

RENTAL HOUSING INCENTIVE PROGRAM APPLICATION

Application Received on:
APPLICATION FOR:
<input type="checkbox"/> Development Fee Waiver (covers application fee for OCP/Zoning Amendment/Joint OCP-Zoning Amendment, Development Variance Permit/ Development Permit, Development Permit Amendment, and Board of Variance). If this box is checked, specify the application type: _____
<input type="checkbox"/> Off-site Servicing Cost Contribution
<input type="checkbox"/> Subsidized Sale of Town-owned Land(s)
<input type="checkbox"/> Relaxation of Zoning Requirements (density and parking)

PART-1 APPLICANT INFORMATION	
Applicant Name:	
Business Name:	
Address (with post box number)	
Phone Number:	
Email:	

PART-2 DEVELOPMENT PLAN	
Property Information	
Project Address:	
Legal Description:	
Current Zoning of the property:	
If located in the Downtown area, Have you submitted an application for the Downtown Revitalization Tax Exemption Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Current use of the property:	
Project Details	
<input type="checkbox"/> New Construction	<input type="checkbox"/> Conversion to residential
Number of self-contained rental dwelling units to be created:	
The newly created dwelling unit(s) will be available as long-term rental(s) for:	A minimum of _____ years
Estimated Project Cost (in CAD):	

Housing Type

- | | |
|---|--|
| <input type="checkbox"/> Market Multi-Family Rental | <input type="checkbox"/> Secondary Suite |
| <input type="checkbox"/> Non-Profit Multi-Family Rental | <input type="checkbox"/> Carriage House |
| <input type="checkbox"/> Market Multi-Family Rental with Affordable Units | <input type="checkbox"/> Duplex (only for rentals) |

Proposal Description (including how the requested incentive(s) will benefit the project):

Details of the previous 'Rental Housing Incentive' applications (submitted to/approved by the Town of Smithers as part of the proposed project):

PART-3 APPLICATION CHECKLIST

- Completed Application Form
- Letter of Authorization, if the Applicant is other than the Registered Owner/Developer
- Supplemental Letter of Intent & rationale.

Additional Requirements:

- i. If submitting the first 'Development Fee Waiver' request for a proposed project, the supplemental letter must confirm the Developer's intent to complete the project within two years of obtaining approval of the subject application or development proposal.
- ii. If submitting the first 'Rental Housing Incentive Application' for a project, the Developer must submit a legally binding Letter of Intent, confirming availability of the newly created dwelling unit(s) as long-term rentals for a minimum of ten (10) years.

Applicable to multi-family developments creating 'affordable' and/or 'accessible' rental units: The above letter shall confirm the Developer's willingness to enter into a Housing Agreement with the Town, if required)

PART- 4 APPLICANT DECLARATION

- I _____, (Applicant) of _____, (company name) have read and understand the Town of Smithers Policy “DEV-014 Rental Housing Incentive Program” and the Program Guide.
- As the Developer/Developer’s Agent, I confirm the intent of the proposed project to create one or more long-term rental units that will be available for a minimum of ten (10) years from the date of issuance of the Occupancy Permit.
- I agree that the Developer will be responsible for notifying the Town of any changes to the information provided, including any changes proposed to the use of the new dwelling units within the 10-year period stated above.
- I accept that the Developer shall be liable to repay 100% of the financial incentive(s) received from the Town under the ‘Rental Housing Incentive Program’ if the proposed project violates requirement(s) specified in Section.7 ‘Additional Regulations’ of the “DEV-014 Rental Housing Incentive Program” Policy.
- I acknowledge that the submission of this application does not imply or guarantee approval of the requested incentive as the Town has the discretion to deny such requests either to limit funds disbursed through this program or for any other reasons.
- I agree not to involve the Town of Smithers in any legal action between myself and any contractors, estimators, employees, workers or agents arising from or out of the Rental Housing Incentive Program project.

Check the following boxes, if applicable

- As an Applicant for a private multi-family development creating ‘affordable’ units, I understand that the Developer will be required to work with an established non-profit housing provider in the Town of Smithers to confirm the tenants’ eligibility for placement in the ‘affordable’ units created, including all referrals for units that become available through turnover.
- If the Applicant is other than the Developer: I confirm that the Developer understands and agrees to the above statements and terms and conditions.

I hereby make application for the Rental Housing Incentive Program in accordance with the above-stated information and declare that the statements are true and correct.

Signature of Applicant: _____ **Date:** _____

Your personal information is maintained in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding the use of your personal information, please call the Director of Corporate Services for the Town of Smithers at 250-847-1600