

DOLLARS TO THE DOOR PROGRAM APPLICATION

(To be submitted to the Town either in person or emailed to: devserv@smithers.ca)

Application Submitted on:	Fee Paid: <input type="checkbox"/> \$200
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PART-1 APPLICANT INFORMATION	
Applicant Name:	
Business Name:	
Business Type:	<input type="checkbox"/> For-profit <input type="checkbox"/> Not-for-profit
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		
Project Focus:				
<input type="checkbox"/> Market Rental	<input type="checkbox"/> One/two bedroom units			
<input type="checkbox"/> Entry-level home ownership	<input type="checkbox"/> Seniors Housing			
<input type="checkbox"/> Family 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:		\$		
Most recently paid property tax:		\$		
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
Aims to integrate alternative energy efficiency design mechanisms	<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.		
6.		
7.		
8.		
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 ACKNOWLEDGMENT

- I _____, (Applicant) of _____,
- (company name) have read and understand the Town of Smithers Policy "DEV-019 Dollars to the Door 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 confirm that the newly created dwelling units will neither be subsidized in any manner nor serve as one or more of the following: supportive housing; transitional housing; emergency / homeless shelter; or facilities that are licensed under the Community Care and Assisted Living Act.
 - I understand that the Town will not be liable for any costs or losses that I may incur due to an unfavorable decision on my grant application to NDIT, or for other reasons such as changes to NDIT funding availability, eligibility criteria, application intake deadlines, or delayed funding disbursement.

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*.

PART 5 – APPLICATION EVALUATION (OFFICE USE ONLY)

No:	Criteria	Desirability Score
1	Percentage of units that support: (a) market rental housing; (b) entry-level home ownership; (c) senior housing; (d) small-family housing; and (e) housing for families	Min 1 unit or 25% and below of all units, whichever is higher
		25% - 50% of all units
		50% & above of all units
2	Percentage of local suppliers/trades	25% and below
		25% - 50%
		50% and above
3.1	Commitment to achieving BC Energy STEP Code requirements (applies only if 3.2 does not apply)	STEP Level 2
		STEP Level 3
		STEP Level 4
		STEP Level 5
3.2	Alternative environmentally responsible design features, where STEP Code requirements are challenging to achieve (applies only if 3.1 does not apply)	Nil
		Minor (1-5 features)
		Major (>5 features)
4	Accessibility supporting building design features (exceeding Building Code)	Nil
		Minor (1-2 features)
		Major (>2 features)
5	Sustainable land use (i.e., proposed dwelling unit density does not fall below 25% of the maximum density limit)	10
Total Project Score		100