

	<p style="text-align: center;">NEW AFFORDABLE RENTAL HOUSING REQUEST FOR EXEMPTION OF DEVELOPMENT APPLICATION & BUILDING PERMIT FEES AND DEFERRAL OF DEVELOPMENT CHARGE PAYMENTS</p> <p style="text-align: center;">City of Kitchener - Planning Division 200 King Street West, 6th Floor, P.O. Box 1118 Kitchener ON N2G 4G7 519-741-2426; planning@kitchener.ca www.kitchener.ca/affordablehousing</p>
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Application must be complete and all required documents attached before this request can be processed.

Purpose:

To encourage development of new affordable rental housing units through development application & building permit fee exemptions and deferral of City development charge payments, as defined in Council Policies FIN-GRA-2006 (Development Charges Payment for Affordable Rental Housing) and FIN-GRA-2007 (Development Application Fees and Building Permit Fees for Affordable Rental Housing).

Definitions:

Affordable rental housing means housing constructed or provided for rental purposes, and that rent for the units are set at or below 80 percent of average market rent of a unit in the regional market area (Regional Municipality of Waterloo).

Not-For-Profit Corporation means a corporation, no part of the income of which is payable to, or otherwise available for, the personal benefit of a member or shareholder thereof.

Proponent means the *Not-For-Profit Corporation* requesting incentives under this policy, and either owns the subject property, or manages and operates the *affordable rental housing* units.

Eligibility Criteria:

- a) This project meets the definition of *affordable rental housing*;
- b) The *proponent* must meet the definition for *Not-For-Profit Corporation*;
- c) Eligible projects may include a development where *affordable rental housing* units are managed and operated by a *Not-For-Profit Corporation*. A minimum of 20 percent of the residential units in the development shall be *affordable rental housing* units;
- d) The subject property is located within 450 metres of an Existing or Planned Transit Corridor as identified on 'Map 2 Urban Structure' in the Official Plan (see Eligibility Area Map for quick reference);
- e) The subject property shall not be in a position of tax arrears; and,
- f) The *proponent* and/or property owner(s) have not defaulted on any other Agreement under Council Policy FIN-GRA-2006 (Development Charges Payment for Affordable Rental Housing).

Submission Requirements:

- Completed application form (original signed copy);
- Copy of Letters Patent or other incorporating documents of Not-For-Profit;
- Copy of the certified resolution of the Board of Directors authorizing this project;
- Copy of tax certificate verifying that there are no outstanding municipal taxes on the subject property;
- If proposed partnership, copy of signed agreement for Not-For-Profit Corporation to manage affordable rental housing units within the development (minimum 20% of units).

1. Proponent (must be a Not-For-Profit corporation)

Contact Name: _____
Name of Not-For-Profit Corporation: _____
Address: _____
City: _____ Postal Code: _____
Phone: _____ Ext. _____ Fax: _____
Email: _____

2. Registered Owner of Subject Property

Name: _____
Principal of Company (if applicable): _____
Address: _____
City: _____ Postal Code: _____
Phone: _____ Ext. _____ Fax: _____
Email: _____

3. Project Partner (if applicable)

Contact Name: _____
Company: _____
Address: _____
City: _____ Postal Code: _____
Phone: _____ Ext. _____ Fax: _____
Email: _____

4. Authorized Agent (if applying on behalf of Proponent)

Contact Name: _____
Company: _____
Address: _____
City: _____ Postal Code: _____
Phone: _____ Ext. _____ Fax: _____
Email: _____

5. Property Information

a) **Municipal address of subject property:**

b) **Legal description of subject property** - include Lot and Registered Plan Number and Parts on Reference Plan (if applicable):

c) **Closest major intersection:**

6. Project Details

a) **Description of Proposal** (*Example: To build a 6-storey mixed use development containing 100 units - 30 affordable rental housing units and 70 market value units - with ground floor commercial space*):

b) **New affordable rental housing units:**

Other housing units (if applicable):

Total Gross Floor Area: _____

Total Gross Floor Area: _____

Number of Units: _____

Number of Units: _____

Percentage of Total Units: (Minimum 20%)

Percentage of Total Units: (Maximum 80%)

Number of Units and Monthly Rental Cost:
(Cost must be 80% of average market rent or less)

Number of Units and Monthly Rental Cost or
Sales Price (if condominium):

Bachelor: # _____ \$ _____

Bachelor: # _____ \$ _____

One Bedroom: # _____ \$ _____

One Bedroom: # _____ \$ _____

Two Bedroom: # _____ \$ _____

Two Bedroom: # _____ \$ _____

Three Bedroom: # _____ \$ _____

Three Bedroom: # _____ \$ _____

Other: # _____ \$ _____

Other: # _____ \$ _____

c) **Additional Funding** - Indicate whether you have applied (or intend to apply) for additional funding through other sources: Yes No

If yes, please provide details below:

7. Application Fee Exemptions Being Sought (check all that are expected to apply to this project):

Type:	Expected timing of submission:
<input type="checkbox"/> Pre-submission Consultation Requests	_____
<input type="checkbox"/> Committee of Adjustment	_____
<input type="checkbox"/> Official Plan Amendment	_____
<input type="checkbox"/> Zone Change	_____
<input type="checkbox"/> Site Plan (Full, Stamp Plan A or Stamp Plan B)	_____
<input type="checkbox"/> Plan of Subdivision	_____
<input type="checkbox"/> Plan of Condominium	_____
<input type="checkbox"/> Demolition Control	_____
<input type="checkbox"/> Building Permit	_____

- Notes**
1. Exemption applies to **base application fee** only. Any subsequent costs related to this process are not included.
 2. Project details at time of submission of complete application must be the same as outlined in this request.
 3. Subject to available funding and eligibility requirements at time of submission of complete application.
 4. Council Policy FIN-GRA-2007 may be amended or discontinued at any time, at Council's discretion.

8. Request to Defer of City Portion of Development Charges

- I am requesting deferral of the City portion of Development Charges to be payable at time of occupancy rather than building permit issuance.

If approved, an legal agreement must be prepared and executed, prior to the issuance of a building permit, which includes:

- i. The amount payable will be the development charge rate in effect at the time of Building Permit issuance;
- ii. Payment will be made prior to requesting the first occupancy only inspection of the building; and,
- iii. Other clauses as deemed necessary by the City Solicitor.

- Notes**
1. In the event that payment is not made at the prescribed milestone, the outstanding payment will be added to the related property tax roll. Interest will be charged as per the rates outlined in Council Policy I-518 (Collections - Property Taxes).
 2. Project details at time of building permit issuance must be the same as outlined in this request.
 3. Subject to available funding and eligibility requirements at time of building permit issuance.
 4. Council Policy FIN-GRA-2006 may be amended or discontinued at any time, at Council's discretion.

Note to Proponent:

If this request is approved, a **Letter of Confirmation** will be issued. Please **RETAIN FOR YOUR RECORDS**. A copy of this letter must be submitted with each development application form (as indicated in Section #7) and building permit application, as proof of eligibility for exemption of development application & building permit fees and deferral of development charges.

If your application does not meet eligibility criteria and/or submission requirements, your request will be denied and a refusal letter issued with an explanation as to why the application was not approved.

ACKNOWLEDGEMENT

I acknowledge that confirmation of eligibility for this request does not guarantee incentives under Council Policies FIN-GRA-2006 and FIN-GRA-2007 in perpetuity. Application fee exemptions and deferral of development charge payments will be granted in accordance with available funding and policies in effect at the time of formal submission of a complete development application and building permit issuance (project details must be the same as outlined in this request).

Signature of Proponent _____
(must have authority to bind the corporation)

AUTHORIZATION

If this request is being made by an agent on behalf of the proponent, the following authorization must be completed:

I, _____, proponent of this request, hereby authorize _____ to act on my/our behalf for the purposes of this application.

Signature of Proponent _____ Date _____
(must have authority to bind the corporation)

AFFIDAVIT (to be completed *in person* in the presence of a Commissioner of Oaths)

I, _____, of the City/Town/Township of _____, in the County/Region of _____, solemnly declare that the information provided in this application form and any supporting documents are true and correct to the best of my knowledge. I make this solemn declaration knowing that it is of the same force and effect as if made under oath and by virtue of *The Canada Evidence Act*.

Signature of Proponent or Agent

Declared before me at:

The City/Town/Township of _____ in the County/Region of _____
this _____ day of _____, 20 _____.

Commissioner of Oaths

Application # _____

- This request has been reviewed for the following eligibility criteria and submission requirements:
 - Application form is complete and signed;
 - This project meets the definition of *affordable rental housing* (below 80 percent of average market rent);
 - Copy of Letters Patent or other incorporating documents of Not-For-Profit;
 - Copy of the certified resolution of the Board of Directors authorizing this project;
 - Subject property is located within 450 metres of an Existing or Planned Transit Corridor as identified on 'Map 2 Urban Structure' in the Official Plan;
 - Copy of tax certificate verifying that there are no outstanding municipal taxes on the subject property;
 - If proposed partnership, copy of signed agreement for Not-For-Profit Corporation to manage affordable rental housing units within the development (minimum 20% of units).
 - The *proponent* and/or property owner(s) have not defaulted on any other Agreement under Council Policy FIN-GRA-2006 (Development Charges Payment for Affordable Rental Housing).
- This application meets all of the eligibility criteria and submission requirements; Letter of Confirmation is therefore **approved**.
- This application does not meet all of the eligibility criteria and submission requirements; Letter of Confirmation is therefore **denied**. Explanation for refusal:

Director of Planning, or Designate

Print Name

Title

Signature

Date

Director of Building, or Designate

Print Name

Title

Signature

Date

- AMANDA folder created.
- Scanned copy of application form and all supporting documents have been attached to AMANDA folder.