



**NEW AFFORDABLE RENTAL HOUSING  
REQUEST FOR EXEMPTION OF DEVELOPMENT APPLICATION  
& BUILDING PERMIT FEES**

Development & Housing Approvals

200 King Street West, 6<sup>th</sup> Floor

Kitchener ON N2G 4V6

General Inquiries: 519-741-2426; [HousingIncentives@kitchener.ca](mailto:HousingIncentives@kitchener.ca)

[www.kitchener.ca/HousingIncentives](http://www.kitchener.ca/HousingIncentives)

## PURPOSE

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

## DEFINITIONS

**Affordable rental housing** means housing provided for rental purposes, where rent of a:

- Dwelling unit is set at or below 80% of Average Market Rent (AMR) in the Kitchener – Cambridge - Waterloo Census Metropolitan Area (CMA), as published from time to time by Canada Mortgage and Housing Corporation.
- Lodging unit is set at or below 60% of the Average Market Rent (AMR) of a one-bedroom unit in the Kitchener – Cambridge - Waterloo Census Metropolitan Area (CMA), as published from time to time by Canada Mortgage and Housing Corporation.

**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; and,
- d) The subject property shall not be in a position of tax arrears.

## SUBMISSION REQUIREMENTS

- Completed application form (original signed copy)
- Proof of incorporation (any document demonstrating the recipient is duly incorporated, organized, established and validly existing under the laws of its jurisdiction of incorporation, operation and organization, as the case may be. For example, articles of incorporation) Copy of the certified resolution of the Board of Directors authorizing this project
- 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)

Complete application package should be submitted by email only to [planning.applications@kitchener.ca](mailto:planning.applications@kitchener.ca) (maximum 10 MB). You may request a ShareFile link for submissions greater than 10MB.

## APPLICATION DETAILS

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

Contact Name: \_\_\_\_\_ Name of Not-for-Profit Corporation: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### 2. Registered Owner of Subject Property

Name(s): \_\_\_\_\_ Company (if applicable): \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### 3. Authorized Agent (if applying on behalf of Proponent)

Contact Name: \_\_\_\_\_ Company (if applicable): \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### 4. Property Information

a) Municipal address of subject property:

\_\_\_\_\_

b) Legal description of subject property:

(include Lot & Registered Plan Number and Parts on Reference Plan, if applicable)

\_\_\_\_\_

### 5. 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) 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 (e.g. Build Canada Homes, City affordable housing grants):

\_\_\_\_\_

\_\_\_\_\_

## 6. Affordability Details

	Affordable Rental Housing*		Units with rent less than AMR		Units at or above AMR
	# of units	\$ monthly rent	# of units	\$ monthly rent	# of units
Bachelor					
1-bed					
2-bed					
3+-bed					
Lodging Unit					

\*meeting definition of "affordable rental housing" as defined above.

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

Type and Expected timing of submission:

- Pre-submission Consultation Requests
- Committee of Adjustment
- Official Plan Amendment
- Zoning By-law Amendment
- Site Plan (Full, Stamp Plan A or Stamp Plan B)
- Plan of Subdivision or Plan of Condominium
- Demolition Control
- Public Tree Removal (Cash-in-lieu)
- Zoning (Occupancy) Certificate
- Building Permit

### Notes:

1. Exemption applies to **base application fee** only. Any subsequent or additional costs or fees including, for example, peer review fees, public notice advertising fees, plan review fees, agreement registration fees, are not included.
2. Project details at time of submission of complete application must be consistent with 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.

### Note to Proponent:

If this request is approved, a **Letter of Confirmation** will be issued. Please **RETAIN FOR YOUR RECORDS** and as proof of eligibility for exemption of development application & building permit fees.

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 Policy FIN-GRA-2007 in perpetuity. Application fee exemptions 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).

I confirm that the information provided in this application 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 \_\_\_\_\_  
(must have authority to bind the corporation)

Signature of Owner/Applicant: \_\_\_\_\_ Date: \_\_\_\_\_