

Housing Development Concierge Program

Application Form



The Housing Development Concierge Program is designed to assist residential development projects in navigating the planning and development approval process from planning application through to Building Permit issuance. Participation is subject to evaluation based on program criteria. Submission does not guarantee acceptance

Section 1 - Applicant Information

Applicant / Organization

Property Owner (if different)

Primary Contact

Name

Primary Contact Name Company

Company

Email

Title

Phone

Project Team

Consultant	Company	Contact
Planner		
Architect		
Civil Engineer		
Transportation Engineer		
Landscape Architect		
Other		

Section 2 - Project Overview

Municipal Address

Planning Application Number (if applicable)

Planning Applications Submitted

☐ Official Plan Amendment

☐ Zoning By-law Amendment

☐ Site Plan Approval

☐ Draft Plan of Subdivision

☐ Consent

☐ Other

Other planning application

Project Description

Briefly describe the proposed development

Residential Development

Total Number of Residential Units

Number of Storeys

Building Type (check all that apply)

☐ Single Detached

☐ Semi-Detached

☐ Townhouse

☐ Apartment

☐ Mixed Use

☐ Other

Other building type

Development Tenure (check all that apply)

☐ Ownership

☐ Condominium

☐ Purpose-built Rental

☐ Mixed

Section 3 - Housing Information

Please provide information about the proposed housing mix, affordability, accessibility and target populations.

Unit Mix

Bachelor - Number of Units

1 Bedroom - Number of Units

2 Bedroom - Number of Units

3+ Bedroom - Number of Units

Does the project include? (check all that apply)

Affordable Housing

Missing Middle Housing

Accessible Housing

Purpose-built Rental Housing

Supportive Housing

Housing details

Provide details for any selections above

Target Population (check all that apply)

Families

Students

Indigenous Peoples

Other

Seniors

Persons with Disabilities

People experiencing homelessness

Other target population

Section 4 - Project Readiness

Planning Status (check all that apply)

Pre-consultation completed

Technical Review Underway

Detailed Design Underway

Complete Planning Application Submitted

Conditions of Approval Issued

Building Permit Drawings Underway

Expected Building Permit Submission Date

Expected Construction Start Date

Expected Occupancy Date

Servicing & Engineering Readiness

Has the project been discussed with the City's Engineering Division?

Yes - Engineering discussion

No - Engineering discussion

Meeting Scheduled

Anticipated Engineering Meeting Date

Topics discussed or proposed (check all that apply)

Water Servicing

Stormwater Management

Transportation Impacts

Municipal Infrastructure Capacity

Other

Sanitary Servicing

Road Access

Grading & Drainage

Development Agreement Requirements

Other Engineering topic

Section 4 - Project Readiness (continued)

Has Engineering identified any servicing or infrastructure constraints?

No - constraints identified

Yes - constraints identified

If yes, describe identified constraints

Do you anticipate municipal infrastructure upgrades or off-site works will be required?

Yes - upgrades/off-site works

No - upgrades/off-site works

Unknown

If yes, describe anticipated upgrades or off-site works

Technical Studies - indicate status

Study	Complete	In Progress	Not Required
Functional Servicing Report			
Stormwater Management Report			
Traffic Impact Study			
Geotechnical Report			
Environmental Studies			
Other			

Other Study Name

Are there known issues or approvals that may delay Building Permit?

No - known delays

Yes - known delays

If yes, describe known issues or approvals

Section 5 - Urban Design & Sustainability

Indicate the features included in the project and briefly describe how the proposal supports City urban design and planning objectives.

- Located within or adjacent to a Strategic Growth Area
- Located within walking distance of public transit
- Located near cycling infrastructure
- Located near parks or recreation facilities
- Located near schools or childcare
- Located near grocery stores or neighbourhood services
- Barrier-free or Universal Design exceeding Ontario Building Code requirements
- Energy-efficient building design
- Green infrastructure (bioswales, permeable paving, rain gardens, etc.)
- Climate-resilient design features
- Enhanced landscaping
- Mixed housing or unit types
- Mixed-use development
- Other sustainability or urban design features

Urban design and planning objectives

Briefly describe how the project supports the City's urban design and planning objectives.

Section 6 - Funding & Partnerships

Has financing been secured?

Yes - financing secured

Partially secured

Financing in progress

Funding Sources (check all that apply)

CMHC

Provincial Funding

Federal Funding

Municipal Incentive Programs

Private Financing

Other Funding

Other funding source

Community or Development Partners (check all that apply)

Non-profit Organization

Indigenous Organization

Educational Institution

Private Sector Partner

Other Partner

Other partner

Significant partnerships

Section 7 - Innovation

Does the project incorporate innovative construction or development approaches?

Modular Construction

Prefabricated Components

Mass Timber

Net Zero or High Performance Building Design

Innovative Planning or Site Design

Other

Other innovative approach

Has this approach been discussed with Building Services staff?

Yes - discussed with Building Services

No - not yet discussed

Section 8 - Concierge Services Requested

Which areas of the development process do you anticipate requiring assistance with?

Planning Conditions

Site Plan Approval

Engineering Coordination

Building Permit Coordination

Utility Coordination

External Agency Coordination

Financial Incentive Programs

Development Charges

General Project Coordination

Other

Other assistance requested

Specific challenges anticipated

Section 9 - Supporting Documents

Please attach the following, where available.

Project Summary

Site Plan

Concept Plan / Elevations

Planning Application Submission

Project Schedule

Affordability Information

Funding Confirmation

Partnership Letters

Technical Studies

Other Supporting Documentation

Applicant Declaration

I certify that the information provided in this application is complete and accurate to the best of my knowledge.

Applicant Name

Date

Signature

Sign after printing, or apply an accepted electronic signature in your PDF software.