



Staff Report for City Manager Delegated Authority

Report Date: August 31, 2021

Report Number: SRPI.21.091

Department: Planning and Infrastructure Department

Division: Policy Planning

**Subject: SRPI.21.091 - Request for Approval -
Community Improvement Plan – Façade and
Signage Grant Application – Property Address
10157 and 10165 Yonge Street**

Purpose:

The purpose of this staff report is to request Council's approval of a Community Improvement Plan grant application under the Façade Improvement and Signage grant program submitted by Ashkan Halabi, the applicant on behalf of 2558748 Ontario Inc. owner of 10157, and 10165 Yonge Street.

Recommendation(s):

- a) That Council approves a Community Improvement Plan Façade Improvement and Signage grant application submitted by Ashkan Halabi for improvements to 10157 and 10165 Yonge Street in the amount not to exceed the lessor of \$63,000 in total or 90% of eligible costs per each grant program, as outlined in SRPRS.21.091 and pending the issuance of the necessary permits from the Building Division.
- b) That the Acting Mayor and Clerk be authorized to sign the grant agreement to provide the funding identified in Recommendation (a), upon the recommendation of the Commissioner Planning and Infrastructure Department
- c) That should the ownership of the property change prior to the completion of the proposed improvements, the City Manager delegate authority to the Commissioner Planning and Infrastructure Department to enter into a CIP agreement with the new owner as per section 6.2.5 of the CIP and as outlined in the Grant Agreement.

- d) That Council allows the Director of Financial Services and Treasurer to issue a cheque(s) to disburse the funding to the applicant after it is determined the project has satisfied all requirements.

Contact Person:

Christine Lee, Planning Research (Policy) phone number 905-747-6428

Report Approval:

Submitted by:

per.  _____

Kelvin Kwan, Commissioner of Planning and Regulatory Services

Approved by:


for: _____

Darlene Joslin, Acting City Manager

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), Town Solicitor (as required), Commissioner, and Chief Administrative Officer. Details of the reports' approval are attached.

Background:

The Façade Improvement, Landscaping, and Signage grant program was established in 2018 through the Richmond Hill Office Development and Downtown Local Centre Community Improvement Plan (CIP). It is designed to support aesthetic improvements within the Richmond Hill Business Improvement Area (BIA) boundary. The program provides matching grants (up to 50%) to eligible property owners for building façades, front, rear or side lot landscaping (i.e. publicly accessible parts of private properties), exterior signage improvements or any combination of these three categories of property enhancement. The grant amounts range from \$1,000 up to \$25,000 per property depending on the grant and how many frontages or façades are applicable.

ENHANCED FUNDING: On July 9, 2018, Council approved additional funding for certain CIP grant programs resulting from the Ontario Main Street Revitalization Initiative. The Initiative is to help municipal governments undertake main street revitalization initiatives that support and benefit small businesses. Per staff report

SRCAO.18.15, this additional funding is to be combined with the existing CIP funding for the Façade Improvement, Landscaping, and Signage grant program. Consequently, for applications that were submitted in 2018 to 2019, the program changed from a matching (50%) funding to a cost-sharing (90%) funding for the duration of the enhanced program with maximum grants ranging from \$3,600 to \$45,000. In accordance with the staff recommendations in staff report SRCAO.18.15 once the enhanced funding is fully allocated, the grant program will revert to the previous matching funding model of up to 50% of eligible projects and maximum grant values as noted above.

EXTENDED TIMING: On March 22, 2020, an amending agreement with the Province was executed to extend the Main Street Revitalization funding from March 2020 to October 2020. Accordingly, all projects pursuant to the Main Street Grant were required to be completed by August 31, 2020, with final reporting on the grant to the Association of Municipalities of Ontario, on behalf of the Province, due by October 31, 2020.

In accordance with the Main Street Fund agreement with the Province, all Provincial funds were exhausted by the end of August 31, 2020, pursuant to Council approved grant applications.

The total Provincial grant was \$202,115, that was intended to cover 40% of eligible costs per staff report SRCAO.18.15. Accordingly, the City's matching proportion (50%) would have equated to \$252,644 for a total potential grant dispersal of \$454,759, while applicants would be required to pay a minimum of 10% of the costs. Over the period of time within which the grant was dispersed, only \$355,293 was dispersed in total. Consequently, at the time of reporting, the Provincial grant monies covered 58% of dispersed funds to grant recipients, and the balance of funding (\$153,178) was covered by the City.

Meanwhile, at the time of reporting to AMO, staff acknowledged that the grant applications that are the subject of this staff report and the related site plan applications were still in process and that these applications represented a significant improvement to the subject buildings and revitalization of this portion of Yonge Street. Accordingly, staff recommend that the applicant continue to benefit from the provisions related to the application of the Main Street Grant wherein up to 90% of costs to a maximum of \$4,500 for signs, \$27,000 for single facades, and \$4,500 for landscaping are provided by the City, whichever is less in each case. This recommendation is consistent with the Council approved recommendation of SRCAO.18.15, which recommended that the Provincial funding would be a top-up to the City's already committed portion as noted above. In other words, by providing the additional top-up for these applications, it allows for this applicant to benefit from the Provincial grant money that was used to cover off the City's share of the previously approved CIP grant applications.

Project Details

Ashkan Halabi, the applicant of 10157, and 10165 Yonge Street made an application for funds from the Façade Improvement, Landscaping, and Signage grant program on April

25, 2019 (see Appendix A and Appendix B). The two self-contained properties with municipal addresses 10157, and 10165 Yonge Street are located on the east side of Yonge Street, north of Lorne Ave, and south of Centre St. W (see Appendix C). The application is subject to a Site Plan process for each property. The Façade Improvement, Landscaping, and Signage grant applications are for improvements related to matters such as the proposed new doors, windows, framing, signage, and lighting. Any funds from the Façade Improvement, Landscaping, and Signage grant will only be distributed once the items deemed as eligible costs have been completed.

The proposed improvements within the scope of the Façade Improvement, Landscaping, and Signage grant applications are outlined below:

- The structure on the property located at 10157 Yonge Street is a commercial unit currently being used for retail use. The building is a designated heritage property previously known as the Hewison-Skeele House & Shop. The building is currently a framed 2-storey structure with a gable-roof and rear addition off-set to the north (1879), with a 1 storey, flat-roof framed and peach stucco store added in 1948. The proposed changes will alter the existing surface treatments and include the addition of four new framed windows and two new framed doors at-grade. The proposed façade includes stucco molding and letter signs with gooseneck lighting (see Appendix D).
- The structure on the property located at 10165 Yonge Street is a commercial unit and currently being used for restaurant and retail use. The building has duo-brick colour cladding, red and beige, with aluminum-framed windows and doors. The proposed changes will alter the existing surface treatments and include the addition of three new doors and new framing for all existing windows. The scope includes new letter signs and gooseneck lighting fixtures (see Appendix E).

The applicant also expressed an interest in the Landscape Grant for both properties; however, insufficient information was provided to deem that portion of the application eligible for consideration.

Staff has reviewed the balance of the applications in relation to the goals, objectives and public benefits as described in the CIP and also urban design guidelines, the Downtown Design and Land Use Strategy, Village Core Neighbourhood Design Guidelines, and policies of the Official Plan. The review identified that the proposed façade and signage improvements will align with the principles identified in the CIP by:

- Contributing to downtown revitalization through façade and signage improvements, through street-front redevelopment.
- Enhancing the aesthetic appeal of the Downtown Local Centre through façade, and signage improvements as well as street-front redevelopment and any resultant economic spinoff effects, including the potential attraction of new business and development interest.

Overall, the proposed work will improve the character of Yonge Street within the BIA as it meets the goals, objectives, and public benefits of the CIP.

Eligible Costs

Following the policies of the CIP, the applicant has submitted two façade quotes for the proposed project at 10165 Yonge Street for \$60,000 plus HST and \$68,800 plus HST. Moreover, the applicant has submitted two signage quotes for the proposed project for \$15,500 plus HST and \$11,200 plus HST.

For the proposed project at 10157 Yonge Street, the applicant has submitted two façade quotes for \$61,800 plus HST and \$58,000 plus HST. Moreover, the applicant has submitted two signage quotes for the proposed project for \$14,000 plus HST and \$15,000 plus HST. The following list outlines work that staff has considered being eligible costs of the lower priced quotation as per the eligible costs policies outlined in the CIP:

10165 Yonge Street:

Item	Grant Type	Grant Funding	Estimated Costs	Grant Funding
Removal of old signs Installation New Gooseneck lighting fixture Create sign as per drawing	Signage Grant	The lesser of 90% of cost or \$4,500	\$11,200	\$4,500
New tinted glass with frame Acrytec Panel Finish Stucco Finish Metal Sheet Coping Spandrel Glass Panel New Glass Canopy	Façade Grant	The lesser of 90% of cost or \$27,000.	\$60,000	\$27,000
Subtotal			\$71,200	\$31,500
HST 13%			\$9,256	
Grant Total			\$80,456	\$35,100

10157 Yonge Street:

Item	Grant Type	Grant Funding	Estimated Costs	Grant Funding
Removal of old signs Installation New Gooseneck lighting fixture Create sign as per drawing	Signage Grant	The lesser of 90% of cost or \$4,500	\$14,000	\$4,500
New tinted glass with frame Acrytec Panel Finish Stucco Finish Metal Sheet Coping Spandrel Glass Panel New Glass Canopy Thin Brick Vaneer	Façade Grant	The lesser of 90% of cost or \$27,000.	\$58,000	\$27,000
Subtotal			\$72,000	\$31,500
HST 13%			\$9,360	
Grant Total			\$81,360	\$31,500

Recommended Grant Amount

Based on the review and evaluation of the proposed project including the total eligible costs amount and the quotes, staff is recommending that the applicant receives an amount not exceeding \$63,000.

- For 10165 Yonge Street the lessor of 90% of costs associated with each grant program or a maximum façade grant of \$27,000, and a maximum signage grant of \$4,500.
- For 10157 Yonge Street the lessor of 90% of costs associated with each grant program or a maximum façade grant of \$27,000, and a maximum signage grant of \$4,500.

The proposed work has undergone and received site plan approval for 10157 and 10165 Yonge Street. The proposed work is still subject to a required heritage permit and sign permit. Grant dispersal is dependent on the approval of any required building permit, and any other approvals, as well as the submission of receipts of the completed work. If approved, and after it has been determined that the project has been completed and passes an inspection, the grant funds will be disbursed.

Time Period to Complete Project

The grant amount commitment will lapse if the project has not been completed within 6 months of the date of this grant being approved by Council. An extension for up to 6 months may be granted following receipt of a written request from the applicant or tenant authorized by the owner explaining the reasons for the extension and providing a

new date of completion. As per the CIP, if a building permit is required, the construction will be required to commence within 6 months of an approved building permit and be fully completed within 18 months. Council may at its discretion adjust these requirements based on the particular circumstances of the construction project which may necessitate approvals from other agencies and/or delays in construction which are not in the control of the applicant to overcome.

Financial/Staffing/Other Implications:

There is funding available in the City's Operating budget to cover the above noted costs associated with this grant application. There are no other financial or staff implications.

Relationship to Council's Strategic Priorities:

Approval of the CIP grant allows the City to financially support the proposed improvements to the subject properties. This investment implements Council's Strategic Priorities. Specifically, it supports Council's priority to be Fiscally Responsible as approval of these grant programs provides spin-off economic benefits for the City as a means to attract new investment and revitalize the Village Core of the City. The approval of the CIP grant applications also provides support to local residents and business owners to deliver on Council's Priority to have a Strong Sense of Belonging in Richmond Hill.

Conclusion

Staff have reviewed the proposed grant application and recommends that Council approve a grant for a total of the lessor of 90% of actual costs or \$63,000, as itemized in the table above for the façade and signage improvements to 10165 and 10157 Yonge Street.

Attachments:

The following attached documents may include scanned images, with maps and photographs. If you require an alternative format, please call the contact person listed in this document.

- Appendix A – CIPG.18.003 – 10157 Yonge St Application Form
- Appendix B – CIPG.18.003 – 10165 Yonge St. Application Form
- Appendix C – CIPG.18.003 – Current Site Location
- Appendix D – CIPG.18.003 – 10157 Yonge – Existing and Proposed
- Appendix E – CIPG.18.003 – 10165 Yonge – Existing and Proposed



1. Application Background

Please fill out the following information to apply for the tax increment equivalent grant, building renovation grant, and/or façade improvement, landscaping, and signage grant programs (each a “Grant Program”). Please refer to the Community Improvement Plan (the “CIP”) and the **CIP Grant Application Guide** for detailed information on each Grant Program and whether the CIP is applicable to your property and the work you are proposing (the “Project”). If you have any questions, contact the Planning and Regulatory Services Department at planning@richmondhill.ca or (905)771-8910.

Submit completed application form along with all supporting documents to planning@richmondhill.ca.

For more information regarding eligibility criteria, submission requirements, application process and terms and conditions of funding, please see the **CIP Grant Application Guide** available at RichmondHill.ca/CIPgrants.

Notice of Collection, Use, and Disclosure

Personal information collected on this form is collected under the authority of the *Municipal Act, 2001, S.O. 2001, C. 25, Planning Act, R.S.O. 1990, c. P.13* and the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M. 45*. The personal information being collected will be used for the purposes of processing grants under the Richmond Hill Office Development and Downtown Local Centre Community Improvement Plan. In addition, all personal information will be made available to the public pursuant to the *Planning Act*. Questions about the collection, use and disclosure can be directed to Policy Planner, 225 East Beaver Creek Road, Richmond Hill, Ontario, L4B 3P4 or by telephone at 905-771-8910.

2. Applicant Information

Applicant*	Registered Owner of Project lands (“Subject Property”)
Name: Ashkan Halabi	Name: 2558748 Ontario Inc.
Mailing Address: 59 Regatta Ave. Richmond Hill, ON, L4E 4R1	Mailing Address: 10149 Yonge Street, Richmond Hill ON, L4C 1T5
Phone Number: 647-205-2789	Phone Number: 647 205 2789
Email Address**: ashkanhalabi.law@gmail.com	Email Address**: adldecoration5@gmail.com

Applicant is:

- Property Owner
- Tenant*
- Agent*

*If the applicant is not the registered property owner(s) of the Subject Property, the applicant and property owner must also fill out the Authorization of Registered Owner(s) form (Appendix A).

**By providing your email address, you agree to receive electronic information regarding the Town’s programs and services.

Municipal address of Subject Property:

10157 Yonge Street, Richmond Hill, ON L4C 1T5

Legal description of Subject Property (if known):

GRANT APPLICATION FORM
Richmond Hill Office Development and Downtown Local Centre
Community Improvement Plan

3. Project Information

Applicable Grants

Please fill out the table below regarding the grant program(s) for your project. Applicants may be eligible for funding consideration (“Funding”) under more than one program per application request subject to program criteria, limitations and restrictions.

Grant Program	Check off applicable grant ✓	Estimated Total Value of Project	Grant Amount Request for this Application
Tax Increment Equivalent Grant (TIEG)	<input type="checkbox"/>	\$	Information not required
Building Renovation Grant	<input type="checkbox"/>	\$	\$
Façade Improvement Grant	<input checked="" type="checkbox"/>	\$ 58,000	\$ 27,000
Landscaping Grant	<input type="checkbox"/>	\$	\$
Signage Grant	<input checked="" type="checkbox"/>	\$ 14,000	\$ 4,500

Will other approvals and/or permits be required to complete the Project?

- Zoning By-law amendment Yes No
 Site Plan or Site Plan amendment Yes No
 Building permit Yes No
 Sign permit Yes No
 Heritage Alteration permit Yes No

Note: if you need a Zoning By-law amendment or Site Plan or Site Plan amendment application, a pre-submission meeting will be required. Please contact Planning at planning@richmondhill.ca to request a pre-submission meeting, if applicable.

Other approvals or permits required? Please specify: _____

If an application is already in process, please provide the Town file number: SPA Approved D06-20018

General Eligibility Criteria for All Grant Programs

- (a) Is the Subject Property located within the boundary of the Richmond Hill Community Improvement Project Area (“CIPA”)? (To check, please see the CIPA map on page 3 of the **CIP Grant Application Guide** available at RichmondHill.ca/CIPgrants.) Yes No
- (b) Is the Application(s) for CIP program support in conformity with the Town’s Official Plan and any relevant Secondary Plan? (Note: if the Project requires an Official Plan Amendment, it is not eligible.) Yes No
- (c) Is the applicant / owner in good standing with regard to:
- (i) by-laws of the Town Yes No
 - (ii) property taxes – **Please provide a copy of your most current tax bill** Yes No
 - (iii) municipal fees Yes No
 - (iv) levies liable on the property Yes No
 - (v) outstanding municipal bills Yes No
 - (vi) ongoing litigation with the Town Yes No
- (Note: Until such matters are remedied and/or cleared and/or resolved, applications for assistance under the CIP will not be approved.)
- (d) Is the applicant either a registered property owner, assessed property owner or a tenant of a property to whom the owner has assigned consent to receive assistance under the CIP? Yes No



4. Applicant Certification *(Please read carefully!)*

All capitalized terms have the meanings set out in Parts 1, 2, and 3 of this Application.

I, Ashkan Halabi certify that I:

print name of individual Applicant or, if Applicant is a corporation authorized, an authorized signing officer

- (a) am the Applicant named in Part 2 of the Grant Application Form or, if the Applicant is a corporation, an authorized signing officer of the Applicant;
- (b) have reviewed the CIP and all eligibility requirements therein for the purpose of completing this Grant Application Form, and all statements made in and information contained herein in support of my/my company's eligibility as well as in any other supporting document(s) are true to the best of my knowledge and belief
- (c) have no, nor will I have any, direct or indirect pecuniary interest in the preparation of Project cost estimates as may be required and provided with this application or throughout the completion of the Project;
- (d) have no commenced any work or incurred expenses in connection with the Project;

I further certify that I acknowledge and understand that:

- (e) approval of this application is fully at the discretion of the Council of the Town, and the Town may refuse my application for, among other things, if the feasibility of the Project is deemed to be limited;
- (f) should any matters which I have declared above be found to be incomplete or untrue, I will no longer be considered eligible to receive Grant(s) and this application will be terminated and no monies will be advanced;
- (g) further to the Notice of Collection of Personal Information in Part 1 of this Grant Application Form, my personal information may be required to be disclosed to other person or organizations in connection with the processing of this application and the administering of any Grant(s) for which I may be approved, and I consent to such disclosure and use;
- (h) this application and any supporting material, including studies and drawings, filed with this application, upon such filing becomes a record of the Town and further,;
 - i. the information contained therein will become part of the public record upon inclusion in a report to the Council of the Town seeking approval of the application; and
 - ii. the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56 ("MFIPPA"), as amended applies to and governs all records and information related to this application and any approval pursuant to same;
- (i) employees, agents or contractors or other approving agencies may enter the Subject Property for the purposes of collecting information for the review and report on the Application and if this Application is approved, for the purpose of monitoring and inspecting the Project on the Subject Property up to and including such time as either all Grant(s) are disbursed to the Applicant or the Town terminates the Grant(s) and I give such permission as owner of the Subject Property or I have obtained the written permission for such entry from the owner in the form attached as **Appendix A**;
- (j) the Town reserves the right to conduct credit rating checks as it deems necessary; and
- (k) the payment of the Grant(s) will be made only to me/my company as the applicant, except as set out in (j) below, and is subject to:
 - (i) approval of my/my company's application by Council of the Town;
 - (ii) my/my company's execution of an agreement in the form attached as **Appendix B**;
 - (iii) my/my company continuing to be the owner or tenant of the Subject Property, as applicable; and
 - (iv) completion of the Project as approved by Council of the Town and in accordance with the agreement referred to above.
- (l) if me/my company wish to transfer to another person (a "new recipient") the right to receive a Grant(s) (or any part thereof in the case of a TIEG) that has not already disbursed, approval of such transfer may be given provided that the request is made in writing a minimum of 30 days' prior to any change in my/my company's status as owner or tenant of the Subject Property; and

GRANT APPLICATION FORM
Richmond Hill Office Development and Downtown Local Centre
Community Improvement Plan

- i. if the request is made prior to me/my company having finalized an agreement for the Grant(s), an agreement is executed by the new recipient in the form attached as **Appendix B** prior to the transfer; or
- ii. if the request is made subsequent to me/my company having finalized an agreement for the Grant(s), an agreement is executed by both me/my company and the new recipient whereby we agree that the new recipient will assume all the rights, liabilities and obligations of my/my company in the agreement that has been entered into.

[INSERT FULL LEGAL NAME OF RECIPIENT]

Koroush Abbaszadeh (Signature)
Witness Name: Koroush Abbaszadeh

Ashkan Halabi (Signature)
Name: Ashkan Halabi
Title: Director of Operations/Owner

Koroush Abbaszadeh (Signature)
Witness Name: Koroush Abbaszadeh

Farhad Abbaszadeh (Signature)
Name: Farhad Abbaszadeh
Title: Director/Owner

I/We have authority to bind the Recipient



Submission Checklist

Before submitting your application, please ensure you complete and enclose all of the necessary documents. Please email all documents to planning@richmondhill.ca.

- Item
- Completed grant application form
- A copy of your most current tax bill
- All supporting documents required for the grant program to which you are applying. For details on what to include in each of the supporting documents listed below, please see the CIP **Grant Application Guide** available at RichmondHill.ca/CIPgrants.

Tax Increment Equivalent Grant (TIEG)

- Project description
- Relevant drawings
- Construction cost summary identifying eligible costs and schedule

Building Renovation Grant

- Project description
- Relevant drawings
- Two quotes identifying eligible costs
- Construction schedule (if known)

Façade Improvement, Landscaping, or Signage Grants

- Project description
- Elevation photos
- Elevation drawings showing proposed improvements
- Two quotes identifying eligible costs
- Construction schedule (if known)
- For Façade grant: product samples and specifications
- For Signage grant: drawings of proposed sign
- For Landscaping grant: landscape plan

- Signed Applicant Certification (section 4 of the grant application form)
- Completed Appendix A – Authorization of Registered Owner(s) (if applicable)

NOTE: Do not fill out “Appendix B – Grant Agreement” attached to the application form at this time. It is to be prepared by the Town after Council approval of the grant application.



Appendix A: Authorization of Registered Owner(s)

Please complete this page is if the applicant is not the registered property owner(s) of the Subject Property.

I/We, 2558748 Ontario Inc., being the registered owner(s) of the Subject Property referred to in **Part 2 of this Grant Application Form**, hereby authorize;

1. hereby authorize Ashkan Halabi, being the Applicant named in **Part 2 of this Grant Application Form**, to prepare and submit this application for approval; and
2. grant permission to Town, other municipal and relevant external agency staff to enter upon the Subject Property during regular business hours over the time that this application is under consideration by the Town and, if the application is approved, for the purpose of monitoring and inspecting the Project on the Subject Property up to and including such time as either all grant funds are disbursed to the Applicant or the Town terminates the grant.

Signature of Registered Owner: Farhad Abbaszadeh

Print Name: Farhad Abbaszadeh-Halabi (Signing Officer)

Date: December 20, 2019

Signature of Registered Owner: _____

Print Name: _____

Date: _____

GRANT APPLICATION FORM
Richmond Hill Office Development and Downtown Local Centre
Community Improvement Plan

1. Application Background

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Phone Number: 647-205-2789	Phone Number: 647 205 2789
Email Address**: ashkanhalabi.law@gmail.com	Email Address**: adldecoration5@gmail.com

Applicant is:

- Property Owner
- Tenant*
- Agent*

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**By providing your email address, you agree to receive electronic information regarding the Town’s programs and services.

Municipal address of Subject Property:

10165 Yonge Street, Richmond Hill, ON L4C 1T5

Legal description of Subject Property (if known):

GRANT APPLICATION FORM
Richmond Hill Office Development and Downtown Local Centre
Community Improvement Plan

3. Project Information

Applicable Grants

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Façade Improvement Grant	<input checked="" type="checkbox"/>	\$ 60,000	\$ 27,000
Landscaping Grant	<input type="checkbox"/>	\$	\$
Signage Grant	<input checked="" type="checkbox"/>	\$ 11,200	\$ 4,500

Will other approvals and/or permits be required to complete the Project?

- Zoning By-law amendment Yes No
- Site Plan or Site Plan amendment Yes No
- Building permit Yes No
- Sign permit Yes No
- Heritage Alteration permit Yes No

Note: if you need a Zoning By-law amendment or Site Plan or Site Plan amendment application, a pre-submission meeting will be required. Please contact Planning at planning@richmondhill.ca to request a pre-submission meeting, if applicable.

Other approvals or permits required? Please specify: _____

If an application is already in process, please provide the Town file number: SPA Approved D06-20018

General Eligibility Criteria for All Grant Programs

- (a) Is the Subject Property located within the boundary of the Richmond Hill Community Improvement Project Area (“CIPA”)? (To check, please see the CIPA map on page 3 of the **CIP Grant Application Guide** available at RichmondHill.ca/CIPgrants.) Yes No
- (b) Is the Application(s) for CIP program support in conformity with the Town’s Official Plan and any relevant Secondary Plan? (Note: if the Project requires an Official Plan Amendment, it is not eligible.) Yes No
- (c) Is the applicant / owner in good standing with regard to:
 - (i) by-laws of the Town Yes No
 - (ii) property taxes – **Please provide a copy of your most current tax bill** Yes No
 - (iii) municipal fees Yes No
 - (iv) levies liable on the property Yes No
 - (v) outstanding municipal bills Yes No
 - (vi) ongoing litigation with the Town Yes No
 (Note: Until such matters are remedied and/or cleared and/or resolved, applications for assistance under the CIP will not be approved.)
- (d) Is the applicant either a registered property owner, assessed property owner or a tenant of a property to whom the owner has assigned consent to receive assistance under the CIP? Yes No



4. Applicant Certification *(Please read carefully!)*

All capitalized terms have the meanings set out in Parts 1, 2, and 3 of this Application.

I, Ashkan Halabi *certify that I:*

print name of individual Applicant or, if Applicant is a corporation authorized, an authorized signing officer

- (a) am the Applicant named in Part 2 of the Grant Application Form or, if the Applicant is a corporation, an authorized signing officer of the Applicant;
- (b) have reviewed the CIP and all eligibility requirements therein for the purpose of completing this Grant Application Form, and all statements made in and information contained herein in support of my/my company's eligibility as well as in any other supporting document(s) are true to the best of my knowledge and belief
- (c) have no, nor will I have any, direct or indirect pecuniary interest in the preparation of Project cost estimates as may be required and provided with this application or throughout the completion of the Project;
- (d) have no commenced any work or incurred expenses in connection with the Project;

I further certify that I acknowledge and understand that:

- (e) approval of this application is fully at the discretion of the Council of the Town, and the Town may refuse my application for, among other things, if the feasibility of the Project is deemed to be limited;
- (f) should any matters which I have declared above be found to be incomplete or untrue, I will no longer be considered eligible to receive Grant(s) and this application will be terminated and no monies will be advanced;
- (g) further to the Notice of Collection of Personal Information in Part 1 of this Grant Application Form, my personal information may be required to be disclosed to other person or organizations in connection with the processing of this application and the administering of any Grant(s) for which I may be approved, and I consent to such disclosure and use;
- (h) this application and any supporting material, including studies and drawings, filed with this application, upon such filing becomes a record of the Town and further,;
 - i. the information contained therein will become part of the public record upon inclusion in a report to the Council of the Town seeking approval of the application; and
 - ii. the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56 ("MFIPPA"), as amended applies to and governs all records and information related to this application and any approval pursuant to same;
- (i) employees, agents or contractors or other approving agencies may enter the Subject Property for the purposes of collecting information for the review and report on the Application and if this Application is approved, for the purpose of monitoring and inspecting the Project on the Subject Property up to and including such time as either all Grant(s) are disbursed to the Applicant or the Town terminates the Grant(s) and I give such permission as owner of the Subject Property or I have obtained the written permission for such entry from the owner in the form attached as **Appendix A**;
- (j) the Town reserves the right to conduct credit rating checks as it deems necessary; and
- (k) the payment of the Grant(s) will be made only to me/my company as the applicant, except as set out in (j) below, and is subject to:
 - (i) approval of my/my company's application by Council of the Town;
 - (ii) my/my company's execution of an agreement in the form attached as **Appendix B**;
 - (iii) my/my company continuing to be the owner or tenant of the Subject Property, as applicable; and
 - (iv) completion of the Project as approved by Council of the Town and in accordance with the agreement referred to above.
- (l) if me/my company wish to transfer to another person (a "new recipient") the right to receive a Grant(s) (or any part thereof in the case of a TIEG) that has not already disbursed, approval of such transfer may be given provided that the request is made in writing a minimum of 30 days' prior to any change in my/my company's status as owner or tenant of the Subject Property; and

GRANT APPLICATION FORM
Richmond Hill Office Development and Downtown Local Centre
Community Improvement Plan

- i. if the request is made prior to me/my company having finalized an agreement for the Grant(s), an agreement is executed by the new recipient in the form attached as **Appendix B** prior to the transfer; or
- ii. if the request is made subsequent to me/my company having finalized an agreement for the Grant(s), an agreement is executed by both me/my company and the new recipient whereby we agree that the new recipient will assume all the rights, liabilities and obligations of my/my company in the agreement that has been entered into.

[INSERT FULL LEGAL NAME OF RECIPIENT]

Koroush Abbaszadeh (Signature)
Witness Name: Koroush Abbaszadeh

Ashkan Halabi (Signature)
Name: Ashkan Halabi
Title: Director of Operations/Owner

Koroush Abbaszadeh (Signature)
Witness Name: Koroush Abbaszadeh

Farhad Abbaszadeh (Signature)
Name: Farhad Abbaszadeh
Title: Director/Owner

I/We have authority to bind the Recipient



Submission Checklist

Before submitting your application, please ensure you complete and enclose all of the necessary documents. Please email all documents to planning@richmondhill.ca.



Item



Completed grant application form



A copy of your most current tax bill



All supporting documents required for the grant program to which you are applying. For details on what to include in each of the supporting documents listed below, please see the CIP **Grant Application Guide** available at RichmondHill.ca/CIPgrants.

Tax Increment Equivalent Grant (TIEG)



Project description



Relevant drawings



Construction cost summary identifying eligible costs and schedule

Building Renovation Grant



Project description



Relevant drawings



Two quotes identifying eligible costs



Construction schedule (if known)

Façade Improvement, Landscaping, or Signage Grants



Project description



Elevation photos



Elevation drawings showing proposed improvements



Two quotes identifying eligible costs



Construction schedule (if known)



For Façade grant: product samples and specifications



For Signage grant: drawings of proposed sign



For Landscaping grant: landscape plan



Signed Applicant Certification (section 4 of the grant application form)



Completed Appendix A – Authorization of Registered Owner(s) (if applicable)

NOTE: Do not fill out “Appendix B – Grant Agreement” attached to the application form at this time. It is to be prepared by the Town after Council approval of the grant application.



Appendix A: Authorization of Registered Owner(s)

Please complete this page is if the applicant is not the registered property owner(s) of the Subject Property.

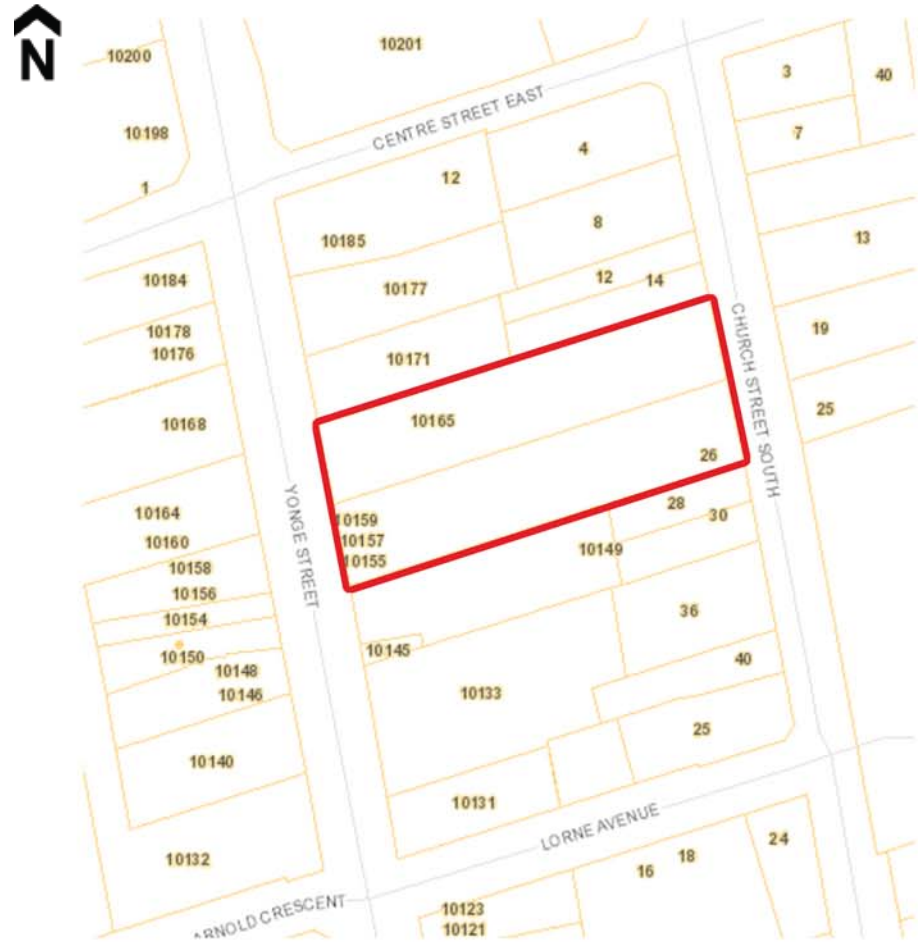
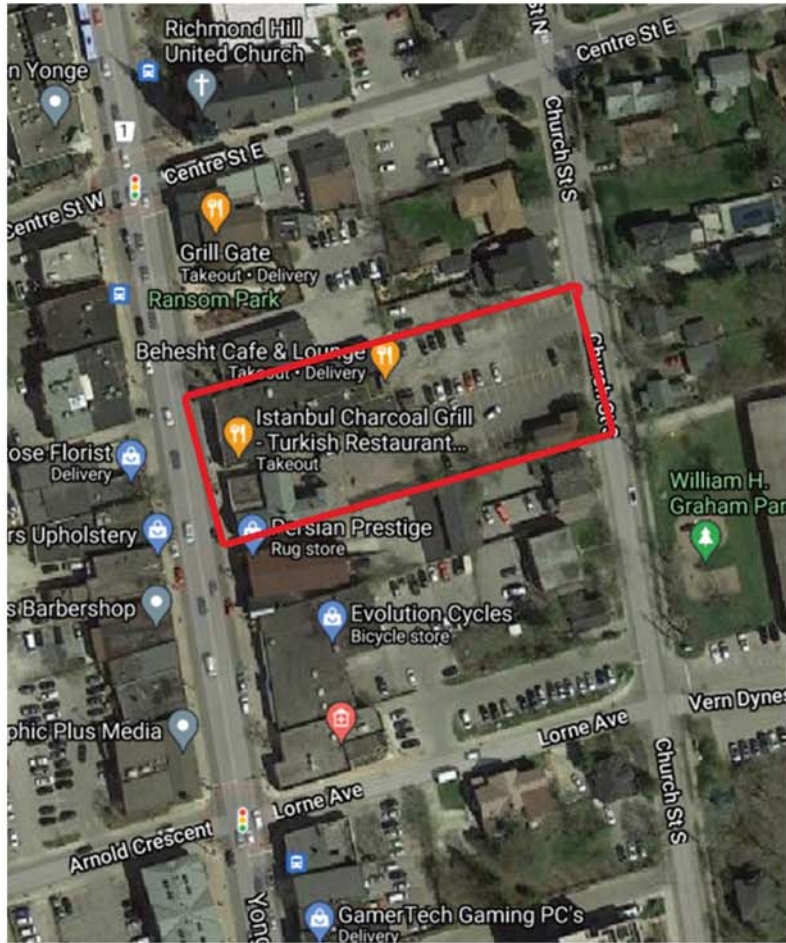
I/We, 2558748 Ontario Inc., being the registered owner(s) of the Subject Property referred to in **Part 2 of this Grant Application Form**, hereby authorize;

1. hereby authorize Ashkan Halabi, being the Applicant named in **Part 2 of this Grant Application Form**, to prepare and submit this application for approval; and
2. grant permission to Town, other municipal and relevant external agency staff to enter upon the Subject Property during regular business hours over the time that this application is under consideration by the Town and, if the application is approved, for the purpose of monitoring and inspecting the Project on the Subject Property up to and including such time as either all grant funds are disbursed to the Applicant or the Town terminates the grant.

Signature of Registered Owner: *Farhad Abbaszadeh*
 Print Name: Farhad Abbaszadeh-Halabi (Signing Officer)
 Date: December 20, 2019

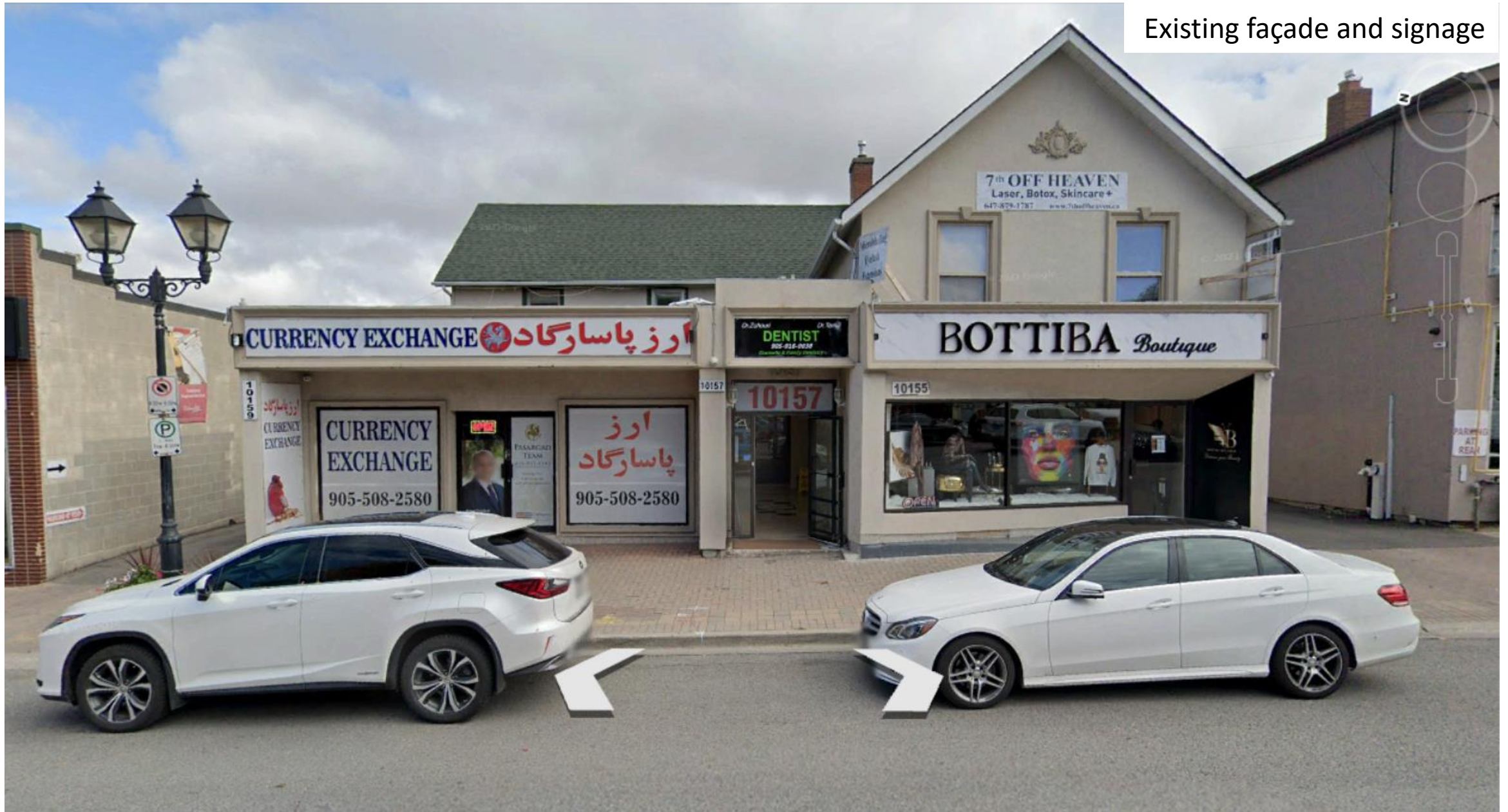
Signature of Registered Owner: _____
 Print Name: _____
 Date: _____

SRPI.21.091 - Appendix C - Current Site Location



10157 & 10165 Yonge Street, Richmond Hill, ON, L4C 1T5

Existing façade and signage



Proposed façade and signage



1 WEST ELEVATION
1/8" = 1'-0"

WINDOW SCHEDULE				
Count	Type Mark	Width	Height	Comments
2	C	7' - 0"	8' - 0"	
2	D	6' - 6"	8' - 0"	

Grand total: 4

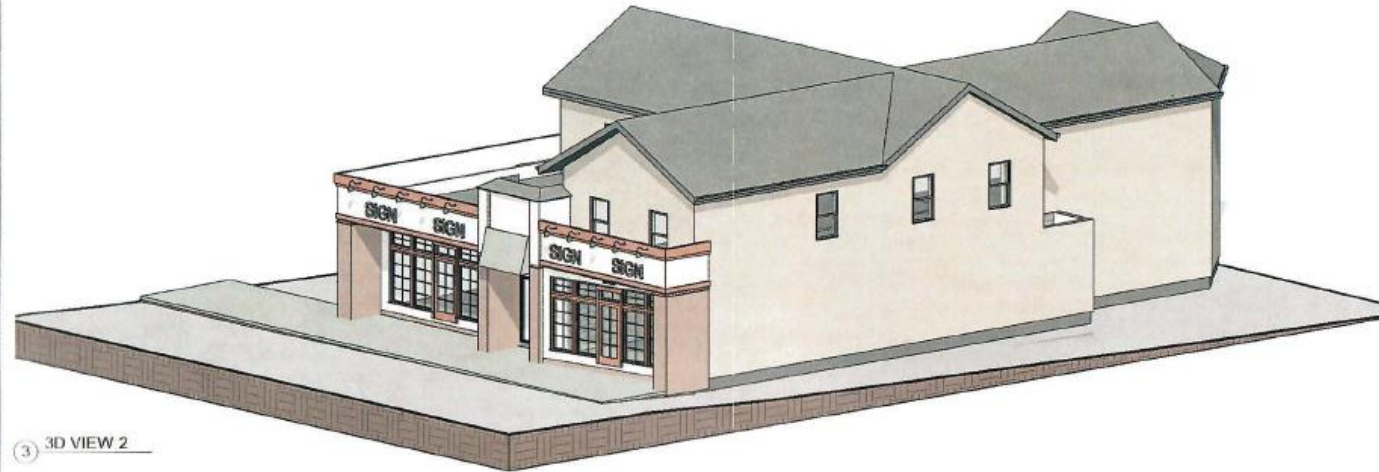
DOOR SCHEDULE			
Mark	Width	Height	Comments
004	3' - 6"	7' - 0"	
005	3' - 0"	7' - 0"	



RC LIGHTING
LED GOOSENECK LIGHT
FIXTURE COLOUR:
HUNTER GREEN 15"
ANGLED CONE SHADE
WITH GOOSE1 ARM REF.

<https://www.rcighting.ca/feature/led-commercial-gooseneck-lights>

2 GOOSENECK LIGHT FIXTURE
3/8" = 1'-0"



3 3D VIEW 2

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Existing façade and signage



Proposed façade and signage

1 WEST ELEVATION
1" = 10'-0"

DOOR SCHEDULE			
Mark	Width	Height	Comments
001	3' - 1"	7' - 0"	
002	3' - 1"	7' - 0"	
003	3' - 1"	7' - 0"	

RC LIGHTING
LED GOOSENECK LIGHT
FIXTURE COLOUR:
HUNTER GREEN 15"
ANGLED CONE SHADE
WITH GOOSE1 ARM REF.
<https://www.rclighting.ca/testu/led-commercial-gooseneck-lights>

Hunter Green

2 GOOSENECK LIGHT FIXTURE
1/2" = 1'-0"

3 3D VIEW 2

PRO VISION ARCHITECTURE INC.
100 KINGSTON RD. #100
RICHMOND HILL, ONT. L4B 1N1

2021.05/27

REVISION SCHEDULE

No.	Description	Date	By

PROJECT NAME:
**REDEVELOPMENT AT
10165 YONGE ST - RICHMOND HILL**

PROJECT ADDRESS:
10165 YONGE ST, RICHMOND HILL, ON

CLIENT'S NAME & ADDRESS:
Mr. Abbaszadeh
100 ANTOINETTE ST, RICHMOND HILL, ON

CIP APPLICATION

OWNER:	DESIG:
CHECKED: DE	
DATE: JULY 2019	
SCALE: As Indicated	
COPYRIGHT:	
© 2019 PRO VISION ARCHITECTURE INC.	
PROJECT NO:	1801269
SHEET TITLE	
ELEVATION / 3D VIEW	
A1.1	
SHEET	