to enter text.

 [ ]  Yes (please specify size) Building 2: Click here to enter text.

 [ ]  No Building 3: Click here to enter text.

Property Details (e.g. history, easements, outstanding work orders, or other relevant details):

Click here to enter text.

Has or will this property received grants/loans or other financial assistance from the City (e.g. the Downtown Guelph Community Improvement Plan programs) or other level of Government?

 [ ]  Yes [ ]  No

If yes, please specify type and amount of financial assistance: Click here to enter text.

If yes, please provide particulars of such other property. Click here to enter text.

**PART E: Environmental Information**

Please describe any known or suspected environmental contamination issues (e.g. soil or groundwater related) affecting the site including the types of contaminants, extent, causes (brief site history), underground storage tanks, above ground storage tanks, etc., and the role of the current owner in causing such environmental contamination.

Click here to enter text.

Has a Phase 1 Environmental Site Assessment been conducted? [ ]  Yes [ ]  No

Has a Phase 2 Environmental Site Assessment been conducted? [ ]  Yes [ ]  No

Has any remediation been conducted at the Site? [ ]  Yes [ ]  No

(*If the answer to the above questions is ”Yes”, please attach the appropriate Report to this application*)

**Environmental Consultant Information**

Name of Environmental Consultant: Click here to enter text.

Address of Environmental Consultant: Click here to enter text.

Phone Number: Click here to enter text. Fax Number: Click here to enter text.

Email Address: Click here to enter text.

**PART F: Project Information**

Is this property currently or previously subject to any City approvals (e.g. Re-zoning, site plan control, etc)? [ ]  Yes [ ]  No

If “Yes”, please provide brief description and file number: Click here to enter text.

Please provide a description of the proposed redevelopment (attach site sketch):

Click here to enter text.

 **Program application and Eligible Costs**

 Please indicate which eligible costs the requested funding will be applied to (check one or two):

 [ ]  Phase 2 Environmental Site Assessment

 [ ]  Remedial Work Plan

 [ ]  Designated Substances and Hazardous Materials Survey

 [ ]  Risk Assessment

 [ ]  Risk Management Plan

**PART G: Complete Application Checklist**

The following information and material must accompany a complete application (1 hard copy, 1 digital copy):

[ ]  Phase 1 Environmental Site Assessment (ESA) that recommends a Phase 2 Environmental Site Assessment is required to investigate potential on-site contamination.

[ ]  A proposal including a scope of work and cost estimate for the studies to be funded

[ ]  A Phase 2 ESA if one has been completed

[ ]  Written consent from the property owner for a prospective purchaser to conduct the environmental study (if applicable).

**PART H: Declaration**

I/WE HEREBY APPLY for a grant(s) under the City of Guelph Brownfield Redevelopment Community Improvement Plan.

I/WE HEREBY AGREE to abide by the terms and conditions of the City of Guelph Brownfield Redevelopment Community Improvement Plan (please refer to Plan for additional details).

I/WE HEREBY AGREE to enter into any Agreement with the City of Guelph where specified in the Brownfield Redevelopment Community Improvement Plan.

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 City of Guelph by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.

I/WE HEREBY GRANT PERMISSION to the City, or its agents, to inspect the subject property prior to, during, and after environmental remediation, site rehabilitation and project construction.

I/WE HEREBY AGREE that the program(s) 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. Participants in the program whose application has been approved and who have entered into the Agreement(s) with the City, will continue to receive grant payments, subject to their Agreement.

I/WE HEREBY AGREE that all 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 grant arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the Brownfield Redevelopment Community Improvement Plan and any Agreement. The City is not responsible for any costs incurred by the Owner/Applicant in any way relating to any program, including, without limitation, costs incurred in anticipation of a grant.

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Date Name of Applicant

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title Signature of Applicant

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Name of Qualified Person (Environmental Consultant)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title Signature of Qualified Person (Environmental Consultant)

**PART I – Application Authorization**

**I/WE** , the registered

Owners of (municipal address or legal

Description) hereby authorize to act as agent

for the Application for a Environmental Study Grant which deals with the above

noted lands.

Date Owner’s Signature

*Personal information contained in this application form (name, address, phone number, e-mail address) is part of the public record and by signing such application form the applicant acknowledges that such information can be disclosed to the public.*