



# Affordable Housing Community Improvement Plan (2012)

## **Financial Incentive Programs Application Package**

INCENTIVE PROGRAMS GUIDE •  
APPLICATION FORM •  
GENERAL ADMINISTRATION PROVISIONS •



City of  
**Peterborough**

# Affordable Housing Financial Incentive Programs Guide

## General FAQ'S

### 1) WHO CAN APPLY?

Anybody intending to build affordable rental housing within the Affordable Housing Community Improvement Project Area (see attached map on page 10) may submit an application to the City of Peterborough. The applicant must be willing to have the project remain affordable for a period of at least 20 years. Written approval from the City must be obtained prior to commencing construction on the project that is to receive funding under the financial incentive program(s). Non-profit organizations intending to build affordable ownership housing may be considered for some or all of the incentives on a case-by-case basis.

### 2) IS THERE A FEE TO APPLY?

No.

### 3) IS A PROJECT ELIGIBLE FOR FUNDING FROM MORE THAN ONE CIP INCENTIVE PROGRAM?

Yes. Projects are also eligible to apply for additional funding from other programs outside of the CIP such as Ontario's Investment in Affordable Housing (IAH) Program, the City's Municipal Housing Facilities Property Tax Exemption and the City's Heritage Property Tax Relief Program. A separate application form and incentive agreement may be required for these programs.

### 4) HOW DO I APPLY FOR FINANCIAL INCENTIVES?

First attend a pre-application meeting with Municipal Staff in order to determine program eligibility. If authorized to apply for the financial incentives, complete and submit an application form ensuring that the required documentation is included.

### 5) YOU HAVE SUBMITTED YOUR APPLICATION WHAT HAPPENS NEXT?

- Applications and supporting documentation are reviewed by Staff to ensure that they meet all of the eligibility requirements. If your application does not meet the eligibility requirements, you will be notified in writing.
- Staff may request clarification or additional supporting documentation and perform an initial site visit and inspection of the property as necessary.
- A recommendation on the application is made by Staff and forwarded to City Council, along with an Incentive Agreement signed by the applicant. If your application is approved by Council, the Incentive Agreement is then executed by the City.

- Construction of the approved works may now commence, subject to issuance of a building permit(s). Work must commence within six months of incentive approval and be completed within one year of incentive approval (with some exceptions).

- Municipal fees under the Municipal Incentive Program and development charges under the Development Charges Program will be waived at the time of application for planning approvals and/or building permit issuance. The tax incentive under the Tax Increment Program will be provided annually to the property owner, in the form of a grant cheque, after the first property tax bill based on the increased tax assessment has been paid. Property taxes will be exempt for qualifying projects under the Municipal Housing Facilities Property Tax Exemption Program upon project completion.

- Upon construction completion, "after" photos of the project and paid invoices will be submitted to the City and staff will conduct a final site visit and inspection (as necessary) to ensure compliance with the Incentive Agreement and any permits pursuant to the Ontario Heritage Act.

- The owner is to contact the Housing Division in advance of any deviations from the approved design and Incentive Agreement. Additional Council approval may be required to maintain program eligibility if there are any changes. If the owner does not carry out its obligations under the Incentive Agreement, they shall pay to the City the entire amount of benefits conveyed under the agreement, together with any applicable costs and interest.

### 6) HOW IS "AFFORDABLE" HOUSING DEFINED?

For eligibility under the CIP incentive programs, rental housing that is rented at or below average market rents will be considered affordable. As a guideline, for 2012, housing will be considered "affordable" at the following rents:

#### 2012 Average Market Rent (Monthly)

Bachelor	\$610
1-Bedroom	\$769
2-Bedroom	\$899
3-Bedroom	\$1122

Rents will be adjusted annually and the City may establish greater levels of affordability for various financial incentive programs. For instance, to be eligible for the Municipal Housing Facilities Property Tax Exemption, rents must be at least 90% below average market rents.

# Affordable Housing Financial Incentive Programs Guide

## General FAQ'S (con't)

### 7) WHAT IF I WANT TO SELL MY RENTAL BUILDING WITHIN THE 20-YEAR AFFORDABILITY PERIOD?

If a rental building that is receiving financial incentives under the Affordable Housing CIP programs is sold, the new owner of the rental building must enter into an agreement with the City ensuring that the rental units stay affordable for the remaining duration of the 20-year affordability period.

### 8) WILL THE INCENTIVE AGREEMENT BE REGISTERED ON LAND TITLE?

Yes.

### 9) ARE THERE ANY RESTRICTIONS ON WHO I CAN RENT/SELL TO?

No.

### 10) CAN I INCREASE THE RENT AMOUNT ANNUALLY?

Yes, provided the rent continues to meet the City's definition of "affordable". The applicant will be required to submit an annual rental report that proves the project continues to meet the affordability guidelines.

### 11) CAN I REGISTER THE RENTAL BUILDING AS CONDOMINIUM?

Yes, provided the registered condominium units are sold at an "affordable" ownership price as determined by the City.

## Program-Specific FAQ'S

### TAX INCREMENT GRANT PROGRAM

#### 1) PROGRAM DESCRIPTION

This program would provide an annual grant to reimburse a portion of the municipal property tax increase resulting from increased assessment. Property owners will be required to enter into an agreement with the City ensuring the housing project remains "affordable" for a period of at least 20 years.

#### 2) WHAT IS THE MAXIMUM TAX GRANT AMOUNT?

The grant amount for this program shall not exceed 100% of the increase in the municipal portion of the taxes in years one to five of the program, decreasing to 80% in year six, 60% in year seven, 40% in year eight, and 20% in year nine with the owner paying the full amount of taxes in year ten. The property owner would be responsible for the full payment of property taxes, after which the City would provide the grant. The amount of the tax grant shall not exceed the total value of the work that resulted in the reassessment.

#### 3) WHEN WILL THE TAX GRANT BE PROVIDED?

Twelve months after the first bill for increased property taxes has been paid, the City will check to ensure that the applicant has not filed any assessment appeals and all incentive agreement requirements have been met. If all program and agreement requirements have been met to the City's satisfaction, then the City will calculate the actual tax grant and issue payment in the form of a cheque. Each year the tax grant will be paid to the property owner after the City has verified that all agreement requirements are being met.

# Affordable Housing Financial Incentive Programs Guide

## Program-Specific FAQ'S (con't)

### DEVELOPMENT CHARGES PROGRAM

#### 1) PROGRAM DESCRIPTION

This program would waive the payment of development charges for affordable housing projects. Property owners will be required to enter into an agreement with the City ensuring the housing project remains "affordable" for a period of at least 20 years.

#### 2) IN WHAT AMOUNT WILL DEVELOPMENT CHARGES BE WAIVED?

Development charges will be waived in the amount of 100% for affordable housing projects, subject to the availability of funding. Public utilities development charges will still be payable.

#### 3) WHEN WILL THE PAYMENT OF DEVELOPMENT CHARGES BE WAIVED?

The City will waive the payment of development charges at the time of building permit issuance.

### MUNICIPAL INCENTIVE PROGRAM

#### 1) PROGRAM DESCRIPTION

This program would waive most municipal fees normally required for planning approvals (e.g. zoning by-law amendments, minor variances, severances, site plan control, cash-in-lieu requirements, etc.). Property owners will be required to enter into an agreement with the City ensuring the housing project remains "affordable" for a period of at least 20 years.

#### 2) WHAT IS THE MAXIMUM INCENTIVE AMOUNT?

Municipal fees will be waived in the amount of 100% for affordable housing projects.

#### 3) WHEN WILL MUNICIPAL FEES BE WAIVED?

The City will waive fees for a planning approval at the time of application. Any cash-in-lieu requirements will be waived at the time approvals are granted.

### MUNICIPAL HOUSING FACILITIES PROPERTY TAX EXEMPTION

#### 1) PROGRAM DESCRIPTION

This program would provide a full or partial property tax exemption for a period of up to 10 years for affordable housing projects that are rented at or below 90% of average market rent. In order to be eligible, affordable housing projects will need to be designated as a municipal capital facility through a project-specific bylaw. Affordable housing projects may qualify for this program in addition to the Tax Increment Grant Program.

#### 2) WHAT IS THE MAXIMUM INCENTIVE AMOUNT?

Property taxes will be exempt in the amount of up to 100% for a period of up to 10 years.

#### 3) WHEN WILL PROPERTY TAXES BE EXEMPT?

Property taxes will be exempt fully or partially for a period of up to 10 years upon project completion.

# Affordable Housing Incentive Programs Application Form

## GENERAL INFORMATION AND INSTRUCTIONS

1. Before filling out this application form, **please read the attached Programs Guide (pages 1-3)** and arrange for a pre-application meeting with staff. The Programs Guide describes the purpose and basic terms and conditions of each of the Affordable Housing Incentive Programs.
2. If an agent is acting as the applicant for the property owner, please ensure that the required authorization is completed and signed by the owner as provided in the application form.
3. If you find insufficient space on this form to respond to questions, please provide additional information on a separate page and attach it to your completed application form.
4. Please ensure that the application form is complete and all required signatures and supporting documents have been supplied.
5. Please print (black or blue ink) the information requested on the application form.
6. There is no application fee.
7. You may deliver your application in person or send it by mail to:  
City of Peterborough  
Planning and Development Services  
500 George St N  
Peterborough, ON K9H 3R9  
Attention: Manager, Housing Division
8. For further information on these programs, please contact the Housing Division at 705-742-7777 ext. 1499 or by email ([housing@peterborough.ca](mailto:housing@peterborough.ca)).

## 1. APPLICANT INFORMATION (PLEASE PRINT)

**Name of Applicant:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Name of Property Owner**

(if different from Applicant): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Name of Agent:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

## 2. PROPERTY INFORMATION

Address of Property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assessment Roll Number: \_\_\_\_\_

Existing Property Use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is property designated under the Ontario Heritage Act? Yes \_\_\_ No \_\_\_

Are property taxes paid currently in full on this property? Yes \_\_\_ No \_\_\_

Are there any outstanding work orders on this property? Yes \_\_\_ No \_\_\_

### 3. TAX INFORMATION

Current Assessed Value of Property (\$): \_\_\_\_\_ Year: \_\_\_\_\_

Current Property Taxes (Annual) (\$): \_\_\_\_\_ Year: \_\_\_\_\_

Current Tax Class: \_\_\_\_\_

Is the property in tax arrears? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, specify amount: \_\_\_\_\_

### 4. PROJECT DESCRIPTION

Please describe the proposed affordable housing project including information on the target population for the new housing units and whether the building/project will have any special features (e.g. support services, barrier free) to accommodate this target population (attach further information/sketches as required).

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Please fill in the table below with detailed information on the housing units to be constructed.

# of Units	Unit Type Bachelor 1-Bedroom 2-Bedroom 3-Bedroom 4-Bedroom +	Unit Size (m2)	Household Tenure (Rental/ Ownership)	Dwelling Type Apartment Rowhouse Detached	Unit Rent/Price(\$)

## 5. CONSTRUCTION SCHEDULE

Approximate Start Date of Construction: \_\_\_\_\_

Approximate End Date of Construction: \_\_\_\_\_

## 6. OTHER SOURCES OF FUNDS

Will this project receive grants/loans or other financial assistance from the City or other level(s) of government? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please specify type and amount of financial assistance received:

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## 7. REQUIRED SUPPORTING DOCUMENTATION

Please place a check in the box to ensure that you have included the required supporting documentation.

- photographs of the existing building
- historical photographs and/or drawings
- a heritage impact statement for designated or eligible properties
- a site plan and/or professional design/study/architectural drawings
- specification of the the proposed works, including a work plan for the improvements to be completed and construction drawings
- project development schedule
- project capital and operating budget
- environmental reports and/or Record of Site Condition (RSC), as necessary

## 8. OWNER'S AUTHORIZATION

(to be completed if an Agent is representing the property owner)

I, \_\_\_\_\_, being the registered owner of the subject lands hereby authorize \_\_\_\_\_ to prepare and submit this application for the Affordable Housing Incentive Program(s).

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_



## 9. LEGAL

I / WE HEREBY APPLY for an incentive/grant under the following City of Peterborough Affordable Housing incentive programs:

- Tax Increment Grant Program
- Development Charges Program
- Municipal Incentive Program
- Municipal Housing Facilities Bylaw – Property Tax Exemption

I / WE HEREBY AGREE to abide by the terms and conditions of the grant/incentive programs.

I / WE HEREBY AGREE to enter into an agreement with the City of Peterborough that specifies the terms of the incentive(s)/grant(s).

I / WE HEREBY AGREE to abide by the terms and conditions of the agreement and understand that an agreement for the grant/incentive amount(s) shall be registered against the title of the property prior to the City releasing the funds.

I / WE HEREBY CERTIFY that the information contained in this application is true, correct and complete in every respect and may be verified by the City of Peterborough by such inquiry as it deems appropriate, including inspection of the property for which the application is being made.

I / WE HEREBY AGREE that if any statements or information in this application or submitted in support of this application are untrue, misleading or there is a material omission, the application may be rejected or not approved, or the incentive(s)/grant(s) may be delayed, reduced or cancelled.

I / WE HEREBY GRANT permission to the City, or its agents, to inspect my/our property that is the subject of this application.

I / WE HEREBY AGREE that the incentive(s)/grant(s) may be delayed, reduced or cancelled if the work is not completed, not completed as approved or if the contractors are not paid.

I / WE HEREBY AGREE the program(s) for which application has been made herein is subject to cancellation and / or change at any time by the City in its sole discretion, subject to the terms and conditions specified in the Program. Participants in the program whose application has been approved and who has entered into an agreement with the City of Peterborough will continue to receive their incentive(s)/grant(s), subject to their agreement.

I / WE HEREBY AGREE all incentives/grants will be calculated and awarded in the sole discretion of the City of Peterborough. Notwithstanding any representation by or on behalf of the City of Peterborough, or any statement contained in the program, no right to any incentive/grant arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the program and the agreement. The City of Peterborough is not responsible for any costs incurred by the Owner / Applicant in any way relating to the program, including, without limitation, costs incurred in anticipation of an incentive/grant.

Applicant Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

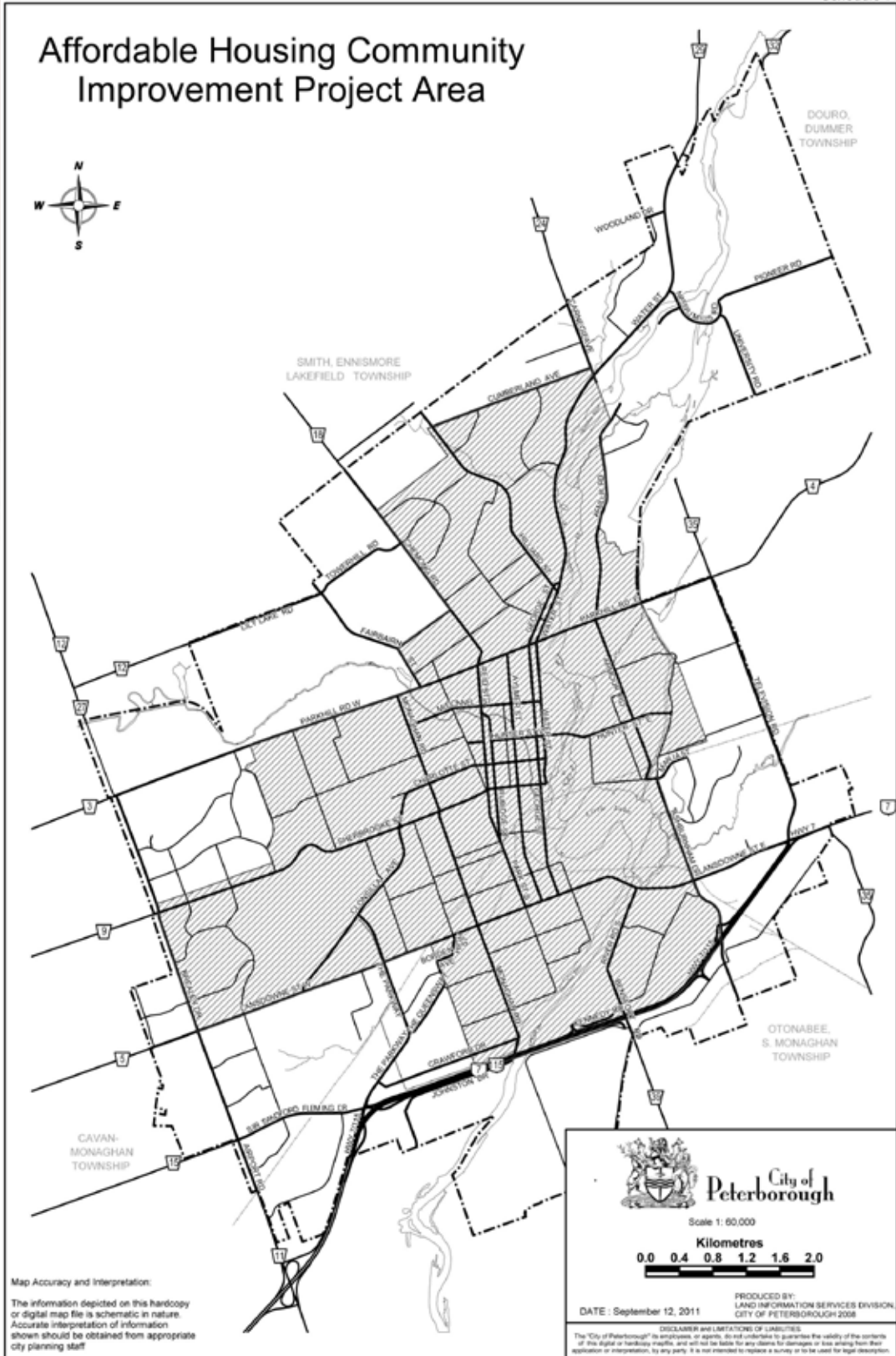
Date: \_\_\_\_\_

# General Administration Provisions Applicable To All Financial Incentive Programs

The provision of any financial grant/incentive is subject to the following general administration provisions:

- Owners of properties within the Affordable Housing Community Improvement Project Area are eligible to apply for funding under the incentive programs. Application may be made on a “first come, first served basis” to the limit of the available funding, provided all eligible criteria and conditions are met for each program. Where applicable, an agent may apply for funding with the written consent of the property owner.
- All applicants shall attend a pre-consultation meeting with Municipal Staff prior to filing their applications to determine factors such as program eligibility, scope of work and project timing.
- Where other sources of government funding and/or non-profit organization funding to be applied against the eligible costs is anticipated or has been secured, these must be declared as part of the application and the grant may be reduced on a pro-rated basis.
- All arrangements for financial incentives under the program shall be to the satisfaction of the Treasurer for the City. All applicants who are approved will be required to enter into an agreement with the City, as approved by Council or its designate. Actual costs may be subject to independent audit, at the expense of the property owner.
- Property taxes shall be in good standing at the time of application and throughout the length of any incentive/grant commitment.
- All proposed development shall conform to the Official Plan and Zoning By-law and other planning requirements. There shall be no outstanding work orders issued by the City against the property. In addition, all improvements shall be made pursuant to a building permit, and constructed in accordance with the Ontario Building Code where required.
- Any property that has a heritage designation or is in the Heritage Property Tax Relief Program must be in compliance with the Heritage Act and this program in order to be eligible for any CIP Programs.
- The City may, at its discretion, and without further amendment to the Community Improvement Plan, extend or discontinue any program when and as it deems appropriate. Notwithstanding this, participants in various programs prior to their closing may continue to receive approved incentives/grants after the closing of the program as determined through individual agreement with the City and subject to available funding approved by the City.
- Final decisions with respect to applications and the allocation of funds shall be made by City Council, unless Council delegates its authority to Staff. If Council delegates its authority, then an Applicant shall be afforded the opportunity to appeal a staff decision to Council. The general administration of the program shall be the responsibility of the Planning and Development Services Department, in consultation with other departments as appropriate.
- Continuation of the Development Charges Program requires funding through the annual Capital Budget and is subject to City Council approval.

# Affordable Housing Community Improvement Project Area



**Map Accuracy and Interpretation:**  
 The information depicted on this hardcopy or digital map file is schematic in nature. Accurate interpretation of information shown should be obtained from appropriate city planning staff.



Scale 1:60,000

Kilometres

0.0 0.4 0.8 1.2 1.6 2.0



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