

	<h1>POLICY</h1>	<u>Policy No:</u> <b>FIN-GRA-2007</b>
<u>Policy Title:</u> <b>DEVELOPMENT APPLICATION FEES &amp; BUILDING PERMIT FEES FOR AFFORDABLE RENTAL HOUSING</b>  <u>Policy Type:</u> COUNCIL  <u>Category:</u> Finance  <u>Sub-Category:</u> Grants, Rebates & Incentives  <u>Author:</u> Planning Analyst  <u>Dept/Div:</u> Community Services Department, Planning Division	<u>Approval Date:</u> May 15, 2015  <u>Next Review Date:</u> May 2022  <u>Reviewed Date:</u>  <u>Amended:</u>  <u>Replaces:</u>  <u>Repealed:</u>  <u>Replaced by:</u>	
<u>Related Policies, Procedures and/or Guidelines:</u> City of Kitchener <a href="#">Municipal Code</a> chapters for fees and charges pertaining to development applications, Committee of Adjustment applications and building permits.		

**1. POLICY PURPOSE:**

To establish a policy to encourage development of new affordable rental housing units through development application fee and building permit fee exemptions.

**2. DEFINITIONS:**

**Affordable rental housing** for the purpose of this Policy, 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.

**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.

Policy No: FIN-GRA-2007

Policy Title: DEVELOPMENT APPLICATION FEES & BUILDING PERMIT FEES FOR AFFORDABLE RENTAL HOUSING

**3. SCOPE:**

<b>POLICY APPLIES TO THE FOLLOWING:</b>	
<input checked="" type="checkbox"/> All Employees	
<input type="checkbox"/> All Full-Time Employees	<input type="checkbox"/> All Union
<input type="checkbox"/> Management	<input type="checkbox"/> C.U.P.E. 68 Civic
<input type="checkbox"/> Non Union	<input type="checkbox"/> C.U.P.E. 68 Mechanics
<input type="checkbox"/> Temporary	<input type="checkbox"/> C.U.P.E. 791
<input type="checkbox"/> Student	<input type="checkbox"/> I.B.E.W. 636
<input type="checkbox"/> Part-Time Employees	<input type="checkbox"/> K.P.F.F.A.
<input type="checkbox"/> Specified Positions only:	<input type="checkbox"/> Other:
<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Local Boards & Advisory Committees

This Policy applies to all staff that process development applications and building permits.

**4. POLICY CONTENT:**

**4.1 Eligibility Criteria**

In order to be eligible for this Policy, the following criteria must be met:

- a) The *proponent* must meet the definition for *Not-For-Profit Corporation*;
- b) 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.
- c) 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.
- d) The subject property shall not be in a position of tax arrears.

**4.2 Development Application Fee and Building Permit Fee Exemptions for Affordable Rental Housing**

- a) This Policy applies to the following application and permit fees:
  - i. Pre-submission Consultation requests for applications under subsections (ii) through (vi);
  - ii. Committee of Adjustment;

Policy No: FIN-GRA-2007

Policy Title: DEVELOPMENT APPLICATION FEES & BUILDING PERMIT FEES  
FOR AFFORDABLE RENTAL HOUSING

- iii. Official Plan Amendment;
  - iv. Zone Change;
  - v. Site Plan (Full, Stamp Plan A, Stamp Plan B);
  - vi. Plan of Subdivision or Plan of Condominium;
  - vii. Demolition Control; and,
  - viii. Building Permit.
- b) Despite the City of Kitchener Municipal Code (Chapter 375 – Tariff of Fees – Committee of Adjustment, Chapter 380 – Tariff of Fees – Planning Fees, and Chapter 710 – Building – Permits and Fees), eligible *affordable rental housing* providers may request an exemption from the payment of development application fees and/or building permit fees, subject to the terms of this Policy.
- c) *Proponent* to identify as an *affordable rental housing* provider requesting fee exemptions under this Policy, and submit a completed request form in the prescribed format prior to a development application and/or building permit application.
- d) The City will not charge a fee to process the request.
- e) Request reviewed by City staff to confirm criteria within this Policy are met, and *proponent* advised of the result. Should there be any issues or conflicts between the completed request form and the criteria within this policy, final determination will be made by the Director of the division charging the fee in consultation with the City Solicitor and any other affected business units.
- f) If approved, the *proponent* will be exempt from the payment of application and/or permit fees in subsection a) and will provide supporting documentation confirming approval under this Policy.

#### 4.3 Effective Date

- a) This Policy comes into effect on July 1, 2017.
- b) This Policy will be reviewed no later than 5 years after the effective date.

Policy No: FIN-GRA-2007

Policy Title: DEVELOPMENT APPLICATION FEES & BUILDING PERMIT FEES  
FOR AFFORDABLE RENTAL HOUSING

**5. HISTORY OF POLICY CHANGES**

Administrative Updates

No administrative history to date.

Formal Amendments

No amendment history to date.