

# TOWN OF FLORENCEVILLE-BRISTOL

## PLANNING AND DEVELOPMENT GRANT POLICY

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### POLICY NO: 20

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<b>Category:</b>	<b>Planning &amp; Development</b>
<b>Policy Number:</b>	<b>20</b>
<b>Effective Date:</b>	<b>March 12, 2019</b>
<b>Approval by Council:</b>	<b>March 12, 2019</b>
<b>Supersedes:</b>	<b>Not Applicable</b>
<b>Amended:</b>	<b>Not Applicable</b>

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### 1. PURPOSE:

The Town of Florenceville-Bristol has adopted this policy to govern the application and issuance of Planning and Development Grants. This policy is intended to cover new developments, be they commercial or residential. This policy is adopted under authority of Section 104 of the *Local Governance Act*.

### 2. SPECIFIC OBJECTIVES:

The objectives of this policy are to:

- Promote development in the Town;
- Provide Developers the guidelines to qualify for a Planning and Development Grant; and
- Provide a fair and equitable method of determining the value of a Planning and Development Grant issued.

### 3. BASIC STATEMENT:

Developers will determine if they wish to apply for a Planning and Development Grant. Council has determined various strategic goals for the municipality, and has developed a questionnaire giving preference to those goals.

### 4. ELIGIBILITY TO APPLY FOR THE GRANT:

Anyone developing property in the Town of Florenceville-Bristol for commercial or residential use qualifies to apply for the Planning and Development Grant. This grant is not applicable to individuals building their own single-family residence.

There must be an increase in Property Tax Assessment Value of at least \$250,000 to qualify. The applicant's account with the municipality may not be in arrears, which in the case of a company, would include the owners and officers of the company.

## **5. GRANT REVIEW PROCESS:**

Completed Planning and Development Grant Applications must be submitted to the Development Officer. The Development Officer and the Planning and Development Committee will review the application, and will each complete a Score Card to determine a recommendation to Council.

Council meets the second Tuesday of each month. They will review the Questionnaire and Score Cards provided by the Planning and Development Committee to determine if a grant will be approved, and for what amount. A letter of award shall be issued to each applicant accordingly.

## **6. GENERAL CONDITIONS**

Grants may be awarded with certain terms and conditions. The letter of award shall state if any restrictions apply to the grant. Funding may be revoked for failure to comply with the terms and conditions stipulated in the letter.

Funding may be revoked should there be a misappropriation of funds, failure to report or misrepresentation by the receiving organization.

Approvals for financial assistance under this policy shall be at the discretion of the Florenceville-Bristol Town Council.

The grant calculation is based on the increase in Municipal property tax assessed on a property. Only the Municipal portion of the tax will be considered. For example, with Non-Residential properties (ie: commercial), the municipality receives 1.5 times the Municipal rate, and the Province keeps the balance. Therefore, any calculations before and after completion of the project will refer to the Municipal tax only.

85% of grant funds will be released to the successful applicant once the project has completed 50% of the proposed development unless otherwise stated in the letter of award. The remaining 15% of grant funds will be withheld until the following year's tax assessment has been issued and a final calculation can be completed.

**Certification for Town of Florenceville-Bristol Policy Manual:**

I certify that this *Planning and Development Grant Policy* was adopted by Council as indicated above.

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Date of Council Resolution**

\_\_\_\_\_  
**Assistant Clerk**

\_\_\_\_\_  
**Date Policy in Effect**

## PLANNING & DEVELOPMENT GRANT APPLICATION

### Instructions:

- Use this cover sheet as the first page of your application.
- Please submit all documents from the application checklist. Incomplete submissions may delay consideration of your request for funding.
- If you do not have enough space to answer a question, please attach a separate sheet.
- Please forward complete application to the Development Officer at the Town of Florenceville-Bristol, 19 Station Road, Florenceville-Bristol, NB E7L 3J8.
- This grant is not applicable to individuals building their own single-family residence
- Total increase in property value must exceed \$250,000 to qualify for a grant.

### APPLICATION CHECKLIST

- A signed original of your **Town of Florenceville-Bristol Planning and Development Grant Application.**
- A letter from the applicant's bank supporting the proposed project

### PART A-APPLICANT INFORMATION

Company Name (applicant):

Contact name:

Title:

Title of project:

Location of project:

Expected cost of project:

Mailing address:

Telephone:

Fax:

Email:

**PART B-APPLICANT QUESTIONNAIRE**

**1. Will the proposed final development create jobs? If so, please provide a breakdown of the various positions and number of each created. (do not include the jobs created in the build)**

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**2. Will the proposed development improve the quality of life / health to the residents of Florenceville-Bristol? If yes, please explain.**

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**3. Will the proposed development offer more services and products to the residents of Florenceville-Bristol? If yes, please explain.**

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**4. Will the proposed development fill a product or service need and/or make the Town of Florenceville-Bristol more autonomous? If yes, please explain.**

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**5. Will the proposed development create more rental housing? If yes, please advise what type and how many.**

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**6. Will the proposed development create more residential homes? If yes, please provide details.**

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**7. Will the proposed development promote Tourism and Culture? If yes, please explain.**

**8. Will the proposed development enhance the quaint feeling / beauty of our Town? If yes, please explain.**

**9. Will the proposed development improve education? If yes, please explain.**

**10. Will the proposed development create a safer community? If yes, please explain.**

**11. Will the proposed development reduce the need for transportation? If yes, please explain.**

**12. Will the proposed development encourage / welcome new comers? If yes, please explain.**

**13. How much will the proposed development increase our tax base in Year 1 or after completion? If the proposed development will take longer than one year to complete, please give details of the tax increase at the end of each year until completion of the project.**

**14. Will the proposed development be completed by the developer or will the land need to be sold and then built by a third party? Please provide details of how it will be developed.**

**15. Will the proposed development have any impact to the environment – either positively or negatively? Please explain.**

**16. Other information that should be considered when determining your grant eligibility or grant amount.**

**17. What is the assessed value of the property before and after completion of the project?**

Assessed Value before project: \$

Anticipated Assessed Value after completion: \$

**18. When do you expect to start your project?**

**19. How long do you anticipate the project will take to complete?**

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**DECLARATION**

**The information provided on this application form and accompanying documentation is accurate to the best of my knowledge. I hereby give the Town of Florenceville-Bristol authority to verify any and all information pertaining to this application.**

**Application prepared by:**

\_\_\_\_\_  
*Signature*                      *Print Name*                      *Date*

**Board authorization (if applicable):**

\_\_\_\_\_  
*Signature*                      *Print Name*                      *Date*

**Town of Florenceville-Bristol approval in the amount of: \$** \_\_\_\_\_

\_\_\_\_\_  
*Sarah Pacey, Chief Administrative Officer*                      *Date*



## Planning & Development Grant Score Card

**Name of Proposed Development:** \_\_\_\_\_

**Date Questionnaire Completed:** \_\_\_\_\_

	<u>SCORE</u>
1) Will it create jobs (final development, not jobs building it)? 0=none            1=1-5            2=6-15            3=16-29            4=30+ <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>	
2) Will it improve quality of life / health? 0=no    1=little improvement    2=improved    3=noticeable improvement    4=phenomenal <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>	
3) Will it offer more services and products to the residents? 0=no    1=very little    2=some    3=good increase    4=phenomenal increase <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>	
4) Does it fill a product or service need and/or make us more autonomous? 0=no    1=very little    2=some    3=good increase    4=phenomenal increase <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>	
5) Will it create more rental housing? 0=0 units            1=1-5 units            2=6-12 units            3=13-24 units            4=25+ units <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>	
6) Will it create more residential homes? 0=0 homes created    1=1-4 homes    2=5-9 homes    3=10-14    4=15+ <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>	
7) Will it promote Tourism and Culture? 0=no    1=very little    2=some    3=good increase    4=phenomenal increase <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>	
8) Will it enhance the quaint feeling / beauty? 0=no    1=very little    2=some    3=noted improvement    4=phenomenal improvement <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>	
9) Will it improve education? 0=no    1=very little    2=some    3=noted improvement    4=phenomenal improvement <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>	

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10) Will it create a safer community?

0=no 1=very little 2=some 3=noted improvement 4=phenomenal improvement

11) Will it reduce need for transportation?

0=no 1=very little 2=some 3=noted improvement 4=phenomenal improvement

12) Will it encourage / welcome new comers?

0=no 1=very little 2=some 3=noted improvement 4=phenomenal improvement

13) How much will it increase our tax base in Year 1?

0= \$0-199,000 1=\$200-749,000 2=\$750-1.49M 3=\$1.5M-2.49M 4=\$2.5M+

14) Will the land be developed by the developer or do we need to wait for people to buy lots and build?

0=need to sell lots 1= developer building 25% and selling 75%  
2=developer building 50% and selling 50% 3=developer building 75% and selling 25%  
4=developer building all

15) How will it affect the environment?

0=many concerns for negative impact 1=some potential for negative impact  
2=environment unchanged 3=some improvement to environment  
4=vast improvement to environment

**Total Score:** \_\_\_\_\_ / 60 = \_\_\_\_\_ % of 500% = \_\_\_\_\_ % **Grant Percentage of Tax increase**

**Expected Increase in Tax Base** = \_\_\_\_\_ x **Tax Rate** \_\_\_\_\_ = \_\_\_\_\_

**% Grant** \_\_\_\_\_ x **Tax Increase Yr 1** \_\_\_\_\_ = \_\_\_\_\_ **Grant Amount**