

# Appendix A - SRPBS.23.042



## Richmond Hill Office Development and Downtown Local Centre Community Improvement Plan

### GRANT APPLICATION FORM

## 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](mailto:planning@richmondhill.ca) or (905)771-8910.

Submit completed application form along with all supporting documents to [planning@richmondhill.ca](mailto: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](http://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: 2803525 Ontario Inc.	Name: Reza Zolfaghari
Mailing Address: 10178 Yonge St., Richmond Hill ON L4C 1T6	Mailing Address: 2 Poplar Dr, Richmond Hill ON L3E 2W5
Phone Number: 4168767474	Phone Number: 4163006006
Email Address**: rezazoulfaghari@gmail.com	Email Address**: rezazoulfaghari@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:

10176-10178 Yonge Street., Richmond Hill ON L4C 1T6

### Legal description of Subject Property (if known):



### 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
	<input checked="" type="checkbox"/>		
Tax Increment Equivalent Grant (TIEG)	<input checked="" type="checkbox"/>	\$	Information not required
Building Renovation Grant	<input checked="" type="checkbox"/>	\$	\$
Façade Improvement Grant	<input checked="" type="checkbox"/>	\$ 150,000.00	\$
Landscaping Grant	<input checked="" type="checkbox"/>	\$ 52,000.00	\$
Signage Grant	<input checked="" type="checkbox"/>	\$ 25,000.00	\$

**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](mailto: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: \_\_\_\_\_

**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](http://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, Reza Zolfaghri 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 not commenced any work or incurred expenses in connection with the Project;

I further certify that I acknowledge and understand that:

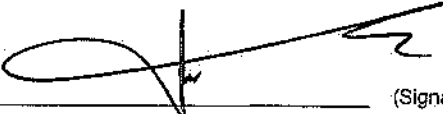
- (e) approval of this application is fully at the discretion of the Council of the Town, and the Town may refuse my application for, among other things, if the feasibility of the Project is deemed to be limited;
- (f) should any matters which I have declared above be found to be incomplete or untrue, 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]

  
 \_\_\_\_\_ (Signature)

Witness Name: Beheshteh Sattari  
 \_\_\_\_\_ (Signature)

  
 \_\_\_\_\_ (Signature)

Name: Reza Zolfaghari  
 Title: Property Owner

\_\_\_\_\_  
 (Signature)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

I/We have authority to bind the Recipient

# 2803525 ONTARIO INC.

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**The Town of Richmond Hill**

July 31, 2023

Subject: Project Description

The improvements for Façade Improvement, Landscaping and Signage Grant Program are as follows:

## **Façade Improvement Grant**

- Old windows are going to be replaced with the brand new windows. The scope is the windows located on the front, back, sides and first and second floors
- **Installing Exterior Stucco Finishing ADEX System:**
  - o Remove all loose and damaged flakes from the bricks/blocks
  - o Insulation with Drainage system
  - o Polymer Stucco Base Coat
  - o High impact fiber mesh with base coat
  - o Textured finish
  - o Front elevation upper decorative quoins will be sanded and painted with sanded stucco paint

## **Signage Grant**

- Install two new signs:
  - Quantity: 2
  - Size: 25'w x 4'h
  - Frame: 4" Deep Black ACM Backer
  - Letters: 3" illuminated Channel Letters
  - Lighting: 6000k LED + Driver

## **Landscaping Grant**

- Renew Asphalt (3000 Sqf.)
- Renew chain link fence (170 Lft.)
- Build Deck and roof top for basement stairs and installation

Regards,  
Reza Zolfaghari- Property Owner



## Dmitriy Kharena

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**From:** Beheshteh Sattari <reza.assistant2@gmail.com>  
**Sent:** Friday, September 29, 2023 11:11 AM  
**To:** Dmitriy Kharena; Reza Zolfaghari  
**Cc:** Megan Cobbold  
**Subject:** Re: Follow-up on CIP Grant Application

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

**CAUTION:** This email is from an external source (Sender : Beheshteh Sattari <reza.assistant2@gmail.com> with e-mail address : reza.assistant2@gmail.com) Please do not click links or open attachments unless you recognize the sender.

Good morning Dmitriy,

I have called you but I could not reach you. Regarding the email below, please be informed that the Building Code order IWO-2023-00005 has already been removed so please let us have your confirmation. In regards the drawings for facade, we decided to remove the stucco in the first floor level and go through the permit drawings. For an outstanding property standard file, we are in touch with Shelly and when it is done we will let you know. Please let us know what we should do next that we can have the grant at the earliest convenience.

Thank you

On Thu, Sep 28, 2023 at 1:22 PM Dmitriy Kharena <[dmitriy.kharena@richmondhill.ca](mailto:dmitriy.kharena@richmondhill.ca)> wrote:

Hi Beheshteh,

Hope all is well. Just following up on your CIP grant application, before we can recommend a grant amount, these will need to be resolved:

- 1) Updated drawings building permit as we spoke over the phone, your designer simply needs to show the location of the stucco. Once that is done, we'll need to follow up with Building to see if it's acceptable. Julia/HUD was ok with the proposal to repair the stucco at-grade, provided that the second-story brick is repaired and repainted as noted in her email.
- 2) The Building Code order IWO-2023-00005 will need to be resolved regarding **interior renovation done without a permit**. Please contact [building@richmondhill.ca](mailto:building@richmondhill.ca) for more information. You will need to book an inspection to have a City inspector come and assess the renovation for legal and safety compliance to resolve this error
- 3) There is an outstanding property standards file regarding garbage (brush files) from the unpermitted interior renovation (file #: 2023-0492). **Can you please kindly contact Shelly Grieve, [shelly.grieve@richmondhill.ca](mailto:shelly.grieve@richmondhill.ca) (416-528-0037)** to let her know if the debris/garbage has been removed from site. That way she can close the file.

So to be clear, once Shelly has confirmation that the garbage from renovation was removed from the site, a building inspection of the interior renovation is completed and we receive updated building permit drawings with stucco, then we will be able to process the CIP grant.

Thanks so much again for your help with this!!

Dmitriy Kharena

City of Richmond Hill,

Planning and Building Services Department – Policy Planning – Policy

Phone : (905) 747 6428, Email: [Dmitriy.kharena@richmondhill.ca](mailto:Dmitriy.kharena@richmondhill.ca)

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*Do not hesitate to contact me if you have any questions.*

*Best Regards,  
Beheshteh Sattari  
Assistant*

*Office: 416-876-7474*

*Bus: 905-237-6329*

*Bus: 905-237-5329*

*Fax: 1-888-777-7909*

**“Note:** *This email and any attachments are confidential and are intended only for the person(s) to whom it is addressed. If you are not the addressee named above, any use, copying, distribution or disclosure is strictly unauthorized. If you have received this information in error, please delete it and any attachments and notify me immediately by return email or by calling [416-876-7474](tel:416-876-7474) Thank you.”*