



Rental Housing Incentive Program Application Guide

What is the Rental Housing Incentive Program?

It is a program established by the Town of Smithers to encourage the development of rental housing (market, non-market, and secondary rental), with a focus on housing for low and low to moderate-income households.

Am I eligible to apply for the program?

You are eligible to submit an application under this program if your proposed project meets the following criteria:

- Create one or more rental dwelling units through new construction or through the conversion of an existing non-residential development.
- Have a minimum construction value of \$200,000 for multi-family projects and \$50,000 for other categories.
- Be intended to remain as part of the inventory of rental housing in the Town of Smithers for a minimum of 10 years.
- Be located on serviced lands falling within the current municipal growth boundary.

What projects are not eligible?

You will not be eligible to apply for funding under this program if the proposed project falls in one of the following categories:

- Community Care/Assisted Living facilities.
- Dwelling units built with an intent for home ownership.
- Existing conforming/non-conforming dwelling units that are currently part of the secondary rental market.
- Short-term rental facilities.
- Duplex units occupied by the owner(s) and
- Developments that have qualified for the Downtown Revitalization Tax Exemption Program.

Categories of Incentives Available

This program established financial and regulatory incentives. Some of the options are currently available while others require further actions. The incentives currently available are:

- i. Development Fee Waiver
- ii. Subsidized Municipal Land Sale
- iii. Off-site Servicing Contribution
- iv. Support for Development Application

What must I include in my application?

The following is a general breakdown of the information to be included with the Rental Housing Incentive Program application:

- Proof of property ownership/letter of authorization from owner.
- A Complete Rental Housing Incentive Application.
(No separate application is required for iv. mentioned above.)
- Letter of Intent, confirming long-term rental for a minimum of 10 years as the intended use of the proposed development.

Discussing the project details with the Development Services Department prior to application submission is strongly recommended.



When should I submit the application

- For fee waiver incentives, the applications must be submitted in conjunction with a Development permit, Development Variance permit, Zoning or OCP Amendment request.
- For incentives identified as ii and iii, an application may be submitted at the project discussion stage.

How does the Rental Housing Incentive program work?

- 1 Submit Application** – Submit a completed application with the supporting documents listed.
- 2 Review** – Once submitted, Town staff will review the application for conformance with Town Bylaws and make a final decision on applications for the Development Fee Waivers. Council makes the final decision on the other incentives listed.
- 3 Housing Agreements** – Enter into Housing Agreements with the town, where applicable. This does not apply to Development Fee Waiver applications.
- 4 Construction Phase** – Once approved by Staff, the project must be completed within the next two years. The Applicant must notify the Town if the project is delayed due to unforeseen circumstances and is unlikely to meet the 2-year timeline.
- 5 Project Completion** – Issuance of an Occupancy Permit confirms the completion of an approved project.

How is an application evaluated?

Staff will evaluate each application received based on the eligibility requirements listed in the previous page of the guide.

What are the maximum incentives I can receive?

- i. Development fee waiver of up to \$2,500 to be claimed within a 2-year period.
- ii. Subsidized Municipal Land Sales.
- iii. Off-site Servicing Contribution:
 - a) Creates 20 or more rental units: 50% of off-site servicing to a maximum of \$30,000, whichever is less.
 - b) Creates 10-20 rental units: 50% of off-site servicing to a maximum of \$20,000, whichever is less.
 - c) Creates less than 10 rental units: 50% of off-site servicing to a maximum of \$10,000, whichever is less.

Despite the above, council has the authority to restrict the intake of applications under each category and to make a final decision on the request either for subsidized land sale or off-site servicing contribution, based on other considerations.

What is the application fee?

There is no application fee for applying for the Rental Housing Incentive Program.

For Further Information Contact:

Town of Smithers Development Services Department
 1027 Aldous Street
 PO Box 879
 Smithers, BC V0J 2N0
 Telephone: (250) 847-1600 Fax: (250) 847-1601

Office Hours
 Monday to Friday (except holidays)
 8:30 am to 4:30 pm

This guide is meant for informational purposes only. Please consult the Town of Smithers' Rental Housing Incentive Program Policy DEV-014 for definitive requirements and procedures.