



FINANCIAL ASSISTANCE APPLICATION FORM

By-law No. 2026-04 – Downtown and designated areas revitalization program

To be completed before work begins. A complete application must be accompanied by the documents required under the by-law. The work must be eligible and approved in accordance with the applicable planning regulations. Financial assistance is subject to the availability of budgetary credits.

1. APPLICANT IDENTIFICATION

Owner's name / Company name	
Representative's name (if applicable)	
Mailing address	
Town / Province / Postal code	
Phone	
Email	

2. PROPERTY IDENTIFICATION

Address of the property concerned	
Lot number	
Assessment roll number	
Current use	☐ Commercial ☐ Mixed
Business name	

☐ I have verified that the property is located within the program's applicable territory

3. PROJECT DESCRIPTION

Describe the proposed work, its location on the building, and its contribution to revitalization:

Proposed work:

- ☐ Doors, storm doors, windows or storm windows
- ☐ Frames, woodwork, mouldings, shutters, storm shutters or louvered shutters
- ☐ Porches, vestibules, additions, cornices, friezes, drip mouldings, stairs, awnings or eaves
- ☐ Cleaning or restoring a surface
- ☐ Repointing of masonry joints, plaster or painting
- ☐ Exterior wall cladding or installation of exterior siding
- ☐ Stucco on masonry structures
- ☐ Traditional roofing on roof surfaces visible from the street
- ☐ Addition of a storey (excluding interior renovations)
- ☐ Expansion of the side walls (excluding interior renovations)

4. PROJECT ELIGIBILITY – APPLICANT’S DECLARATION

- ☐ The building complies with the zoning by-law or benefits from acquired rights.
- ☐ The value of the proposed eligible work is at least “10,000, excluding taxes.
- ☐ The work has not begun and will not begin before the required permit is issued.
- ☐ The work will be subject to the required municipal approvals, including under the P.I.I.A., if applicable.
- ☐ I have no outstanding tax arrears owing to the town.
- ☐ I have no ongoing dispute with the Town concerning notices of violation for work carried out without a permit.
- ☐ I understand that the building cannot combine another financial assistance program with this one for the same work.

5. CONTRACTOR(S) AND QUOTATIONS

The by-law normally requires at least two (20 quotations from accredited contractors. When only one quotation is submitted, the special rules under section 11 apply, including the exclusion of the contractor’s labour cost from the calculation of eligible costs.

	Contractor 1	Contractor 2	Contractor 3	Notes
Company name				
RBQ licence No.				
GST No.				
QST No.				
Amount before taxes				
Quotation attached				

- ☐ Two quotations from accredited contractors are attached.
- ☐ One quotation from an accredited contractor is attached; I understand the special rules for calculating eligible costs.
- ☐ Copies of the contractor’s RBQ licences are attached.

6. ESTIMATE OF ELIGIBLE COSTS

The financial assistance provided for in section 12 corresponds to 50% of eligible costs, excluding taxes, up to a maximum of \$10,000 for a commercial or mixed-use building.

Item	Cost before taxes	Eligible	Comments
Contractor labour (if 2 quotations or more)	\$ _____	☐ Yes ☐ No	_____
Materials supplied by the contractor	\$ _____	☐ Yes ☐ No	_____
Sketches, plans and specifications	\$ _____	☐ Yes ☐ No	_____
Professional/expert fees related to eligible work	\$ _____	☐ Yes ☐ No	_____
Other costs (specify)	\$ _____	☐ Yes ☐ No	_____
TOTAL ESTIMATED ELIGIBLE COSTS	\$ _____	☐ Yes ☐ No	_____
Financial assistance requested (50% of eligible costs)		\$ _____	
Applicable maximum		\$ 10 000	
Estimated assistance amount		\$ _____	

7. PROPERTY TAX CREDIT – SECTION 13

The owner may also be eligible for a property tax credit when eligible work results in an increase in the value entered on the increase in the value entered on the assessment roll. The credit applies only to the increase in municipal property taxes attributable to the added values.

- ☐ I am requesting the property tax credit, if the conditions of the by-law are met.
- ☐ I am not requesting the property tax credit at this time.

Year following the change in the role	Percentage	Amount
1 st year	100 %	\$ _____
2 nd year	75 %	\$ _____
3 rd year	50 %	\$ _____
Total maximum	\$ 10 000	\$ 10 000

8. DOCUMENTS TO BE ATTACHED TO THE APPLICATION

The application can only be received and processed if it is complete in accordance with the by-law.

- ☐ Deed/title of ownership for the property concerned
- ☐ Sketches, plans and/or specifications required to understand the project and required by planning regulations
- ☐ Two quotations from accredited contractors, if two quotations are available
- ☐ OR, when only one quotation is submitted: quotation, paid invoices itemizing the cost of materials supplied by the accredited contractor and a certified copy of their RBQ licence
- ☐ Certified copies of the RBQ licences of bidding contractors
- ☐ Any other document requested by the competent authority for the assessment of the application

9. PERMITS AND MUNICIPAL APPROVALS

Permit application No. (if known)	
Permits No. (to be completed by the Town)	
P.I.I.A. / Town council approval	☐ Required ☐ Not required ☐ To be determined
Approval date	

Important: This form constitutes an application for financial assistance and does not constitute authorization to begin the work.

10. OWNER'S DECLARATION AND UNDERTAKING

I, the undersigned, declare that the information provided in this application and the accompanying documents is true, accurate and complete. I acknowledge having read By-law No. 2026-04 and undertake to comply with the program conditions. I understand that the work must be carried out in accordance with the approved quotations, sketches, plans and specifications, as well as the program requirements. I undertake to notify the Town when the work is completed and to provide supporting documents for the expenses incurred. I understand that the Town will inspect the work and that corrections may be required. I also understand that financial assistance may be revoked and repayment may be required, including in the event of a false declaration, failure to comply with obligations, or conversion of the commercial or mixed-use building into a residential building within five years following payment of the assistance.

- ☐ I authorize the Town to verify the information necessary to assess this application.
- ☐ I agree that the Town may contact me to obtain additional information or documents.

Owner's name / representative	
Signature	
Date	

11. FOR TOWN USE ONLY

Control item	Information / decision
Date received	
Complete application	
Eligible territory	
Eligible building	
Taxes up to date	
Compliance / P.I.I.A.	
Permit issued	
Quotations and licences verified	
Eligible costs retained	
Recommended financial assistance	
Property tax credit	
Town council decision	
Final inspection date	
Acceptance report sent to Finance	
Payment date	

Town of Stanstead — By-law No. 2026-04

Financial Assistance Program for the Revitalization of Downtown and Designated Areas

Form – By-law No. 2026-04