



City of Waterloo Uptown Community Improvement Plan (CIP) Application Form

How to Apply

Please note the applicant **shall not commence any works or studies** that are subject of a CIP application prior to receiving approval of that application by the City and prior to the execution of any applicable loan agreement(s) by the applicant and the City.

Submission Checklist

1. Pre-Consultation with Economic Development Office

Prior to submission of this application form, please arrange for a pre-application meeting with staff to discuss and confirm program eligibility, application requirements including supporting documentation, proposed scope of work, cost and project timing.

2. Completed Application Form

Please ensure that this application is complete, all required signatures have been provided, and all required supporting documentation has been submitted. Failure to do so may result in refusal of the City to accept the application as complete or application processing delays.

3. Written Authorization

If the applicant is not the property owner, please ensure that written authorization is obtained by the applicant from the property owner to make this application and that said written authorization is attached to the application form. Please also indicate to whom payment of grants should be made. If an agent is acting on behalf of the property owner in making this application, please ensure that the required authorization in Part 1 of the application is completed and signed by the owner.

4. Drawings/Photos of the Property

Please attach photos of the current conditions of the building for which you are submitting an application as well as drawings/plans showing the proposed changes such as elevations, artist renderings, plans, etc.

5. Cost Estimates/Quotations

Please attach a minimum of two (2) cost estimates/quotations from bona fide licensed contractors, including a detailed breakdown of costs. The value(s) of the grant awarded is based on the lesser of the two estimates/quotations.

6. Application Submission

Please submit an electronic copy of your application by email to: cip@waterloo.ca

Should you have any issues in submitting the application by email, please contact the Economic Development Office:

Attention: Erin Miles, Economic Development Administrative Assistant

Contact No: 519-886-1550 x78706

Email: cip@waterloo.ca