



# Affordable Housing Community Improvement Plan Application

Policy Planning Section  
Development & Infrastructure Department  
50 Dickson Street, 3<sup>rd</sup> Floor, P.O. Box 669  
Cambridge, Ontario N1R 5W8  
(519) 621-0740

**This application is for (please select all that apply):**

- Affordable Housing Incentive Program (municipal fee exemptions)
- Affordable Housing City of Cambridge Development Charges Deferral Program
- Affordable Housing Tax Increment Grant Program

**Note:** Eligibility for Affordable Housing Community Improvement Plan must be confirmed prior to the submission of any Planning Application(s), Building Permit(s) and Sign Permit(s) to be considered eligible for fee exemptions, deferral of development charges and/or Tax Increment Grant(s).

**Please confirm eligibility requirements with the Senior Planner – Reurbanization, ext. 4213.**

<b>1.0 General Information</b>	
Municipal Address: _____	
Assessment Roll No. _____	
Lot: _____	Concession: _____
Registered Plan No. _____	Lot(s): _____
Reference Plan No. _____	Part(s): _____
Is the proposed affordable housing project within the areas identified on Schedule A?    Yes <input type="checkbox"/> No <input type="checkbox"/>	
If <b>no</b> , is this the project proposed by Habitat for Humanity?    Yes <input type="checkbox"/> No <input type="checkbox"/>	

<b>2.0 Registered Owner*</b>	
Name: _____	
Address: _____	
City: _____	Postal Code: _____

Phone: \_\_\_\_\_ Ext. \_\_\_\_\_  
 Email: \_\_\_\_\_

\*If a numbered company, also give the name and address of the principal owner. If more than one owner, complete an additional page for each owner.

**3.0 Applicant (If Different Than Owner)**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Ext. \_\_\_\_\_  
 Email: \_\_\_\_\_

**4.0 Primary Contact**

All contact with the City of Cambridge regarding this application will go through a single point person. Please indicate who the primary point of contact is:

Registered Owner  Applicant

**5.0 Existing Conditions**

Existing use of the Property: \_\_\_\_\_

Are there any buildings on or adjacent to the subject land that are designated under the Ontario Heritage Act or are identified as Properties of Interest? Yes  No

Are there any outstanding work orders or requests to comply from the City's Fire Department or Building Divisions on the subject lands? Yes  No

If **yes**, all outstanding work orders and requests to comply must be addressed prior to grant approval.

Are the subject lands a known or suspected contaminated site? Yes  No

If **yes**, is environmental remediation anticipated as part of the proposed project? Yes  No

## 6.0 Proposed Affordable Housing Project

Anticipated construction start date: \_\_\_\_\_

Anticipated construction end date: \_\_\_\_\_

Please provide a description of the proposed affordable housing project, including detailed information on the new housing units and any public benefits that will be provided as part of the proposed project. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please attach any additional documents and drawings that support the proposal to this application and complete **Table A** below.

**Table A**

No. of Units	Dwelling Type (i.e. Apartment, Duplex, Townhomes)	Unit Type (i.e. Bachelor, 1-Bedroom, 2-Bedroom, etc.)	Unit Size (m <sup>2</sup> )	Tenure (Rental/ Ownership)	Unit Rent/ Price (\$)

## 7.0 Related Applications

Have you attended a Pre-consultation meeting with Planning staff regarding to discuss the proposal and confirm submission requirements? Yes  No

Are any Development Charges expected to be incurred as part of the proposed project? Yes  No

Are any Building Permit(s) expected to be required as part of the proposed project? Yes  No

Are any applications under the Planning Act expected to be required as part of the proposed project (i.e. Zoning By-law Amendment, Official Plan Amendment, Minor Variance, Consent, Site Plan Application)? Yes  No

If **yes**, please indicate the type and status of any related planning application(s):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### 8.0 Property Tax Information

Current assessed value of the subject lands: \_\_\_\_\_ Year: \_\_\_\_\_

Current annual property taxes: \_\_\_\_\_ Year: \_\_\_\_\_

Will the proposed development/redevelopment of the property for affordable housing prompt a reassessment? Yes  No

If **yes**, and if known, please indicate the annual property tax amount upon project completion: \_\_\_\_\_

Are all current property taxes paid in full for the subject lands? Yes  No   
 Eligible project **shall not** be in property tax arrears.

If **no**, specify the amount of tax arrears for the subject lands: \_\_\_\_\_

### 9.0 Source of Funds

Will the proposed project receive any grants, loans, or other financial assistance from the City of Cambridge, Region of Waterloo, or other level(s) of government? Yes  No

If **yes**, please specify the all types and amounts of financial assistance anticipated: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## 10.0 Submission Checklist

- Completed Application Form
- Cover Letter (brief overview of the proposal)
- Photographs of existing building/site
- Historical photographs/drawings (if applicable)
- Site Plan
- Detailed description of the proposed works, including a work plan and construction drawings
- Project schedule
- Project capital and operating budget
- Environmental Site Assessment(s), Record of Site Condition, Certificate of Property Use and any other relevant environmental reports (if applicable)
- Compact Disk (CD) or USB Stick of the digital PDFs
- Two (2) paper copies** folded and collated 8.5 x 14



### Authorization of Owner for Agent to Make the Application

If the applicant is not the owner of the subject land, the written authorization of the owner that the applicant is authorized to make the application must be completed by the owner.

I, \_\_\_\_\_, am the owner of the land that is the subject of this application, and I authorize \_\_\_\_\_ to make this application on my behalf.

\_\_\_\_\_  
Signature of Applicant/Owner

\_\_\_\_\_  
Date

The personal information contained on this form is collected pursuant to the Planning Act, R.S.O., 1990, Chapter 13, as amended. This information is required in order to process this development application and forms part of the public record. If you have any questions on the gathering of personal information, please contact the City's Deputy City Clerk/Manager of Information Management and Archives, who can be reached through the Clerk's Division of Corporate Services Department at (519) 740-4680, ext. 4583.