



Application #: _____

HOUSING INCENTIVE APPLICATION

Date of Application: _____

Date Received (office purposes): _____

Applicant Information		
Applicant Name and/or Company Name:		
Mailing Address:	City:	Postal Code:
Phone:	Cell:	Fax:
Email:		

Registered Owner Information (if different than above)		
Name and/or Company Name:		
Mailing Address:	City:	Postal Code:
Phone:	Cell:	Fax:
Email:		

Corporate Status: (Proof of status must be provided)

- Charitable Non-Profit Membership Non-Profit (affidavit must be provided)
- Private Sector Co-operative
- Other _____

Property Information		
Civic Address:		
Legal Land Description - Lot:	Block:	Plan:
Year Building Was Constructed (if applicable):		
Does this property have Heritage Designation? (Provincially, Municipally):		
Previous Use of the Building (if applicable):		

What incentive(s) are you applying for?

- Capital Grant Property Tax Exemption Combination of Grant/Exemption

Project Information

Check off the applicable incentive your project is eligible for:

- Approved Federal and/or Provincial Project** – project has been approved for incentive under another Provincial and/or Federal housing incentive program
- Mixed Housing Project** – project include a minimum of 50% affordable or supportive housing units
- Secondary Suite** – the addition or legalization of a secondary suite to a one-unit dwelling
- Infill and Replacement Housing:**
 - New construction of dwelling units (excluding one- and two-unit dwellings)
 - Addition or renovation of existing building creating new dwelling unit(s)
 - Construction of new one- or two-unit dwelling

Eligibility for Additional Grant Funding: (refer to Appendix D attached – please list additional priorities incorporated in project)

Number of Housing Units:

Unit Tenure: (rental, condominium, ownership, mixed tenure, etc.)

Expected Completion Date:

Estimated Cost of Construction:

Briefly describe how the project will meet the objectives of the Housing Incentive Policy:

Application must include the following:

- o Housing Incentive Application
- o Development and Building Permit Application
- o Incentive Approval from Other Level of Government (if applicable)
- o Any Additional Supporting Information

Next Steps: (Please refer to the Housing Incentives Policy for additional information)

All applications will be received and reviewed by the Planning and Development Department for consistency with the Housing Incentives Policy. Capital Grant values will be determined at the discretion of the Planning and Development Department, based on the inclusion of additional City of Moose Jaw priorities.

Following application approval, property owners will be asked to sign a Capital Grant and/or Tax Exemption agreement with the City of Moose Jaw. Capital Grants are provided to the property owner once work is substantially complete. Tax Exemptions commence January 1st of the year immediately following substantial completion of the project.

Important: Please read and sign Disclaimer below:

*I hereby declare that the information contained within this application is true to the best of my knowledge. * I hereby acknowledge that it is my responsibility to ensure compliance with any applicable municipal bylaws, provincial or federal acts and regulations. *I hereby declare that I am the owner of the subject property, or am acting as an authorized agent of the property owner(s). *I acknowledge that submitting this application does not constitute an approval. I further understand that it is an offence under City Bylaws to start construction or change the use of a building/property without an approved development/building permit.

Signature of Applicant(s)

Date

Office Purposes

Is the property located within designated area? Yes No

Is the property eligible for the Property Tax Exemption? Yes No

Is the property eligible for the Capital Grant? Yes No

If yes, please specify amount: _____

Recommendation:

- Deny application Approve Property Tax Exemption Approve Capital Grant

Recommended by: _____ Approved by: _____ Date: _____

Administrative Follow-up

- Pre-approval letter sent to Applicant Date: _____ Initial: _____
- Copy sent to Building Official & Land Admin Date: _____ Initial: _____
- Prepare Agreement(s) Date: _____ Initial: _____
- Substantial Completion Date: _____ Initial: _____
- Execute Agreement(s) Date: _____ Initial: _____

Appendix D – Additional Capital Grant Incentives

All projects applying for a Capital Grant under Section 4 of this Policy shall be eligible to receive an additional grant increase based on the inclusion of multiple municipal objectives. Maximum contribution shall not exceed \$5,000 per unit to a project maximum of \$25,000. (Projects shall not be eligible for additional grant funding for the category that they are initially approved under). Proponents who wish to request additional Grant funding shall make an application to City Council.

City of Moose Jaw Priority	Criteria	Amount of Additional Grant Funding
Base Grant	Projects which meet the requirements of one of the Eligible Projects under Section 5 of this policy.	\$3,000
Leveraging Funding or Other Support from Additional Levels of Government	Secured funding or other support from either the Federal or Provincial governments under a housing-related program	\$1,000
Significant Private Partnership Support	In-kind support, donation, and/or on-going investment from a private donor, faith-based group or service club.	\$1,000
Accessible Housing	At least 5% of housing units meet barrier free standards.	\$1,000
Infill and Replacement Housing	Project develops on an infill property, as defined in Section 2.	\$1,000
Mixed Income Development	Project has a mix affordable and market units	\$1,000
Downtown or South Hill Housing	New Housing is located within the Downtown or South Hill areas, as defined in Section 2.	\$1,000
	The development contains a Mixed-Use component.	\$1,000
Innovative Housing	Project uses innovative design, construction technique, materials or energy saving features.	\$1,000
Innovative Tenure	Innovative Housing tenures such as Rent to Own, Life Lease, Land Trust, Sweat Equity, Co-op Housing or Co-Housing.	\$1,000
Secondary Suites	The addition or legalization of a secondary suite.	\$1,000
Adaptive Re-Use of a Heritage Building	Projects which develop new dwelling units within a designated heritage building.	\$1,000
Non-Profit Developers	An organization recognized as a non-profit by <i>The Non-Profit Corporations Act, 1995</i> .	\$1,000