

Submit **one (1) hard copy and one (1) electronic copy (USB or CD)** of the completed Application to Certify and Certification Requirements to:

Investment Ready: Certified Site Program
Ministry of Economic Development, Trade and Employment
56 Wellesley St. W., 7th Floor
Toronto ON M7A 2E7

In addition, **email one (1) copy** of the **Application to Certify** form to investmentready@ontario.ca.

Upon review of the application and certification documentation, applicants will be notified of certification. A site will remain certified for two (2) years following notification of certification, provided there are no changes to the condition of the site.

All sections of the application form must be complete. For any questions related to the Program or the contents of the application documents, contact us at investmentready@ontario.ca or 1 855 585-0475.

A. Applicant and Property Ownership Information

The information below is required to confirm the applicant's contact details and details regarding the legal owner of the property (if different than the applicant). If the application is for an assembly of multiple properties*, please provide information for each individual property.

Applicant

Municipality or Economic Development Organization

Address			
Unit Number	Street Number	Street Name	PO Box
City/Town		Province	Postal Code
Telephone Number	Fax Number	Email Address	
Contact person		Contact person title (must be submitted by Department Director or above)	

Property Owner

Legal owner of property (if different from applicant)

Address			
Unit Number	Street Number	Street Name	PO Box
City/Town		Province/State	Country
Postal Code/Zip Code			
Telephone Number	Fax Number	Email Address	
Contact person			

* If the site is an assemblage of multiple properties (up to four (4)), please complete Appendix A.

B. Property Information

Provide details for the property in the forms below. If the application is for an assembly of multiple properties*, please provide information for each individual property.

Street address		Municipality	Postal Code
Legal description			
Assessment Roll Number(s)		Parcel Identifier Number(s)	
Gross site area (ha.)/(ac.) ha./ ac.	Net site area (ha.)/(ac.) ha./ ac.	Available for Sale <input type="checkbox"/>	Available for Lease <input type="checkbox"/>

* If the site is an assemblage of multiple properties (up to four (4)), please complete Appendix A.

C. Official Plan and Zoning

Provide details regarding the current in-effect Official Plan and Zoning for each property. If the property is subject to multiple designations/zones, please identify all that apply.

	Designation/Zoning Classification	Designation objectives and permitted use
Official Plan		
Zoning		

D. Active Applications under the Planning Act

If the property is subject to an existing application under the *Planning Act*, please provide details regarding the nature of the application and its current status.

	Details	Not applicable
Official Plan Amendment		<input type="checkbox"/>
Zoning By-law Amendment		<input type="checkbox"/>
Plan of Subdivision		<input type="checkbox"/>
Consent to Sever		<input type="checkbox"/>

Is the area subject to Site Plan Control? Yes No

Is the property impacted by Provincial Plans (i.e. Oak Ridges Moraine Plan, etc.) Yes No

E. Property Features

Provide a description and details regarding existing physical features of the property. The information may be used to market the property more effectively, or may be distributed to investors and site selectors.

		Description
Existing Use/Building Structures	Describe any additional features about the existing use and/or building structures found on the property including construction/renovation dates, size, heritage designation, previous use(s) and unique features (i.e. loading dock, parking, etc.).	
Location and Abutting Uses	Describe site location and surrounding land uses (planned and existing).	
Site Shape and Topography	Describe site shape and topographical features, and impact on development.	
Natural Heritage Features (woodlots, watercourses, etc.)	Describe existing natural heritage features and any impact on developable area.	
Local Vehicular Access	Describe local vehicular access and proximity to arterials, as well as any proposed improvements / extensions.	
Rail Spur	Identify whether there is an existing rail spur on the property, or if one could be extended to the property.	
Regional Transportation Access	Describe site location, distance and approximate drive times to regional transportation routes and highways.	Closest Regional Roads
		Name(s)
		Distance by road (km)
		Closest 4-Lane Highway
		Name
		Distance by road (km)
		Closest Limited Access Highway
		Name
Distance by road (km)		

Rail, Airports, and Ports	Identify/describe closest air, rail and port facilities and approximate distance and drive time from the site.	Closest Rail Line
		Operator
		Distance by road (km)
		Closest Intermodal Facility
		Name
		Location (community/intersection)
		Distance by road (km)
		Closest Port (if applicable)
		Name
		Distance by road (km)
		Closest Deep Water Port (if applicable)
		Name
		Distance by road (km)
		Closest Commercial Airport
		Name
		Distance by road (km)
		Number of runways
		Length of runways (m)
		Closest General Service/Aviation Centre
		Name
Distance by road (km)		
Number of runways		
Length of runways (m)		
Border Crossings	Identify/describe closest border crossings to the United States.	Closest Crossing to the U.S.
		Name
		Distance by road (km)
		Next Closest Border Crossing to the U.S.
		Name
Distance by road (km)		

F. Economic Context

Provide any information regarding the community, business park, economic trends and policies that would be of assistance in making site selection or investment decisions.

General Community Characteristics	Describe any relevant community characteristics.	Population (2011 Census)		
		Average Income (2011 Census)		
		Population growth (2006-11)		
		Other comments		
Economic Trends and Major Industries	Describe local/regional economic trends, primary industries and major employers.	Top Employers (list)		
		Employer	Industry	Number of Employees
		1.		
		2.		
		3.		
		4.		
Other comments				

Institutional Infrastructure	Describe any post-secondary institutions, hospitals or other institutions that impact lifestyle, skilled labour force, etc.	<p>Post-secondary institutions</p> <hr/> <p>Hospitals/health care</p> <hr/> <p>Other institutions</p>
Economic Policies and Target Industries (Generally)	Describe any local economic development policies that might be relevant to the site.	
Target Industries /End Uses for the Site	Describe any target industries or end users that have been identified by the municipality.	
Aboriginal Economic Development	Describe any economic development opportunities for surrounding First Nations and Metis, if applicable.	

Applicable Incentives, Policies or Programs	Describe any other applicable incentives, policies or programs that might be of interest to a potential end-user.	
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G. Services and Utilities

Identify existing services (water and wastewater) and utilities (hydro, natural gas and telecommunications) providers, whether the site is currently serviced and excess capacity. If the property is not currently serviced, please confirm whether the property can be serviced within 6 months following certification, the estimated cost of extending services to the property and the party that is responsible for funding the cost of extending such services.

	Service provider	Status of services
Water		Status <input type="checkbox"/> Serviced <input type="checkbox"/> Not Serviced
		Current capacity
		Proposed servicing (if not serviced)
		Cost to service (\$)
		Time to service (months)
		Funding responsibility
		Construction responsibility
		Other proposed upgrades
		Description
		Time (months)
Wastewater / Sewer		Status <input type="checkbox"/> Serviced <input type="checkbox"/> Not Serviced
		Current capacity
		Proposed servicing (if not serviced)
		Cost to service (\$)
		Time to service (months)
		Funding responsibility
		Construction responsibility
		Other proposed upgrades
		Description
		Time (months)

	Service provider	Status of services
Electricity		Status <input type="checkbox"/> Serviced <input type="checkbox"/> Not Serviced
		Excess capacity
		Proposed servicing (if not serviced)
		Cost to service (\$)
		Time to service (months)
		Funding responsibility
		Construction responsibility
		Other proposed upgrades
		Description
		Time (months)
Natural Gas		Status <input type="checkbox"/> Serviced <input type="checkbox"/> Not Serviced
		Current capacity
		Proposed servicing (if not serviced)
		Cost to service (\$)
		Time to service (months)
		Funding responsibility
		Construction responsibility
		Other proposed upgrades
		Description
		Time (months)
Telecommunications		Status <input type="checkbox"/> Serviced <input type="checkbox"/> Not Serviced
		Current capacity
		Proposed servicing (if not serviced)
		Cost to service (\$)
		Time to service (months)
		Funding responsibility
		Construction responsibility
		Other proposed upgrades
		Description
		Time (months)

H. Environmental

Identify Environmental Site assessments and Species at Risk assessments completed and identify any findings that may impact development of the site.

	Study Author/Date (yyyy/mm/dd)	Findings
Environmental Site Assessment Phase 1	Author	
	Date	
Environmental Site Assessment Phase 2	Author	
	Date	
Species at Risk Assessments	Author	
	Date	

I. Cultural Heritage

Identify Archaeological and Technical Heritage studies completed and identify any findings that may affect development on the property.

	Study Author/Date (yyyy/mm/dd)	Findings
Archaeological Assessment (Stage 1 & 2)	Author	
	Date	
Archaeological Assessment (Stage 3 & 4, if required)	Author	
	Date	
Technical Heritage Study	Author	
	Date	

J. Additional Requirements, if Applicable

Provide details confirming that the following processes, where required, have been satisfied, including the findings of supporting studies/documents.

	Description
Environmental Assessment	Where the undertaking requires a Class Environmental Assessment or is dependent upon another Environmental Assessment process, please provide details regarding the findings of the Environmental Assessment process and confirm that obligations, including those for sale/lease of the site, have been met.
Additional Government Requirements	Where additional government requirements for the sale/lease of the site were required, provide details regarding how they were successfully satisfied.

K. Required Documentation

The following supporting documentation is required to certify a property. Please confirm that the materials are appended.

Document		Date of Document (yyyy/mm/dd)	Included?
K.1	Truthful Representation - signed letter		<input type="checkbox"/>
K.2	Property Identification - digital maps		<input type="checkbox"/>
K.3	Title - title search and insurance		<input type="checkbox"/>
K.4	Property Characteristics and Surrounding Uses - property survey		<input type="checkbox"/>
K.5	Developable Area - topographic map		<input type="checkbox"/>
K.6	Planning - Official Plans and zoning information		<input type="checkbox"/>
K.7	Transportation - regional and local maps showcasing transportation networks		<input type="checkbox"/>
K.8	Servicing - maps and information about utility services		<input type="checkbox"/>
K.9	Environmental Site Assessments - all registered reports		<input type="checkbox"/>
K.10	Archaeological Assessments - all registered reports		<input type="checkbox"/>
K.11	Species at Risk - all registered reports		<input type="checkbox"/>
K.12	Built Heritage and Cultural Heritage Landscapes - all registered reports		<input type="checkbox"/>
K.13	Environmental Assessment - all applicable documents, if required		<input type="checkbox"/>
K.14	Documentation Review - signed letter		<input type="checkbox"/>

L. Authorization and Certification

I/we certify that all information contained in this application and supporting documentation is true, accurate and complete. I/we are not aware of any existing fact or condition that has not been identified in this application and supporting documentation that would make the property ineligible for certification.

I/we agree to provide any additional information that the Ministry of Economic Development, Trade and Employment or its authorized agent may reasonably require for the purposes of assessing this application and administering the Program. I/we acknowledge that the information provided in this application and accompanying documents may be shared with other ministries of government, experts and/or authorized agents for the purposes of assessing this application and administering the Investment Ready: Certified Site Program and satisfying government accountability and reporting obligations. I/we acknowledge and agree that the Ministry of Economic Development, Trade and Employment may use such information to market and promote the site as it deems appropriate.

I/we acknowledge that any Certified Site may be the subject of public announcements.

Applicant signature	Date (yyyy/mm/dd)
Property owner signature(s) (if different from applicant)	Date (yyyy/mm/dd)

Authorization to Collect, Use, Retain and Disclose Personal Information

The authorization provided below will permit the Ministry of Economic Development Trade and Employment ("MEDTE"), as the Ministry responsible for the administration of the "Investment Ready: Certified Site Program" (the "Program"), to collect, use, retain and disclose my personal information as may be required in connection with my participation in the Program, including providing such information to prospective purchasers or lessees of my property described in the Program related documents. In the authorization below, personal information has the same meaning as under *the Freedom of Information and Protection of Privacy Act(Ontario)*. I understand that this authorization will apply to my personal information contained in the Program related documents and in any subsequent communication with MEDTE with respect to the Program and to personal information that may also be collected by MEDTE from other ministries of the Government of Ontario and third parties, all as provided for below.

- I authorize MEDTE to collect, use, retain and disclose my personal information as MEDTE considers necessary in connection with my participation in the Program or in any subsequent communication with MEDTE.

2. I authorize MEDTE to disclose my personal information contained in any Program related documents to other ministries of the Government of Ontario as MEDTE may deem necessary for purposes of administering the program. I authorize MEDTE to collect, as MEDTE considers necessary, my personal information from other ministries of the Government of Ontario for the same purposes and I authorize other ministries of the Government of Ontario to disclose my personal information to MEDTE for these purposes.
3. I authorize MEDTE to disclose, as MEDTE considers necessary, any of my personal information provided to or collected by MEDTE, or other ministries of the Government of Ontario, with respect to my participation in the Program to prospective purchasers or lessees of my property described in the Program related documents. I authorize prospective purchasers or lessees to collect the same information from MEDTE.
4. I authorize MEDTE to contact any individuals or businesses that I have referenced in program related documents as MEDTE considers necessary, to verify the information that I have provided or may subsequently provide and to collect additional related information from them, including personal information.

Authorization for the Purposes of Program Evaluation

In addition to each of the above consents and authorizations, I authorize MEDTE to use my personal information collected in connection with the Program to compile statistical information about the Program and for Program evaluation purposes. I authorize MEDTE, or its authorized representative, to contact me and/or my agents or representatives about evaluating the Program and my participation in it during the duration of my participation in the Program. This notice applies to all subsequent communications with the Government of Ontario (e.g. phone, fax, email, mail).

The undersigned hereby executes this authorization form this _____ day of _____, 20____.

Property owner Name (print or type)	Signature
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Note: The personal information that is contained in the Program related documents is collected pursuant to section 3 of the *Ministry of Economic Development and Trade Act*, R.S.O. 1990, c.M.27, as amended. Personal information will be used to administer the Program and may be shared with other ministries of government, experts and/or authorized agents for these purposes as well as provided to prospective purchasers or lessees of your property described in the Program related documents. Questions about the collection of this information may be addressed to the Freedom of Information Coordinator, Corporate Services Division, 7th Floor, Hearst Block, Toronto ON M7A 2E1 Tel.: 416 326-1344.

Appendix A

If the site is an assemblage of properties, please provide information for each of the properties corresponding property owners (if different), below.

Property 1

Property Owner

Unit Number	Street Number	Street Name	PO Box
City/Town	Province/State	Country	Postal Code/Zip Code
Telephone Number	Fax Number	Email Address	

Contact person

Property Information

Street address	Municipality	Postal Code
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Legal description

Assessment Roll Number(s)	Parcel Identifier Number(s)		
Gross site area (ha.)/(ac.) ha./ ac.	Net site area (ha.)/(ac.) ha./ ac.	Available for Sale <input type="checkbox"/>	Available for Lease <input type="checkbox"/>

Property 2

Property Owner

Unit Number	Street Number	Street Name	PO Box
City/Town	Province/State	Country	Postal Code/Zip Code
Telephone Number	Fax Number	Email Address	

Contact person

Property Information

Street address	Municipality	Postal Code
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Legal description

Assessment Roll Number(s)	Parcel Identifier Number(s)		
Gross site area (ha.)/(ac.) ha./ ac.	Net site area (ha.)/(ac.) ha./ ac.	Available for Sale <input type="checkbox"/>	Available for Lease <input type="checkbox"/>

Property 3

Property Owner

Unit Number	Street Number	Street Name		PO Box
City/Town		Province/State	Country	Postal Code/Zip Code
Telephone Number	Fax Number	Email Address		

Contact person

Property Information

Street address	Municipality	Postal Code
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Legal description

Assessment Roll Number(s)	Parcel Identifier Number(s)		
Gross site area (ha.)/(ac.) ha./ ac.	Net site area (ha.)/(ac.) ha./ ac.	Available for Sale <input type="checkbox"/>	Available for Lease <input type="checkbox"/>

Property 4

Property Owner

Unit Number	Street Number	Street Name		PO Box
City/Town		Province/State	Country	Postal Code/Zip Code
Telephone Number	Fax Number	Email Address		

Contact person

Property Information

Street address	Municipality	Postal Code
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Legal description

Assessment Roll Number(s)	Parcel Identifier Number(s)		
Gross site area (ha.)/(ac.) ha./ ac.	Net site area (ha.)/(ac.) ha./ ac.	Available for Sale <input type="checkbox"/>	Available for Lease <input type="checkbox"/>