

 **Missing Middle Community Improvement Plan**
Development Charge Rebate Program Application Form

1. General Information and Instructions
2. Before filling out this application form, please read the [Missing Middle Community Improvement Plan Information Brochure](https://www.peterborough.ca/media/sawn4zuc/mmcip-brochure-5132025-accessible-1.pdf) and arrange for a pre-application meeting with staff. This information brochure describes the purpose and basic terms and conditions of the Development Charge Rebate Program.
3. If an agent/tenant is acting as the applicant for the property owner, please ensure that the required authorization as provided in the application form is completed and signed by the owner.
4. Any costs incurred above and beyond the rebate amount specified in the Grant Agreement are the sole responsibility of the applicant/owner.
5. If you find insufficient space on this form to respond to questions, please provide additional information on a separate page and attach to your completed application form.
6. Please ensure that the application form is complete and all required signatures and supporting documents have been supplied. An application will not be considered complete until all required information and documents have been submitted.
7. If completing this form by hand, please print clearly using black or blue ink.
8. There is no application fee for the Development Charge Rebate Program.
9. You may deliver your application in person or send it by mail to:

City of Peterborough
Planning, Development and Urban Design Division
500 George St N
Peterborough ON
K9H 3R9

Attention: Planning, Development and Urban Design Division RE: MMCIP

1. For further information on this program, please contact the Planning, Development and Urban Design Division at 705-742-7777 ext.1880 or by email (planning@peterborough.ca).



**Development Charge Rebate Program Application Form**
A program to rebate eligible Development Charge fees for the creation of second, third and fourth units on a lot

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| **1. OWNER INFORMATION** |
| **Name of all Owners on Title:** |
| **\* Please Select Primary Agent/Contact**. If additional property owners apply, please submit a supplementary list of all owners alongside your application. |
| \*[ ]  | 1. | First Name: |       | Last Name: |       |
| \*[ ]  | 2. | First Name: |       | Last Name: |       |
| \*[ ]  | 3. | First Name: |       | Last Name: |       |
| \*[ ]  | 4. | First Name: |       | Last Name: |       |
| **Primary Contact’s Contact Information:** |
| Email: |       | Phone Number |       |
| **Primary Contact’s Mailing Address** |
| Street Address: |            | Apartment/Unit No. |       |
| City/Province: |       | Postal Code: |       |

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| **2. APPLICANT INFORMATION (If Different from Owner)** |
| **Applicant’s Name** |
| First Name: |       | Last Name: |       |
| **Applicant’s Contact Information:** |
| Email: |       | Phone Number: |       |
| **Applicant’s Mailing Address** |
| Street Address: |       | Apartment/Unit No. |       |
| City/Province: |       | Postal Code: |       |

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| **3. PROPERTY INFORMATION** |
| Street Address: |       | Assessment Roll Number: |       |
| Zoning District (if known): |       | Official Plan Designation (if known) (OP Schedule B or C) |  |
| **To the best of your knowledge, does the following characteristics apply to your property:** |
| 1. | Is the subject property current vacant? | [ ]  YES [ ]  NO |
| 2. | Is the subject property up to date on tax payments?  | [ ]  YES [ ]  NO |
| 3. | Are there any outstanding work orders on the subject property (zoning ordinances, municipal enforcement, fire/building code compliance orders etc.)? | [ ]  YES [ ]  NO |
| If you answered ‘YES’, to the question above, please explain:      |
| 4. | Is the subject property listed or designated on the City’s heritage register? |  [ ]  YES, Listed [ ]  YES, Designated [ ]  N/A |
| 5. | Have other sources of government funding and/or non-profit funding anticipated/apply to cover the eligible costs? |  [ ]  YES [ ]  NO |
| If you answered ‘YES’, to the question above, please explain:      |

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| **4. PROJECT DESCRIPTION** |
| Existing Building Type: |  |
| Proposed Building Type: |  |
| Number of Existing Units on the lot (Max. 5): |   | Number of proposed units on the lot (net increase): |   |
| **Does the proposed development contemplate the following? (check all that apply)** |
| [ ]  | New freestanding building/structure | Square metres (if applicable) |       |
| [ ]  | Addition/expansion of an existing building  | Square metres (if applicable) |       |
| [ ]  | Interior reconfiguration of an existing building only | Square metres (if applicable) |       |
| Approx. Construction Start Date (YYYY-MM): |       | Approx. Construction End Date (YYYY-MM): |       |
| Have you completed the **mandatory** pre-application meeting with City staff prior to submitting this application?  |  [ ]  YES [ ]  NO |
| Name of the Planner you spoke with, if known: |  |

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| Date of pre-application meeting, if known (YYYY-MM-DD): |       |
| Does the subject property have (an) existing rental unit(s) that will be uninhabitable due to the proposed development/redevelopment? | [ ]  YES [ ]  NO |
| **Brief description of the proposed development:** |
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| **5. SUPPORTING DOCUMENTATION** |
| **Please select the applicable supporting documents submitted in support of your application:** |
|[ ]  **Site Plan Drawing**, in accordance with Section F.4 of the [City’s Engineering Design Standards](https://www.peterborough.ca/en/city-services/resources/Documents/Engineering/standardsdecember-2022-AODA.pdf)(Required for all applications) |
|[ ]  **Heritage Impact Statement**(Required for properties listed on the City’s heritage register, designated under the Ontario Heritage Act or identified the City’s heritage inventory) |
|[ ]  **Confirmation of an Otonabee Conservation Authority (ORCA) permit, including permit number**(Required for properties identified within [ORCA’s regulated area mapping](https://www.otonabeeconservation.com/permits-planning/regulated-areas-mapping/)) |
|[ ]  **Restricted Land Use Notice**(Required for properties located within an area where Source Water Protection Policies apply under the Clean Water Act) |
|[ ]  **Tenant Relocation Plan/Letter**(Required for properties with existing rental units rendered uninhabitable due to the proposed development/redevelopment) |
|[ ]  **Additional Studies/Documents (as determined at the pre-application meeting), please list:** |
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| **OWNER’S AUTHORIZATION** |
| (to be completed if an applicant/agent is representing a property owner) |
| I, |       | , being the registered owner of the subject property hereby authorize |
|       | to prepare and submit this application for the Development Charge Rebate |
| Program under the City’s Missing Middle Community Improvement Plan. |
| Applicant’s Signature: | Date:       |

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| **6. AUTHORIZATION** |
| I / WE HEREBY APPLY for a grant under the City of Peterborough Missing Middle Development Charge Rebate Program. |
| I / WE HEREBY AGREE to abide by the terms and conditions of the Grant Program.   |
| I / WE HEREBY AGREE to enter into a grant agreement with the City of Peterborough that specifies the terms of the grant.   |
| I / WE HEREBY AGREE to abide by the terms and conditions of the grant agreement and understand that a grant agreement for the grant amount 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 grant 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 grant 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 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 a grant agreement with the City of Peterborough will continue to receive their grant, subject to their grant agreement.   |
| I / WE HEREBY AGREE all 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 grant arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the Program and the grant 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 a grant.  |
| Owner or Authorized Agent/Applicant Name:       |
| Signature(s): |
| Date:       |