

Municipal Fee Waiver Evaluation Criteria

The evaluation criteria will apply to affordable housing providers and developer, non-profits, and developers applying for the Municipal Fee Waiver Program to waive eligible building permit and planning application fees for new affordable rental housing within the urban areas of the Community of Stouffville. Please see the Municipal Fee Waiver Program application for eligible building permit and planning application fees.

Applications for the Municipal Fee Waiver Program will be assessed and assigned a total score based on the below evaluation criteria. The total score achieved on each application will be equal to a percentage of building permit and planning application fees waiving of up to 100% (please see Municipal Fee Waiving Schedule).

Part A: Applicant Experience, Project Experience, Viability, and CIP Alignment:

Criterion	Description/Rational	Score Range	Scoring Guidance
Applicant(s) and Project Team Experience	Total number of years of applicant(s) and project team experience in affordable housing development, operation, and/or management. More related experience; reduce delays, and higher chance of reaching occupancy.	0–15 pts	10+ years=15; 5–9 years=10; 2–5 years=5; 1-2 years=3; 0-1 years=0
Past Project Experience	Applicant(s) track record in completing related projects. Greater project track record; the higher chance of project reaching occupancy.	0–15 pts	Five or more projects=15; Three – five projects=10; One- three projects=5; None=0
Financial Viability and Project Funding Sources	Higher financial viability; and more/higher project funding amounts; higher chance of reaching occupancy.	0-10 pts	Three or more funding sources/high project viability=10; One – two funding sources/viable project viability=5; One funding source/viable project viability=0

Project Alignment with Affordable Housing CIP and Program	Letter of commitment outlining how the proposed project aligns with the Affordable Housing CIP and Program and demonstrates how the proposed project will support affordability and community improvement.	0-5 pts	5= Strongly demonstrates alignment with Affordable Housing CIP and Waiver. 3= Demonstrates alignment with Affordable Housing CIP and Waiver with some details lacking. 0= Does not demonstrate alignment with Affordable Housing CIP and Waiver and lacking details.
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Part B: Project Details and Location:

Project Readiness & Timelines	Building/site plan submitted, construction start timeline. Faster timeline to occupancy (but will consider total number of units being created).	0–20 pts	Permits and applications and supporting materials are ready for submission=20; Permits and applications require supporting materials=15; pre-consultation=10; Concept only=5; None=0
Number of Affordable Units	Total new affordable rental units created.	0–15 pts	10 or more units =15; 3–9 units =10; 3–6 units =5; 3 units =0
Affordability Commitment	Duration of affordability	0-5 pts	5+ years = 5; 2-4 years = 3; 2 years = 0;
Location (Transit Proximity)	Distance from transit stations to ensure access to amenities, services, and employment opportunities.	0-5 pts	≤800m=5; 800–1200m=3; >1200m=0
Bedroom Mix	Diversity of unit sizes (family-sized) to meet a range of Town needs.	0–5 pts	≥30% 2–3BR=5; Mix of 0-2BR=3; Studios only=0
Accessibility	The Town has an ageing population, and features to support ageing in place are important. Exceed Ontario Building Code (OBC) for accessibility.	0–5 pts	≥10% accessible unit mix=5; 10-5% accessible unit mix=3; <5 accessible unit mix=0

Municipal Fee Waiving Schedule

Applicants applying to the Municipal Fee Waiver Program will be assigned a total based on the above evaluation criteria which will equal the percentage of fee waiving for eligible building permit and planning application fees of up to 100%. The Municipal Fee Waiving Schedule is displayed below:

Total Score	Fee Waiver %
90–100	100%
75–89	75%
50–74	50%
40–49	25%
<40	0%