



Planning Services  
Services de  
Division de planification



Application Form  
Affordable Housing  
Community Improvement Plan

## General Information and Instructions

1. Before filling out this application form, please read the Affordable Housing Community Improvement Plan and arrange for a pre-application meeting with staff. The AHCIP describes the purpose and basic terms 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 and 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 complete 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:

Planning Services Division  
PO BOX 5000  
STN A  
200 Brady Street  
Sudbury ON P3A 5P3

8. For further information on these programs, please contact the Planning Services Division at 705-674-4455 ext 4292 or by email at [Melissa.riou@greatersudbury.ca](mailto:Melissa.riou@greatersudbury.ca).

## Financial Programs

The following financial incentive programs are available (subject to Council approval of funding):

1. Tax Increment Equivalent Grant
2. Planning and Building Fee Rebate Program
3. Feasibility Grant Program
4. Residential Incentive Program
5. Second Unit Incentive Program

***Please note that no more than one application (which can include one or more of the above programs) will be accepted for each individual property.***

## Applicant Information

Applicant Name:

\_\_\_\_\_

First Name

\_\_\_\_\_

Surname

Name of Owner:

(if different from applicant)

\_\_\_\_\_

First Name

\_\_\_\_\_

Surname

Applicant's Mailing Address:

\_\_\_\_\_

\_\_\_\_\_

Applicant Cell:

\_\_\_\_\_

Applicant Email:

\_\_\_\_\_

## Property Information

Municipal Address:

\_\_\_\_\_

Common Name:

(e.g. business or building name)

\_\_\_\_\_

## Project Description

Please describe what the property looks like and how the property is used today (e.g. building height, condition, use) \_\_\_\_\_

\_\_\_\_\_

Please describe, in detail, the proposed affordable housing development (e.g. Number of Units (including type eg Bachelor, 1 bedroom, etc): \_\_\_\_\_

\_\_\_\_\_

Number of Storeys: \_\_\_\_\_

Lot Area: \_\_\_\_\_

Parking Spaces: \_\_\_\_\_

Zoning: \_\_\_\_\_ Official Plan: \_\_\_\_\_

Please describe when the proposed development is expected to start and when the proposed development is expected to be completed. *(Please note that works commenced prior to submitting an application are ineligible. Works commenced after submitting an application but prior to application approval do so at the applicant's risk).* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Details of Development: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# of units	Unit Type	Unit Size	Household Tenure	Dwelling Type	Unit Rent/Price (\$)
	Bachelor 1-Bedroom 2-Bedroom 3-Bedroom 4+ Bedroom+			Apartment Row House Detached	

## Financial Viability

Please provide a financial proforma demonstrating the long term feasibility of the project. The projections must include estimated capital requirements, financing and funding, revenues, and operating expenses.

Should you also be applying for funding through another source concurrently, please indicate the name of the funding partner, the program name. If you are applying to the CMHC Co-Investment Fund or Innovation Fund, please provide a summary of your project using the CMHC financial viability tool.

A projection period of 10 years from the date of submission of this application shall be used.

## Tax Increment Equivalent Grant Program

**Please indicate the pre and post project assessed value of the property and municipal portion of the property tax:**

Pre-project assessed value: \_\_\_\_\_

Post-project assessed value: \_\_\_\_\_

Pre-project annual taxes – municipal portion \_\_\_\_\_

Post-project annual taxes – municipal portion \_\_\_\_\_

Please indicate the estimated amount of incentive being applied for:

Estimated amount (\$): \_\_\_\_\_

**Note: Tax Increment Equivalent Grant Program applications must be accompanied by:**

- **Post-development reassessment value prepared by the Municipal Property Assessment Corporation (MPAC);**
- **Photos in the required format depicting the current condition of the eligible property;**
- **Plans and other information in the required format necessary to understand the proposed development concept for the eligible property; and,**
- **Plans, reports, estimates and contracts and other details as may be required to satisfy the City with respect to the eligible costs and conformity of the proposed improvement with the CIP.**

## Residential Incentive Program

Please indicate the number of newly-created units and newly-created habitable space:

Number of new dwelling units: \_\_\_\_\_

Newly habitable residential space (sq ft): \_\_\_\_\_

## Planning and Building Permit Fee Rebate Program

Please indicate the type of Planning Act and Ontario Building Code applications that will be applied for in connection with the proposal:

Application Type:	Amount (\$)
Official Plan Amendment:	_____
Zoning By-law Amendment:	_____
Site Plan Control:	_____
Plan of Subdivision:	_____
Plan of Condominium:	_____
Consent:	_____
Building Permit:	_____
Demolition Permit:	_____
Occupancy Permit:	_____
Total Estimate Amount Being Applied For:	_____

## Second Unit Incentive Program

Please provide details of the proposed second unit (e.g. within an existing dwelling/in an accessory structure): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Feasibility Study Grant Program

Please provide a detailed description of the study(ies) required: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Summary of Project Financing

Please indicate the amount of incentive being applied for, broke down as follows:

Tax Increment Equivalent Grant Program				
Planning Fee Rebate Program				
Building Permit Fee Rebate Program				
Feasibility Grant Program				
Residential Incentive Program				
Second Unit Incentive Program				
TOTAL:				

**Please note that this section is to be completed by applicants except for Feasibility Study Grant Program Applicants.**

- A. Estimate Total Cost of Project \_\_\_\_\_
- B. Estimated Planning Fee Rebate Amount \_\_\_\_\_
- C. Estimated Building Permit Fee Rebate Amount \_\_\_\_\_
- D. Estimate Residential Incentive Program Amount \_\_\_\_\_
- E. Estimated Second Unit Incentive Program Amount \_\_\_\_\_
- F. Difference [ A – (B + C + D + F)] \_\_\_\_\_
- G. Source of Funding For Difference \_\_\_\_\_

## Evaluation

Applications will be evaluated according to adopted policies and by-laws of the City of Greater Sudbury. The City reserves the right to evaluate applications based on additional criteria developed from time to time. Applications may be contacted by the City of Greater Sudbury during the evaluation process to clarify their application or to provide further information.

The City of Greater Sudbury is not bound to accept any application. The City of Greater Sudbury reserves the right to consider any, none or all of the applications, to accept applications in whole or in part, and to elect not to proceed with this process at any given time.

Successful applications may be required to provide the City of Greater Sudbury with additional information to demonstrate their creditworthiness and business track record.

## Program Conditions

### Good Standing

I/we confirm and agree that municipal tax and utility accounts related to the subject property are and will remain current throughout the term of this agreement. I/we also confirm that I/we are not currently involved in any action or proceeding involving a claim for same with the City of Greater Sudbury.

I/we confirm that any outstanding work orders and/or orders or requests to comply, and/or other charges from the City (including tax arrears) have been satisfactorily addressed prior to making this application.

### Permits

Work to be completed under this application cannot be started until written approval for the requested funding assistance is received from the City of Greater Sudbury. All required permits (i.e. building, demolition, etc.) must be obtained prior to the initiation of the proposed works.

### Confidentiality

Subject to the “Municipal Freedom of Information Act”, all information provided in this application will become part of the public record.

### Program Funding Announcements

I/we consent to the City of Greater Sudbury using our name and address in connection with any funding program announcement.



**Signatures and Declarations**

I/we agree to abide by the terms and conditions of this program. I/we understand that the amount provided can be or cancelled if the proposed work is not completed. I/we hereby certify that the information given herein is true, correct and complete in every respect and may be verified by the City of Greater Sudbury. If any information provided is, or subsequently becomes untrue, incorrect and/or incomplete, the City of Greater Sudbury reserves the right to end its further commitment under this agreement and full repayment of any money already advanced, with interest, shall become due and payable. The applicant will be required to enter into an affordable housing agreement with the City of Greater Sudbury. Any failure on behalf of the City of Greater Sudbury to verify the information provided is not a waiver of the City of Greater Sudbury's rights.

Applicant's Name (Print)	Applicant's Signature	Date

**Owner's Authorization** *(complete only if Applicant is not Property Owner)*

I/we, \_\_\_\_\_ the Owner of the Subject Property hereby authorize  
(print)

\_\_\_\_\_ to act on my/our behalf with respect to this application.  
(print)

Owner's Signature	Date

## Checklist

Please ensure that the following information is included with your application:

- Application form filled out, with required signatures
- Proponent contact information and project team (if applicable)
- Property details
- Development schedule
- Proposed start and completion times
- Other relevant financial matters (if applicable)
- Work estimates and project financing
- Financial Viability Projection
- Financial incentives applied for, amounts broken down by program

## Other Information

Please place a check next to any of the following with outstanding work orders (you may be asked to provide a copy of any outstanding work orders):

- Fire Prevention
- Property Standards
- Building Code
- By-law Enforcement

Please place a check next to any of the following with amounts more than 30 days in arrears (you may be asked to provide proof of payment):

- Property Taxes
- Mortgage Payment(s)
- Utilities