Stouffville

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Municipal Fee Waiver Program Application

Waive Up to 100% of Eligible Building Permit and Planning Application Fees

The Municipal Fee Waiver Program is a grant program from the Affordable Housing Community Improvement Plan (CIP). A CIP is a tool under the *Planning Act*, that allows the Town to designate a specific area and offer targeted incentives to encourage investment for community improvement. The Town's Affordable Housing CIP contains a range of incentives to encourage the development of new affordable rental housing while diversifying housing types and affordability within the urban area of the Community of Stouffville.

The Municipal Fee Waiver Program is available to affordable housing providers and developers, registered non-profits with approved or applying for financial assistance under either a federal, provincial or regional housing development program to construct new affordable rental housing. The Municipal Fee Waiver Program can offset initial development costs by waiving up to 100% of one (1) eligible planning application or building permit application fee for newly created affordable rental units.

Eligible Application Fees:

- Official Plan Amendment
- Zoning By-law Amendment
- Heritage Permit
- Site Plan Control
- Minor Variance
- Consent
- Multi-unit Residential Permit
- New Mixed-Use Permit
- Alteration (Residential) Permit

LIMITED FUNDING | Applications Are Reviewed on a First-Come, First-Served Basis



Application Instructions



For an application to be considered complete, please attach all the applicable documents listed below:

- ☐ Completed and Signed Application;
- ☐ A letter of commitment outlining how the proposed project aligns with the Affordable Housing CIP goals and objectives, as well as contributing to more affordable rental housing and community improvement;
- ☐ A copy of documentation or a letter demonstrating approved or applied for financial assistance either from the federal, provincial or regional government for a housing development program (include a copy of the original application package);
- ☐ Proof of Incorporation or Business Registration, or Charity Registration;
- ☐ Proof of land ownership (Transfer/Deed or current parcel register); or copy of fully executed Agreement of Purchase and Sale, or copy of fully executed Lease Agreement;
- ☐ Proof that the subject property is free of arrears (property taxes and water) and is By-law Compliance with the Town;
- ☐ Copy of Liability Insurance;
- ☐ Project Team Matrix;
- ☐ Project Schedule/Gantt Chart;
- ☐ Supporting documentation, such as, but not limited to*:
  - If not included in your original application package, include documents such as financial details (ex. feasibility, pro-forma, contingency, capital and operating budget), project details (ex. number of units, number of affordable units, bedrooms per unit, proximity to transit stations, targeted demographic), funding sources, affordability, land readiness (ex. rezoning, environmental assessments);
  - Photographs of the existing buildings or property condition;
  - Copy of any Planning Act Applications or a Building Permit, if applicable;
  - Site plan, design drawings, rendering, elevation, grading, or any other specifications as determined by the Town and prepared by a qualified professional; and
  - Any additional documentation or information deemed necessary by the Town's Plan Administrator.

Submit Completed Applications Packages to municipalfeewaiver@townofws.ca

Section 1 – Applicant Eligibility Requirements

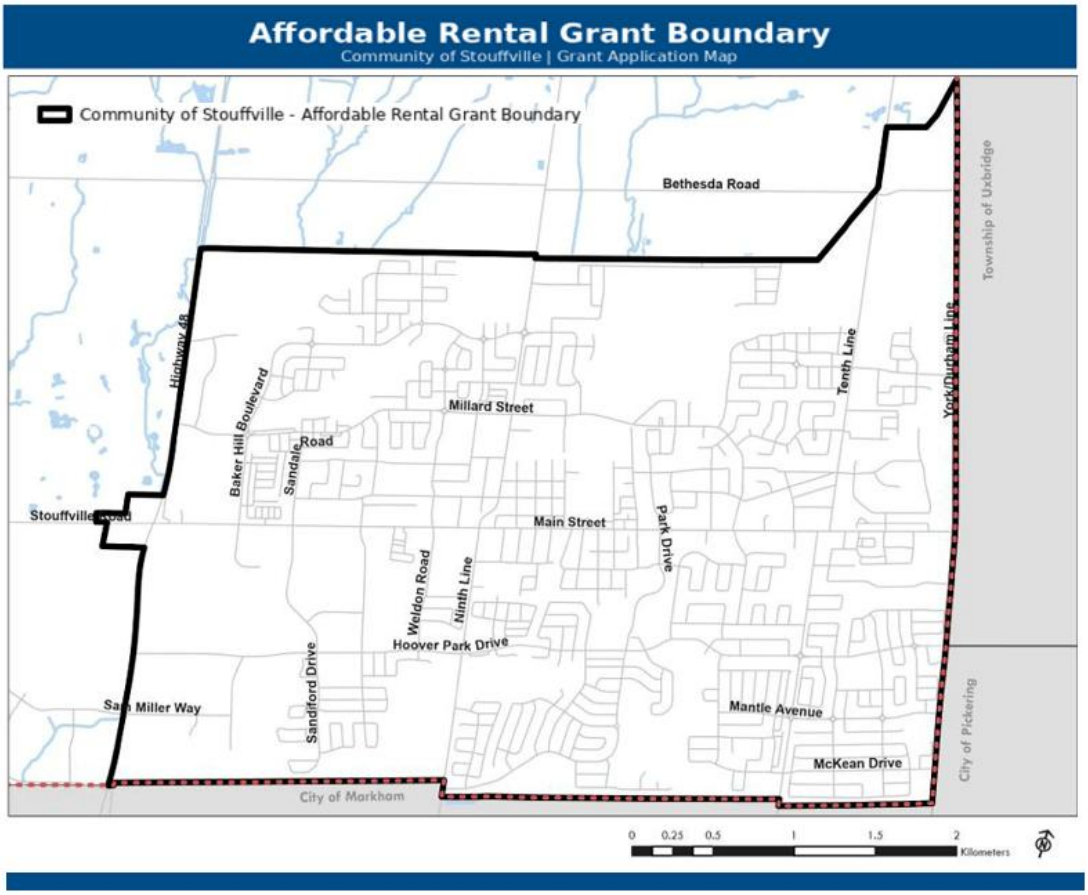
- **Applicant(s) is either an affordable housing provider, developer, registered non-profit,** creating new affordable rental housing;
- **Subject property is located within the affordable rental grant boundaries** consisting of the urban area of the Community of Stouffville (as shown on Grant Application Map);
- Applicant(s) have **approved or applied for housing development funding** from either the federal, provincial, or regional government;
- Project contains a **minimum of three (3) affordable rental units; or more**;
- Intend to rent newly created units at an affordable rate for a **minimum period of two (2) years** (see Affordability Commitment);
- **Have not started project construction** (if project construction is started prior to application approval, any paid planning application or building permit fees will not be reimbursed);
- **The subject property is free of any arrears** (property taxes and water), and in By-law compliance with the Town;
- The total of all property mortgages, loans, and any other financing registered on title for the subject property, plus the program funding, cannot exceed the market value of the property, as determined by the assessed value of your property shown on the Municipal Property Assessment Corporation (MPAC) Notice of Assessment.

After Application Submission and Additional Information

- If an application is approved, the applicant will be sent a Letter of Condition which will notify the applicant to either **start project construction or submit a building permit within 120 days, after receiving planning application(s) approval**, if applicable, to the Town' Development Services Commission;
- If an applicant(s) **does not** submit a building permit within **120 days**, (or otherwise agreed) the wavier could be reduced, canceled and/or require repayment (see Application Agreement);
- If an applicant(s) **does not** complete the project as outlined in their Project Schedule/Gantt Chart, the wavier could be reduced, canceled and/or require repayment (see Application Agreement);
- If an applicant(s) begins project construction prior to application approval; any paid planning application or building permit fees will not be reimbursed;
- Newly created units are required to be **rented at an affordable rate for a minimum period of two (2) years** (see Affordability Commitment);

- The applicant(s) is **required to submit fully executed Lease Agreement(s), annually to the Plan Administrator** (or otherwise agreed) to demonstrate that the **new unit(s) are being rented at an affordable rate for a minimum period of two (2) years** (see Affordability Commitment);
- The applicant(s) is r**equired to submit the lease agreements within six (6) months of project construction completion** to the Town Plan Administrator;
- If the applicant(s) does not submit the fully executed lease agreements **within 6 months** of completion of all project construction, or does not rent the newly created units at an affordable rate for a minimum period of two (2) years, the waiver could be reduced, canceled and/or require repayment (see Application Agreement);
- Funding will be payable upon project completion;
- Projects will be considered complete when fully executed lease agreements are submitted to the Town Plan Administrator demonstrating that newly created units have been rented at an affordable rate (see Affordability Commitment);
- The Town shall not be held liable for any damages sustained by the applicant(s)/owner(s) for any cancelled, reduced, or repayment of the waived fees.

Map 1: Affordable Rental Grant Boundary - Urban Area of the Community of Stouffville



Section 2 - Applicant Information

Legal Name and Information of Corporation

Corporation or company legal name:	
Mailing address:	
Telephone number:	
Email address:	

Corporation Contact Person

Contact first name:	
Contact last name:	
Position or title:	
Telephone number:	
Email address:	

Are you applying with or on behalf of multiple corporations as the applicant lead?

☐ Yes ☐ No

If yes, what other corporation(s) are you partnered with for the proposed project? Please provide their information below.

Partner(s) Legal Name and Information of Corporation

Partner corporation legal name(s):	
Partner mailing address(es):	
Partner telephone number(s):	
Partner email address(es):	

Section 3 – Organization Information

Please identify your type of organization or corporation:

☐ Affordable Housing Provider ☐ Registered Non-Profit

☐ Developer

Corporation Overview

Provide a brief introductory summary of your organization(s).

Corporation Experience

Demonstrate your (and any partner) organization's ability to develop, own/lease and/or operate affordable housing, including experience in affordable housing provision and operation. If you have contracted a construction/builder for the proposed project, also include their above information below.

Organization Structure

Outline your proposed housing model and governance structure (i.e. housing co-op, non-profit or not-for-profit housing corporation, or other)



Collection of Information

Information provided will be used to confirm your eligibility and evaluate your application, administer the Town's Municipal Fee Waiver Program, and communicate with you regarding related matters. Information provided is collected under the authority of the *Municipal Act (2001),* and in accordance with the provisions of the Municipal Freedom of Information and *Protection of Privacy Act (1990) (MFIPPA).* Additionally, your information could be collected under the authority of the *Planning Act*, if a *Planning Act* Application is required.

The Town is subject to the access provisions of MFIPPA and may be required to disclose application information, including contact information and supporting documents, if it is requested through the Freedom of Information (FOI) process. When completing your application, please clearly mark as confidential any information that you believe should be protected from disclosure. Please note that this does not automatically mean the information will be protected from disclosure, but it will assist the Town when deciding if a record should be disclosed in response to a request. If the Town receives a request for a record whose disclosure may affect your interests, you will be notified and given an opportunity to provide your views regarding disclosure.

I/We, **Applicant name(s):** _____, confirm that I/we understand that, as the applicant(s), my/our information could be disclosed through MFIPPA and under the authority of the *Planning Act*. I/We consent to the use or disclosure of the information provided to any person or public body for the purpose of processing this application.

Applicant signature 1:	
Applicant signature 2:	
Date:	

Section 4 – Eligible Application and Permit Fees and Waiving Schedules

The Municipal Fee Waiver Program can help reduce initial development costs for new affordable rental housing by waiving up to 100% of one (1) eligible planning application or building permit fee. This program supports the creation of new affordable rental housing within the urban area of the Community of Stouffville.

Applications for the Municipal Fee Waiver Program will be assessed (see Municipal Fee Waiver Evaluation Criteria) and assigned a total score. The total score will determine the percentage of eligible building permit and planning application fees that may be waived by the Town, and contingent on funding. The waiver of any fees is not guaranteed.

Table 1: Fee Waiving Schedule for the Municipal Fee Waiver Evaluation Criteria

Total Evaluation Score	Eligible Fee Waiver Percentage
90–100	100%
75–89	75%
50–74	50%
40–49	25%
Less than 40	0%

Please select one (1) of the eligible building permit or planning application fees that is being applied for to waive as part of the Municipal Fee Waiver Program:

- ☐ Official Plan Amendment
- ☐ Zoning By-law Amendment
- ☐ Heritage Permit
- ☐ Site Plan Control
- ☐ Minor Variance
- ☐ Consent
- ☐ Multi-unit Residential Permit
- ☐ New Mixed-Use Permit (to add new affordable rental units within a mixed-use building)
- ☐ Alteration (Residential) Permit (for the retrofitting of an existing building to add new affordable rental unit

Section 5 – Property and Project Details

Please provide property and project details.

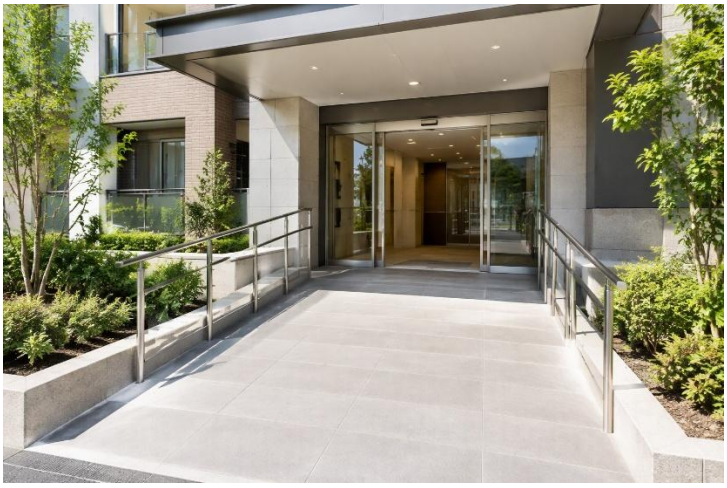
Property municipal address:	
Property assessment roll number:	
Current zoning:	
Brief description of current use and condition:	

Have you confirmed with Town Development Services Commission that the Town Zoning By- law permits affordable rental housing/residential development on the subject property?

☐ Yes ☐ No

Do you anticipate requiring additional studies or evaluations for the proposed project (ex. Natural Heritage Evaluation)?

☐ Yes ☐ No



Section 6 – Accessible Design Top-Up Rebate (Optional)

Applicants who apply for the Municipal Fee Waiver Program are eligible to apply for the Accessible Design Top-up Rebate. The rebate can cover up to $3,000 of the costs per unit on accessible or barrier-free designs and construction for a new affordable rental unit.

☐ As part of this application, I/we would like to apply for the Accessible Design Top-up Rebate which will cover up to $3,000 per unit of the costs incurred on accessible or barrier-free designs and construction of an affordable rental unit. I/we acknowledge that payment is not guaranteed.

Please provide the proposed accessibility upgrade(s) cost estimates in the table below and attach a copy of any estimates or receipts.

Accessible design item or upgrade	Estimated or actual cost
	$
	$
	$
	$
	$

Total funding requested from the Town: $_____

Section 7 – Affordability Commitment



Newly created units from the Municipal Fee Waiver Program, are intended to be rented at affordable rates. For the waiver, ***affordable rental housing*** means a rental unit where the monthly rent is at or below 125% of the average market rent for the regional market area, based on bedroom type.

Table 2: Affordable Rental Rates, Based on Number of Bedrooms for York Region at 125% Average Market Rate (AMR).

2026 Affordable Rental Rates Monthly	
Unit type	**Maximum affordable monthly rent**
Studio	$1,480
1 bedroom	$2,013
2 bedroom	$2,385
3 bedroom	$3,322

Provide a copy of the fully executed lease agreement(s) as evidence that the newly created unit(s) are being rented at an affordable rate (affordable units can be rented at or below the above outlined rental rates).

I/We shall rent out the newly created unit(s) at an affordable monthly rental rate as outlined in this Affordability Commitment for a **minimum period of two (2) years**. I/We shall **annually submit a copy of the lease agreement(s)** (or otherwise agreed) **to the Plan Administrator** to demonstrate that the newly created unit(s) is rented at an affordable monthly rental for a **minimum period of two (2) years.** I/We acknowledge that funding shall not be provided until a copy of the lease agreement(s) has been provided to the Town with all other required information and approvals.

I/We understand that if I/we am/are found to be in breach of this agreement, the Town reserves the right to cancel and/or demand grant repayment (see Applicant Agreement). The Town shall not be held liable for any damages sustained by the applicant(s)/owner(s) for any such cancelled, reduced, or repayment of waived fees.

*The Town reserves the right to contact applicants to verify if the newly created unit continues to be rented at an affordable rate for a period of two (2) years.

Applicant signature 1:	
Applicant signature 2:	
Date:	

Section 8 - Application Agreement

I/We, the applicant(s) (undersigned), declare that the information provided in this application is true and correct to the best of my/our knowledge. I/we have read and understood the information provided in this application, as well as the provisions of the Affordable Housing CIP.

I/we understand that if I/we have provided any untrue or misleading statements, or if I/we have not submitted the required documentation, my/our application may be rejected or not approved.

I/we understand that if I/we do not complete the work to the satisfaction of the Town, if rent is not maintained at an affordable rate for a minimum period of two (2) years, or if I/we are in breach of this agreement, the waiver may be reduced, delayed, cancelled and/or repayment required. In case of repayment, the total fee waiver value will be placed on the property's municipal property tax roll.

All properties will be inspected by the Town upon completion of the project.

I/we acknowledge and agree that grants are awarded to applicants based on the sole discretion of the Town and available program funding, and that the waiver of fees is not guaranteed.

Applicant signature 1:	
Applicant signature 2:	
Date:	