

DOLLARS TO THE DOOR PROGRAM APPLICATION

Application Received on:	Fee Paid: <input type="checkbox"/> \$400
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PART-1 APPLICANT INFORMATION

Applicant Name:	
Business Name:	
Address (with post box number)	
Phone Number:	
Email:	

PART-2 DEVELOPMENT PLAN

Property Information

i. Project Address:	
ii. Legal Description:	
iii. Current use of the property:	
iv. Are you the registered owner of the property? (Note: This form must be completed by the registered owner only)	<input type="checkbox"/> Yes <input type="checkbox"/> No

General Project Information

<input type="checkbox"/> New Construction	<input type="checkbox"/> Conversion to residential
Number of self-contained dwelling units to be created:	
Proposed dwelling density (i.e., parcel area/number of dwelling units):	
Estimated Project Cost (in CAD):	
Are you submitting this application with/ have you already submitted a Building Permit application for the proposed project?	

Housing Type

<input type="checkbox"/> Apartment	<input type="checkbox"/> Duplex
<input type="checkbox"/> Condominium	<input type="checkbox"/> Triplex
<input type="checkbox"/> Townhouses	<input type="checkbox"/> Quadplex (or more)

Tenure Type

<input type="checkbox"/> Ownership	<input type="checkbox"/> Rental	<input type="checkbox"/> Mixed
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Project Focus:				
<input type="checkbox"/> Market Rental <input type="checkbox"/> Entry-level home ownership <input type="checkbox"/> Family Housing		<input type="checkbox"/> One/two bedroom units <input type="checkbox"/> Seniors Housing		
Will the rent/sale value of the new units be subsidized by any government entity/ a non-profit organization/ a cooperative?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Economic Impact:				
To what extent will the project rely on local suppliers/ trades (for construction)?		<input type="checkbox"/> 25% & below <input type="checkbox"/> 25%-50% <input type="checkbox"/> 50% & above		
Expected total project cost:		\$		
Expected sale price/monthly rental revenue/unit:		\$		
Current Assessed Value of the property:		\$		
Expected Assessed Value of the property at completion:		\$		
Nature of positions	Number of positions created	Hours of employment per week (average)	Total person months of employment to be created (average)	Position(s)/ Title(s)
Direct Permanent Jobs (35 hrs/week for a year)				
Direct Temporary Jobs (in construction)				
Dwelling Unit Details:				
Unit Type	Number of Units		Unit Size (sq ft.)	
Bachelor				
1 Bedroom				
2 Bedroom				
3 or more Bedrooms				
Step Code Commitments				
Aim to achieve STEP Level 2:		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Aims to achieve STEP Level 3 & above:		<input type="checkbox"/> Yes <input type="checkbox"/> No		

Environmental/Accessibility Considerations

Describe any environmentally responsible/accessibility design features that will be incorporated in the proposed development:

Project Milestones

Stage of Project	Scheduled Date	Describe the current status:
Project Start Date		
1.		
2.		
3.		
4.		
5.		
Project Completion Date		

Financial Incentives/Grants

Provide details of other financial incentive/grant programs that you have applied for/received/ intending to apply as part of the proposed project:

PART-3 APPLICATION CHECKLIST

- ☐ Completed application form
- ☐ Detailed project timeline to ensure that the project will be completed in two years
- ☐ Proposed budget details
- ☐ A letter of intent providing a description as to how a proposed project will benefit the community and a summary of actions taken by the Applicant to ensure that the project is 'shovel ready'.
- ☐ Recent photos of the project site
- ☐ If creating entry-level ownership units, submit a written confirmation providing details of the dwelling units, including anticipated sale price range, process for choosing eligible owners, and willingness to enter into a Housing Agreement with the Town.

PART-4 APPLICATION ASSESSMENT (STAFF USE ONLY)

No:	Criteria		Desirability Score	Project Score
1	%of all units that are: market rental; seniors housing; housing for families; one/two bedroom units; and/or entry-level home ownership	1 unit or 25% & below of all units, whichever is higher	10	
		25% - 50% of all units	20	
		50% & above of all units	30	
2	Percentage of local vendors/trades	25% and below	10	
		25% - 50%	15	
		50% and above	20	
3	Commitment to achieve BC Energy STEP Levels	Level 2	20	
		Level 3 & above	30	
4	Supports environmentally responsible and/or accessible building and infrastructure design (that are not included in 3)		10	
5	Proposed dwelling unit density does not fall below 25% of the maximum density limit		10	
	Total Project Score		100	

PART- 5 ACKNOWLEDGMENT

- ☐ I _____, (Applicant) of _____, (company name) have read and understand the Town of Smithers Policy "DEV-013 Multi-Family Housing Incentive Program" and the Program Guide.
- ☐ I agree to complete the work as described above in the application form and accept my responsibility to notify the Town of any changes to the information provided, at any stage of the project, prior to the disbursement of the approved grants.
- ☐ I will allow the Town of Smithers to use photos before and/or after pictures of the project and testimonials for the purpose of promoting this program in the future.
- ☐ I agree not to involve the Town of Smithers or Northern Development Initiative Trust (NDIT) in any legal action between myself and any contractors, estimators, employees, workers or agents arising from or out of the Housing Incentive Program project.
- ☐ I give my consent to the Town of Smithers to make all inspections necessary to confirm that the approved plans are implemented in accordance with expected standards.
- ☐ Payment of approved grants will be made upon the applicant providing the Development Services Department proof of completion of the proposed development.

I hereby make application for the NDIT 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*.