

# COMMUNITY HERITAGE FUND (C.H.F.) LOAN/GRANT APPLICATION

To be completed by applicant and returned to the City Clerk with photographs showing the existing state of the property.

**NOTE:** In order to be eligible for this loan/grant, properties must be designated under *The Ontario Heritage Act, R.S.O. 1990, chapter 0.18, as amended.*

## 1. Applicant (owner of property):

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Business: \_\_\_\_\_  
Residential: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
\_\_\_\_\_  
Postal Code: \_\_\_\_\_ E-mail: \_\_\_\_\_

## 2. Address of property for which Application is being made (if different from applicant's address):

Address: \_\_\_\_\_  
\_\_\_\_\_

Is this your principal place of residence: \_\_\_\_\_  
Number of years resident at present address: \_\_\_\_\_  
Date of property purchase: \_\_\_\_\_

## 3. Under which part of the Ontario Heritage Act, R.S.O. 1990 is the property designated?

Part IV  Part V   
Date of Designation: \_\_\_\_\_

## 4. Have you previously received a Community Heritage Fund Loan/Grant for this property?

Yes  (If yes give date and amount) No   
Date: \_\_\_\_\_ Amount: \_\_\_\_\_

**5. Purpose of Loan/Grant:**

Provide a detailed description of the project indicating items for repair, rehabilitation and improvement. Enclose necessary drawings, specifications, photos and quotations.

If a contractor is to be used for all or any part of the proposed work, please provide the name, address and type of work being undertaken by the general contractor and/or sub-contractors. Only licensed contractors are eligible if the work is to receive financial assistance under the Burlington Community Heritage Fund.

When using qualified contractors at least 3 quotations for the proposed work must be obtained and submitted with the application for financial assistance under the Burlington Community Heritage Fund.

Any work which conserves or enhances elements specified in the reasons for designation would be eligible for assistance under this program. Certain items, which include the following are not eligible for funding under the Burlington Community Heritage Fund:

- Landscaping or routine maintainance
- Work on modern additions
- Sheds or outbuildings not specifically referred to in the reasons for designation
- Modern doors and windows unless replicas of the original
- Chimney repair other than restoration of a significant chimney
- Repair of eavestrough unless its nature is such that it is significant to the heritage of the structure.

**Purpose:**

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**Contractors** (please list all contractors or sub-contractors working on project)

| <u>Firm</u> | <u>Address</u> | <u>Type of Work</u> |
|-------------|----------------|---------------------|
| 1. _____    | _____          | _____               |
| 2. _____    | _____          | _____               |
| 3. _____    | _____          | _____               |
| 4. _____    | _____          | _____               |
| 5. _____    | _____          | _____               |

**5. Purpose of Loan/Grant (cont'd)**

**COST ESTIMATE**

| <b>Description</b>                                    | <b>1</b> | <b>2</b> | <b>3</b> |
|---|----------|----------|----------|
| Specify details-use separate sheet if necessary       |          |          |          |
|   |          |          |          |
|   |          |          |          |
| <b>Structural</b>                                     |          |          |          |
|   |          |          |          |
| • Other (Specify)                                     |          |          |          |
|   |          |          |          |
| <b>Professional Design Services (Maximum \$1,500)</b> |          |          |          |
| <b>Exterior Features</b>                              |          |          |          |
|   |          |          |          |
|   |          |          |          |
|   |          |          |          |
|   |          |          |          |
|   |          |          |          |
|   |          |          |          |
|   |          |          |          |
| • Other (Specify)                                     |          |          |          |
|   |          |          |          |
| <b>Interior Features</b>                              |          |          |          |
|   |          |          |          |
|   |          |          |          |
|   |          |          |          |
| • Other (Specify)                                     |          |          |          |
|   |          |          |          |
| <b>Painting</b>                                       |          |          |          |
|   |          |          |          |
|   |          |          |          |
| • Other (Specify)                                     |          |          |          |
|   |          |          |          |
|   |          |          |          |
|   |          |          |          |
|   |          |          |          |
|   |          |          |          |
|   |          |          |          |
|   |          |          |          |
|   |          |          |          |
| <b>TOTAL</b>  |          |          |          |

**6. Amount of financial assistance applied for:**

Grant (25% of eligible costs-maximum \$15,000) \$ \_\_\_\_\_  
Loan (50% of eligible costs-maximum \$15,000) \$ \_\_\_\_\_

**7. List other sources and amounts of funding requested for the project:**

|      | <b>Program/Institution Name</b> | <b>Amount</b> |
|------|---------------------------------|---------------|
| i.   | _____                           | _____         |
| ii.  | _____                           | _____         |
| iii. | _____                           | _____         |
| iv.  | _____                           | _____         |
| v.   | _____                           | _____         |
| vi.  | _____                           | _____         |
| vii. | _____                           | _____         |

**8. Property indebtedness:** (To qualify for a loan under this program, the total amount of debt on the property may not exceed 85% of market value)

| <b>Type</b>              | <b>Owed To</b> | <b>Matures</b> | <b>Annual Payment</b> | <b>Arrears</b> |
|--------------------------|----------------|----------------|-----------------------|----------------|
| 1 <sup>st</sup> Mortgage | _____          | _____          | _____                 | _____          |
| 2 <sup>nd</sup> Mortgage | _____          | _____          | _____                 | _____          |
| Unpaid Taxes             | _____          | _____          | _____                 | _____          |
| Other                    | _____          | _____          | _____                 | _____          |
| Other                    | _____          | _____          | _____                 | _____          |
| Encumbrances             | _____          | _____          | _____                 | _____          |
| TOTAL                    |                |                | \$                    | _____          |
| Estimated market Value   |                |                | \$                    | _____          |

**9. Insurance:** (Required for financial assistance from the Burlington Community Heritage Fund)

Insurance Coverage: Yes  No  Amount: \$ \_\_\_\_\_  
Name of Insurer: \_\_\_\_\_  
Policy #: \_\_\_\_\_

**10. Income:** (If privately owned)

Gross Family Annual Income: \$ \_\_\_\_\_

Employed by: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Length of Time with Present Employer: \_\_\_\_\_

I/We hereby apply for the loan/grant amount indicated and that the loan is repayable at the interest rate, and over the amortization period shown provided for in the Burlington Community Heritage Fund Guidelines and approved by Council.

I/We agree to abide by the conditions specified herein and as set out in the Heritage Restoration Agreement.

I/We will provide the Municipality with whatever information, records, or account that may be required in connection with this application.

I/We consent to whatever inspection of the said dwelling or verification of income by the Municipality.

I/We certify that to the best of my/our knowledge, the information provided in this application for a Community Heritage Fund Loan/Grant is accurate and complete.

I/We am/are the owner(s) of the aforesaid property.

I/We agree to the registration of a lien against the property in the total amount of the loan, including interest, and to repay the balance owing, including interest, in the event of any sale of the lands.

I/We agree to repay in full any community Heritage Fund Grant in the event of any sale of this property within 10 years of receipt of this grant.

I/We authorize the City of Burlington to obtain such factual and investigative information regarding me/us from others as permitted by law.

I/We hereby acknowledge that a consumer report containing credit information may or will be referred to in connection with this application.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

CITY USE ONLY

HERITAGE BURLINGTON APPROVAL:

\_\_\_\_\_  
Signature (Heritage Burlington Chair)      Date

COUNCIL APPROVAL:

\_\_\_\_\_  
Signature (City Clerk)      Date