



## Downtown Community Improvement Plan

### CIP Project Review Meeting Request

If you feel your project meets the criteria of the Downtown Community Improvement Plan and priorities then please complete this form to request a Project Review Meeting.

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

Daytime Contact Information: \_\_\_\_\_

Address of Property: \_\_\_\_\_

\_\_\_\_\_

Estimated Cost of the Improvement Project: \_\_\_\_\_

Provide a brief description of the Improvement Project:

If you are a tenant, do you have approval from the property owner for this Project? \_\_\_\_\_ Please return completed forms to:

Development Services Offices  
Township of Uxbridge  
51 Toronto St. S.  
P.O. Box 190  
Uxbridge, ON  
L9P 1T1

For more information, please call 905 852 9181 or email: [CIPcoordinator@uxbridge.ca](mailto:CIPcoordinator@uxbridge.ca)



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### Application Process:

**Pre-Application** Prior to applying for the program, interested parties are asked to review the information found on the Business Toolkit website page under the Community Improvement Plan Incentives tab.

To be considered, the project must align with the Downtown Community Improvement Plan. Priority will be given to projects that support the Township of Uxbridge's 2023-2026 Strategic Plan and Priorities.

### **1.0 Step One: Application Submission**

- 1.01 All applicants must have a Project Review Meeting **prior** to submitting an application.

To schedule the Project Review meeting contact:

Township of Uxbridge Development Services  
51 Toronto St S.  
Uxbridge, ON  
L9P 1T1  
(905) 852- 9181

[CIPcoordinator@uxbridge.ca](mailto:CIPcoordinator@uxbridge.ca)

- 1.02 The Project Review meeting will determine eligibility, scope of proposed work, project timing, and supporting documentation requirements.
- 1.03 If applicants wish to proceed after the Project Review meeting, then a complete application must be submitted including all required supporting documentation including permits. For further information on application requirements please refer to the Community Improvement Plan, Financial Incentives Program Application Manual.
- 1.04 The Township is not responsible for the costs associated with the application process, or any other costs incurred in relation to any of the programs, including financial reviews, audits, etc.
- 1.05 No fee is required for the project review meeting.