



LAMBTON SHORES COMMUNITY IMPROVEMENT PLAN DECISION MAKING CHECKLIST

The following checklist is to be used by Lambton Shores Staff to assist in analyzing proposed applications from a decision-making standpoint.

PART A: GENERAL APPLICATION INFORMATION

Office Use Only	
File Number:	
Date Received:	
Date Complete:	

Applicant Information:	
Applicant Name:	Click or tap here to enter text.
Applicant Mailing Address:	Click or tap here to enter text.
Applicant Telephone:	Click or tap here to enter text.
Applicant Email:	Click or tap here to enter text.
Applicant is:	<input type="checkbox"/> Registered Owner
	<input type="checkbox"/> Tenant
	<input type="checkbox"/> Authorized Agent
Owners Information (if different from above)	
Owner(s) Name:	Click or tap here to enter text.
Full Mailing Address:	Click or tap here to enter text.
Telephone:	Click or tap here to enter text.
Email:	Click or tap here to enter text.
Primary Contact	<input type="checkbox"/> Authorized Agent
	<input type="checkbox"/> Owner
Pre-Consultation	
Date of Pre-Consultation Meeting:	Click or tap here to enter text.
Subject Property Information	
Municipal Address:	Click or tap here to enter text.
Legal Description:	Click or tap here to enter text.
Roll Number:	Click or tap here to enter text.



Existing Official Plan Designation:	Click or tap here to enter text.
Existing Zoning	Click or tap here to enter text.
Heritage Designation	Is the subject property:
	<input type="checkbox"/> Designated under part IV of the Ontario Heritage Act
	<input type="checkbox"/> Designated under part V of the Ontario Heritage Act
	<input type="checkbox"/> Listed in Appendix A of the Lambton Shores Official Plan

PART B: GRANT PROGRAM APPLIED TO

Indicate the Financial Incentive Program for which the applicant has applied are applying (select all that apply):	<input type="checkbox"/> Façade Improvement Grant Program
	<input type="checkbox"/> Building Restoration, Renovation, or Improvement Grant Program
	<input type="checkbox"/> Accessibility Improvement Grant Program
	<input type="checkbox"/> Energy Efficiency and Retrofit Grant Program
	<input type="checkbox"/> Property Improvement Grant Program
	<input type="checkbox"/> Patio Grant Program
	<input type="checkbox"/> Commercial Area Housing Grant Program
	<input type="checkbox"/> Destination Infrastructure Grant Program
	<input type="checkbox"/> Development Charge Grant Program
	<input type="checkbox"/> Tax Increment-Equivalent Grant Program
<input type="checkbox"/> Environmental Site Assessment Grant Program	

PART C: GENERAL GOALS OF THE LAMBTON SHORES COMMUNITY IMPROVEMENT PLAN

Please place a checkmark in the applicable box below if the subject application has achieved the primary goals of the Lambton Shores CIP as outlined below.		YES
1.	Will approval of the subject application improve the physical and visual quality of buildings and spaces within the targeted commercial areas?	<input type="checkbox"/>
2.	Will approval of the subject application improve the energy efficiency and accessibility of buildings within targeted commercial areas?	<input type="checkbox"/>
3.	Will approval of the subject application reduce the number of vacant or underdeveloped buildings and sites in targeted commercial areas?	<input type="checkbox"/>
4.	Will approval of the subject application encourage innovative improvement to existing properties in commercial areas?	<input type="checkbox"/>



5.	Will approval of the subject application attract new economic investment to create more jobs and increase municipal tax revenue?	<input type="checkbox"/>
TOTAL BOXES MARKED		

If no goals have been achieved, please describe how the application has failed below.

PART D: GENERAL PROGRAM ELIGIBILITY REQUIREMENT EVALUATION

Please place a checkmark in the applicable box below if the subject application has achieved the General Program Eligibility Requirement		YES
1.	Has a completed Community Improvement Plan application form been included with the application?	<input type="checkbox"/>
2.	Is the applicant either the owner of the property, an agent for the owner of the property, or the tenant of a property to whom the owner has provided written consent for the application?	<input type="checkbox"/>
3.	Are all projects within the designated Community Improvement Project Area as established within Section 3 of the Lambton Shores Community Improvement Plan?	<input type="checkbox"/>
4.	Has a pre-consultation meeting been held with the Municipality?	<input type="checkbox"/>
5.	Have all property taxes been paid to date for the subject property?	<input type="checkbox"/>
6.	Have all relevant supporting materials been included within the application?	<input type="checkbox"/>
7.	Are existing and/or proposed land uses in conformity with the policies and standards provided by Lambton Shores Official Plan, Zoning By-law, and all other planning documents?	<input type="checkbox"/>
8.	Are all proposed works associated with the application consistent with all applicable design criteria (Section 6.1.3 of the Lambton Shores Community Improvement Plan, Lambton Shores Official Plan, Community Design Plans, other guidelines)	<input type="checkbox"/>



9.	Are all proposed works considered to be improvements to existing features? Life cycle replacements or routine maintenance activities are NOT eligible for CIP funding.	<input type="checkbox"/>
10.	Are works associated with the proposed application consistent with planning approval and building code permits?	<input type="checkbox"/>
11.	Has the applicant disclosed all other potential funding sources and/or insurance claims which have been applied to related to the improvement of the land or building of which the program is being applied for?	<input type="checkbox"/>
TOTAL BOXES MARKED		

If one or more general eligibility requirements have not been achieved, the application has failed and will not be considered for funding.

If one or more general eligibility requirements has not been achieved, please describe how the application has failed below.

PART E: PROGRAM SPECIFIC ELIGIBILITY REQUIREMENT EVALUATION

The following section provides evaluation criteria for each incentive program included in the Lambton Shores Community Improvement Plan. Only complete the sections relevant to the incentive programs being applied to.

FAÇADE IMPROVEMENT GRANT PROGRAM EVALUATION

Please place a checkmark in the applicable box below if the subject application has achieved the Façade Improvement Grant Program Specific Eligibility Requirement		YES
1.	Has the subject property not been the recipient of the Façade Improvement Grant within the 5 years prior to the date the application was received.	<input type="checkbox"/>
2.	Are the proposed improvements consistent with the improvements established within Section 6.3.1(2) of the Lambton Shores Community Improvement Plan?	<input type="checkbox"/>



3.	Are façade improvements visible from a public realm?	<input type="checkbox"/>
4.	Is the subject building of commercial, office, institutional or mixed-use?	<input type="checkbox"/>
5.	Were two cost estimates from licensed contractors, including a breakdown of costs, included within the application materials?	
6.	Are the proposed improvements consistent with all Municipal By-laws and any applicable Provincial or Federal laws, or has the applicant began the process to receive the necessary approvals for the improvements?	<input type="checkbox"/>
7.	Are the proposed improvements exclusive of the restricted improvements included within Section 6.3.1(4) of the Lambton Shores Community Improvement Plan?	<input type="checkbox"/>
TOTAL BOXES MARKED		

BUILDING RESTORATION, RENOVATION, OR IMPROVEMENT GRANT EVALUATION

Please place a checkmark in the applicable box below if the subject application has achieved the Building Restoration, Renovation, or Improvement Grant Program Specific Eligibility Requirement		YES
1.	Has the subject property not been the recipient of the Building Restoration, Renovation, or Improvement Grant Program within the 5 years prior to the date the application was received.	<input type="checkbox"/>
2.	Are the proposed improvements consistent with the improvements established within Section 6.3.2(2) of the Lambton Shores Community Improvement Plan?	<input type="checkbox"/>
3.	Are all buildings open to the public or provide for local employment?	<input type="checkbox"/>
4.	Were two cost estimates from licensed contractors, including a breakdown of costs included within the application materials?	<input type="checkbox"/>
5.	Are the proposed improvements consistent with all Municipal By-laws and any applicable Provincial or Federal laws, or has the applicant began the process to receive the necessary approvals for the improvements?	<input type="checkbox"/>
6.	Are the proposed improvements exclusive of the restricted improvements included within Section 6.3.2(4) of the Lambton Shores Community Improvement Plan?	<input type="checkbox"/>
7.	Is the subject building designated under Part IV or Part V of the Ontario Heritage Act, listed in Appendix A of the Lambton Shores Official Plan, located in the areas of Forest, Arkona, or Thedford that are designated as Downtown Commercial in the Lambton Shores Official Plan?	<input type="checkbox"/>



TOTAL BOXES MARKED	
---------------------------	--

ACCESSIBILITY IMPROVEMENT GRANT EVALUATION

Please place a checkmark in the applicable box below if the subject application has achieved the Accessibility Improvement Grant Program Specific Eligibility Requirement		YES
1.	Has the subject property not been the recipient of the Accessibility Improvement Grant Program within the 5 years prior to the date the application was received.	<input type="checkbox"/>
2.	Are the proposed improvements consistent with the improvements established within Section 6.3.3(2) of the Lambton Shores Community Improvement Plan?	<input type="checkbox"/>
3.	Is the subject building of commercial, office, or mixed-use?	<input type="checkbox"/>
4.	Were two cost estimates from licensed contractors, including a breakdown of costs included within the application materials?	<input type="checkbox"/>
5.	Are all buildings open to the public or provide for local employment?	<input type="checkbox"/>
6.	Are the proposed improvements consistent with all Municipal By-laws and any applicable Provincial or Federal laws, or has the applicant began the process to receive the necessary approvals for the improvements?	<input type="checkbox"/>
7.	Are the proposed improvements exclusive of the restricted improvements included within Section 6.3.3(4) of the Lambton Shores Community Improvement Plan?	<input type="checkbox"/>
TOTAL BOXES MARKED		

ENERGY EFFICIENCY AND RETROFIT GRANT EVALUATION

Please place a checkmark in the applicable box below if the subject application has achieved the Energy Efficiency and Retrofit Grant Program Specific Eligibility Requirement		YES
1.	Has the subject property not been the recipient of the Energy Efficiency and Retrofit Grant Program within the 5 years prior to the date the application was received.	<input type="checkbox"/>
2.	Are the proposed improvements consistent with the improvements established within Section 6.3.4(2) of the Lambton Shores Community Improvement Plan?	<input type="checkbox"/>
3.	Were two cost estimates from licensed contractors, including a breakdown of costs included within the application materials?	<input type="checkbox"/>
5.	Are all buildings open to the public or provide for local employment?	<input type="checkbox"/>



6.	Are the proposed improvements consistent with all Municipal By-laws and any applicable Provincial or Federal laws, or has the applicant began the process to receive the necessary approvals for the improvements?	<input type="checkbox"/>
7.	Are the proposed improvements exclusive of the restricted improvements included within Section 6.3.4(4) of the Lambton Shores Community Improvement Plan?	<input type="checkbox"/>
TOTAL BOXES MARKED		

PROPERTY IMPROVEMENT GRANT EVALUATION

Please place a checkmark in the applicable box below if the subject application has achieved the Property Improvement Grant Program Specific Eligibility Requirement		YES
1.	Has the subject property not been the recipient of the Property Improvement Grant Program within the 5 years prior to the date the application was received.	<input type="checkbox"/>
2.	Are the proposed improvements consistent with the improvements established within Section 6.3.5(2) of the Lambton Shores Community Improvement Plan?	<input type="checkbox"/>
3.	Do the proposed improvements comply with relevant community design guidelines (as applicable)?	<input type="checkbox"/>
4.	Is the subject property visible from the public realm and contributes to the streetscape?	<input type="checkbox"/>
5.	Were two cost estimates from licensed contractors, including a breakdown of costs included within the application materials?	<input type="checkbox"/>
6.	Are the proposed improvements consistent with all Municipal By-laws and any applicable Provincial or Federal laws, or has the applicant began the process to receive the necessary approvals for the improvements?	<input type="checkbox"/>
7.	Are the proposed improvements exclusive of the restricted improvements included within Section 6.3.5(4) of the Lambton Shores Community Improvement Plan?	<input type="checkbox"/>
TOTAL BOXES MARKED		

PATIO GRANT EVALUATION

Please place a checkmark in the applicable box below if the subject application has achieved the Patio Grant Program Specific Eligibility Requirement		YES
1.	Has the subject property not been the recipient of the Patio Grant Program within the 5 years prior to the date the application was received.	<input type="checkbox"/>



2.	Are the proposed improvements consistent with the improvements established within Section 6.3.6(2) of the Lambton Shores Community Improvement Plan?	<input type="checkbox"/>
3.	Is the recipient a commercial business operating a restaurant or café?	<input type="checkbox"/>
4.	Does the application comply with municipal parking requirements in the Lambton Shores Zoning By-law?	<input type="checkbox"/>
5.	Were two cost estimates from licensed contractors, including a breakdown of costs included within the application materials?	<input type="checkbox"/>
6.	Are the proposed improvements consistent with all Municipal By-laws and any applicable Provincial or Federal laws, or has the applicant began the process to receive the necessary approvals for the improvements?	<input type="checkbox"/>
7.	Are the proposed improvements exclusive of the restricted improvements included within Section 6.3.6(4) of the Lambton Shores Community Improvement Plan?	<input type="checkbox"/>
TOTAL BOXES MARKED		

COMMERCIAL AREA HOUSING GRANT EVALUATION

Please place a checkmark in the applicable box below if the subject application has achieved the Commercial Area Housing Grant Specific Eligibility Requirement		YES
1.	Has the subject property not been the recipient of the Commercial Area Housing Grant Program within the 5 years prior to the date the application was received.	<input type="checkbox"/>
2.	Are the proposed improvements consistent with the improvements established within Section 6.3.7(2) of the Lambton Shores Community Improvement Plan?	<input type="checkbox"/>
3.	Is the housing located above grade?	<input type="checkbox"/>
4.	The application does not include any works that have been previously completed?	<input type="checkbox"/>
5.	Were two cost estimates from licensed contractors, including a breakdown of costs included within the application materials?	<input type="checkbox"/>
6.	Does the application comply with requirements in the Lambton Shores Zoning By-law?	<input type="checkbox"/>
7.	Are the proposed improvements consistent with all Municipal By-laws and any applicable Provincial or Federal laws, or has the applicant began the process to receive the necessary approvals for the improvements?	<input type="checkbox"/>
8.	Are the proposed improvements exclusive of the restricted improvements included within Section 6.3.7(4) of the Lambton Shores Community Improvement Plan?	<input type="checkbox"/>



TOTAL BOXES MARKED	
---------------------------	--

DESTINATION INFRASTRUCTURE GRANT EVALUATION

Please place a checkmark in the applicable box below if the subject application has achieved the Destination Infrastructure Grant Program Specific Eligibility Requirement		YES
1.	Has the subject property not been the recipient of the Destination Infrastructure Grant Program within the 5 years prior to the date the application was received.	<input type="checkbox"/>
2.	Are the proposed improvements consistent with the improvements established within Section 6.3.8(2) of the Lambton Shores Community Improvement Plan?	<input type="checkbox"/>
3.	Does the proposed public art meet municipal standards?	<input type="checkbox"/>
4.	Are the proposed improvements consistent with the urban design goals of Lambton Shoes?	<input type="checkbox"/>
5.	Were two cost estimates from licensed contractors, including a breakdown of costs included within the application materials?	<input type="checkbox"/>
6.	Are the proposed improvement located on private lands, buildings or structures.	<input type="checkbox"/>
7.	Are the proposed improvements exclusive of the restricted improvements included within Section 6.3.8(4) of the Lambton Shores Community Improvement Plan?	<input type="checkbox"/>
TOTAL BOXES MARKED		

DEVELOPMENT CHARGE GRANT EVALUATION

Please place a checkmark in the applicable box below if the subject application has achieved the Development Charge Grant Program Specific Eligibility Requirement		YES
1.	Has the subject property not been the recipient of the Development Charge Grant Program within the 5 years prior to the date the application was received.	<input type="checkbox"/>
2.	Are the proposed improvements consistent with the improvements established within Section 6.3.9(2) of the Lambton Shores Community Improvement Plan?	<input type="checkbox"/>
3.	Is the subject building a residential, commercial, or office development located within the Community Improvement Project Area?	<input type="checkbox"/>
4.	Are the proposed improvements consistent with all Municipal By-laws and any applicable Provincial or Federal laws, or has the applicant began the process to receive the necessary approvals for the improvements?	<input type="checkbox"/>



5.	Are the proposed improvements exclusive of the restricted improvements included within Section 6.3.9(4) of the Lambton Shores Community Improvement Plan?	<input type="checkbox"/>
TOTAL BOXES MARKED		

TAX INCREMENT-EQUIVALENT GRANT EVALUATION

Please place a checkmark in the applicable box below if the subject application has achieved the Tax Increment-Equivalent Grant Program Specific Eligibility Requirement		YES
1.	Has the subject property not been the recipient of the Tax Increment-Equivalent Grant Program within the 5 years prior to the date the application was received.	<input type="checkbox"/>
2.	Are the proposed improvements consistent with the improvements established within Section 6.3.10(3) of the Lambton Shores Community Improvement Plan?	<input type="checkbox"/>
TOTAL BOXES MARKED		

ENVIRONMENTAL SITE ASSESSMENT GRANT EVALUATION

Please place a checkmark in the applicable box below if the subject application has achieved the Brownfield Rehabilitation Grant Program Specific Eligibility Requirement		YES
1.	Has the subject property not been the recipient of the Environmental Site Assessment Grant Program within the duration of this CIP?	<input type="checkbox"/>
2.	Are the studies proposed consistent with the improvements established within Section 6.3.11(2) of the Lambton Shores Community Improvement Plan?	<input type="checkbox"/>
3.	Were two cost estimates from licensed contractors, including a breakdown of costs included within the application materials?	<input type="checkbox"/>
TOTAL BOXES MARKED		

PART F: CALCULATION AND DETERMINATION

This section is intended to be used to tabulate the number of requirements that have been achieved in relation to submitted Community Improvement Applications.

GENERAL GOALS AND REQUIREMENTS	ACHIEVED
Lambton Shores Community Improvement Plan Goals	Click or tap here to enter text. /5



General Program Eligibility Requirement*	Click or tap here to enter text. /11
TOTAL REQUIREMENTS ACHIEVED	

GRANT PROGRAM (check all that apply)	REQUIREMENTS ACHIEVED
<input type="checkbox"/> Façade Improvement Grant Program*	Click or tap here to enter text. /7
<input type="checkbox"/> Building Restoration, Renovation, or Improvement Grant Program*	Click or tap here to enter text. /7
<input type="checkbox"/> Accessibility Improvement Grant Program*	Click or tap here to enter text. /7
<input type="checkbox"/> Energy Efficiency and Retrofit Grant Program*	Click or tap here to enter text. /7
<input type="checkbox"/> Property Improvement Grant Program*	Click or tap here to enter text. /7
<input type="checkbox"/> Patio Grant Program*	Click or tap here to enter text. /7
<input type="checkbox"/> Commercial Area Housing Grant Program*	Click or tap here to enter text. /8
<input type="checkbox"/> Destination Infrastructure Grant Program*	Click or tap here to enter text. /7
<input type="checkbox"/> Development Charge Grant Program*	Click or tap here to enter text. /5
<input type="checkbox"/> Tax Increment-Equivalent Grant Program*	Click or tap here to enter text. /2
<input type="checkbox"/> Environmental Site Assessment Grant Program*	Click or tap here to enter text. /2
TOTAL REQUIREMENT ACHIEVED	Click or tap here to enter text.

*If the application does not achieve all requirements, the application is to be refused.

If the application is to be refused based on the above, please describe how the application has failed below.

PART G: SIGNATURE

This Lambton Shores Community Improvement Plan application has been reviewed against the above criteria by _____ on _____.



THE MUNICIPALITY OF
LAMBTON SHORES

9577 Port Franks Road
Theford, ON
N0N 2N0
www.lambtonshores.ca/

Signature of Staff Member