

Instructions

- Applicants must pre-consult with municipal staff prior to filling out application
- If the space provided is insufficient to respond to the question, please provide additional information on a separate page, clearly marked as to the subject question, and attach to the application form
- Please attach financial quotes, drawings or other required information as appropriate
- We recommend that the applicant keep a copy of the application form for your own record
- Please ensure that the application has been signed by the property owner or authorized agent

Application Requirements

- Complete and Signed Application Form
- Drawings
- Two (2) Financial Quotes per eligible item
- Any Other Documents Required by the Municipality at the Pre-Consultation

APPLICANT AND PROPERTY OWNER INFORMATION

Registered Property Owner

Name:	Jose & Sarah Coelho
If Corporation, Signing Officer to contact:	

Authorized Agent (If Any)

Name:					
Mailing Address:					
City:		Province:		Postal Code:	
Telephone:		Facsimile:		Email:	

Subject Property Information

Civic Address:	34077 neil rd - CON 3 N PT LOT 24
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Legal Description (Lot and Plan No., Assessment Roll No.):
CON 3 N PT LOT 24 3954000020058000000

- Are property taxes for the subject property in arrears? Yes ___ No X
- Are there any outstanding orders registered against the subject property? Yes ___ No X
- Are there any outstanding violations under the Fire Code? Yes ___ No X
- Grants previously been received from the Municipality for subject property? Yes ___ No X

Please describe grants received, including total amount:

AUTHORIZATION

If this application is to be signed by an agent or solicitor on behalf of the property owner/s, complete this section. This section should be signed by the property owners/or if held by a corporation, by a signing officer (name and position) of the corporation.

I hereby authorize _____ as agent, to act on my behalf in regard to the above application. I acknowledge that the authorized agent is to receive all correspondence and information pertaining to this application on my behalf.

Dated at _____ this _____ day of _____

Signature of Owner/s: _____


Received by (Office Use Only) _____

APPLICANT AGREEMENT

I/We hereby certify that the information given herein is true, correct and complete in every respect and understand that the Municipality reserves the right to verify any information contained herein. I/We agree to the terms and conditions of the programs for which the application is being made.

This section should be signed by the property owner/s, agent or if held by a corporation, by a signing officer (name and position) of the corporation.

Dated at Neil Rd this 22 day of Apr

Signature of Owner/s: 

PROGRAM CHECK LIST

Please place a check next to the program that you are applying for (Financial Incentive Summary attached to this application):

Open for 2026

Business/Commercial Stream

Residential/Affordable Housing Stream

- Beautification Program
- Rural Economic Development Program
- Accessibility Program
- Brownfield Study Program
- Conversion, Expansion & Redevelopment Program

- Additional Residential Unit Program
- Affordable Rental Housing Unit Program

Please note that available programs and funding methods are determined by Municipal Council on an annual basis.

DESCRIPTION OF PROPOSED IMPROVEMENT PROJECT

This project involves the creation of a new Additional Residential Unit (ARU) to provide safe and attainable housing for our senior family members. The project will Join an existing workshop to a self-contained secondary suite for our family.

The primary focus of the work is to ensure the unit is fully compliant with Building and Fire Codes to provide a secure environment. Our Design will incorporate a 1st floor bedroom minimizes steps (if any) create barrier-free access, reinforcements in bathroom walls for grab bars, and zero-step entrances to support our senior families future mobility.

By creating this unit, we are supporting the Municipality's goal of increasing housing diversity and provides housing construction that allow residents to age in place with our family close by and taking care of them. The Municipality has noted a lack of "attainable and diverse housing" as a major challenge, and our proposal helps and creates a public benefit.

The dwelling is specifically designed to support multi-generational living and aging in place. We are providing a dedicated suite for senior family members which directly relieves the local burden on Long-Term Care facilities. It allows for immediate family caregiving and social integration within a familiar neighborhood, rather than relying on institutionalized housing within the area.

We believe this Meets the Municipality's strategic goal of providing diverse and attainable housing options that address the evolving needs of our senior population.

ELIGIBLE COSTS

Please provide a list of the costs that are eligible for the project below.

Eligible Cost Item	Actual/Estimated Cost
Construction Costs	400000
Planning and Building	2500
Professional Fees	1500

Prices must be exclusive of HST.

Application Agreement

I/We hereby apply for a grant under the North Middlesex Community Improvement Plan.

I/We hereby agree to abide by the requirements and provisions of the North Middlesex Community Improvement Plan.

I/We hereby certify that the information contained in this application is true, correct and complete in every respect and may be verified by the Municipality by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.

I/We hereby agree that if any statements or information in this application or submitted in support of this application are untrue, misleading or there is a material omission, the application may be rejected or not approved, or the grant may be delayed, reduced or cancelled.

I/We hereby agree that any work carried out prior to written receipt from the Municipality of grant application is not eligible for the grant.

I/We hereby grant permission to the Municipality or its agents to inspect the property to which this application applies.

I/We hereby agree that the grant may be delayed, reduced or cancelled if the project is not completed, not completed as approved, or if the person(s) undertaking the eligible works is not paid.

I/We hereby agree the program for which application has been made herein is subject to cancellation and/or change at any time by the Municipality in its sole discretion, subject to the requirements and provisions specified in the North Middlesex Community Improvement Plan. Participants in the program whose application has been approved will receive their grant, subject to meeting the requirements and provisions of the program.

I/We hereby agree all grants will be calculated and awarded in the sole discretion of the Municipality. Notwithstanding any representation by or on behalf of the Municipality, or any statement contained in the program, no right to any grant arises until it has been duly authorized, subject to the applicant meeting the requirements and provisions of the program. The Municipality is not responsible for any costs incurred by the Owner/Applicant in any way relating to the program, including, without limitation, costs incurred in anticipation of a grant. This section should be signed by the property owner(s), agent, or if held by a corporation, by a signing officer (name and position) of the corporation.

Dated at the West Rd 34077, this 22 day
of April, 2026

Jose Coelho
Name of Owner

[Signature]
Signature of Owner