



55 John Street
7th Floor, Metro Hall
Toronto, ON M5V 3C6

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**APPLICATION FOR FEE EXEMPTIONS
NEW NON-PROFIT AFFORDABLE HOUSING**

Please note:

***All sections must be completed and all required documents attached before the application can be considered.
The application should be sent to the Manager, Housing Development, Affordable Housing Office***

I. Information about the Applicant:

Name of Applicant: _____

Address: _____

Telephone No.: _____ Fax No.: _____

E-mail: _____ Contact person: _____

Charitable registration no. (if applicable): _____

(please check applicable box)

Not-for-Profit corporation

Not-for-Profit cooperative

II. Description of the Project:

1. Municipal address and closest major intersection:

2. Describe the proposed new Non-profit affordable housing portion (the "eligible portion") of the Project in terms of gross floor area, as a figure and as a percentage of the Project:

3. Describe the use of any space not to be used for New Non-profit affordable housing (the "non-eligible portion) in terms of gross floor area, as a figure and as a percentage of the Project. Please also indicate the intended use to be made of this space.

4. Number and type of units:

5. Handicapped accessible yes no. Number of accessible _____

6. Rental Cooperative (please check one)

7. Proposed Monthly Occupancy Costs of the Non-Profit Housing:

Bachelor \$ _____ One bedroom \$ _____
Two bedroom \$ _____ Three bedroom \$ _____
Other \$ _____

8. Please summarize your tenant targeting plan (i.e. will you target certain disadvantaged groups, will you select tenants through the Housing Connections waiting list?).

9. If the land, buildings or units for the Non-Profit housing are to be leased, please complete:

Length of Lease: _____

Name of Landlord: _____

Address: _____

Telephone: _____ E-mail: _____

10. Please indicate below the details of your communication(s) with the ward Councillor with respect to this project. (date of meeting, name of person you met, telephone, e-mail or in person, outcome of meeting)

11. Please indicate whether you intend to self-manage the Non-profit housing or if you will employ a professional property management company?

12. What relief are you seeking for this Project?

- 1. Planning Application Fees
- 2. Development Charges
- 3. Toronto District School Board Levies
- 4. Building Permit Fees
- 5. Parkland Dedication Payment Requirements

13. The following documents must accompany this application:

- 1. A copy of your Letters Patent or other incorporating documents.
- 2. Certified Resolution of the Board of Directors authorizing the Project.
- 3. A copy of the lease or Transfer/Deed of Land for the property on which the Project will be situated.
- 4. A letter confirming that funding is available.

Not-for- Profit Housing Certification

The Applicant hereby certifies that the Project or the part of the Project described in II 2 meets the definition of New Non-Profit housing and that the information included in this application and in the documents filed with this application is correct. We have read, understood, and agree with the attached information sheet outlining the Non-profit eligibility criteria for fees and charges exemptions.

Name:
Title:

Date: _____

Name:
Title:

Date: _____

I/We have the authority to bind the corporation.

<p>Authorization of Agent (if applicable)</p> <p>_____ authorizes _____ to act as agent and (Name of Applicant) (Name)</p> <p>sign applications to the City of Toronto on behalf of the Applicant for the eligible non-profit affordable housing for the property known as _____ (Municipal address of Project)</p>
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INFORMATION AND ELIGIBILITY REQUIREMENTS

Exemptions from Planning Application Fees, Building Permit Fees, Municipal Development Charges, Parkland Dedication ("Fee Exemptions")

I. Definitions:

"**Affordable Housing**" means rental housing units with Monthly Occupancy Costs at or below Average Rents;

"**Average Rents**" means for a calendar year the average monthly City-wide rents by unit type(size) as determined in the year end annual survey of City-wide rents for the prior calendar year published by Canada Mortgage and Housing Corporation (CMHC). If CMHC does not publish such a survey then average rents shall be the City-wide average rents as determined by the Deputy City Manager;

"**Development Charges**" means that the development charges imposed by the City under the *Development Charges Act, 1997*, S.O. 1997, c.27 as amended from time to time;

"**Household Income**" means total gross household income from all sources of all persons who reside in a unit or who will reside in a unit if it is rented to them as defined in the City's Affordable Rental Housing – Income Verification Guide;

"**Monthly Occupancy Costs**" means the amount of rent payable by the tenant to the landlord of a housing unit together with monthly charges for hydro, heat, water and hot water for the unit but does not include charges for parking, cable, telephone or other similar charges;

"**New Non-Profit Housing**" means either any development of Non-profit housing for which Development Charges would otherwise be payable and, for greater certainty does not include upgrades or renovations to existing Non-profit housing, or as determined by the Director, Affordable Housing Office, in his sole discretion;

"**Non-profit housing**" means Affordable Housing, which is or is intended to be offered to persons or families of low to moderate income;

"**Not for Profit Co-operative**" has the same meaning as in *the Co-operative Corporations Act*, R.S.O. 1990, C.35, as may be amended from time to time; and

"**Not for Profit Corporation**" means a corporation, no part of the income of which is payable to or otherwise available for the personal benefit of a member or a shareholder thereof.

"**Project**" means the development or phase of a development for which a building permit is currently being contemplated.

II. The Exemptions Authorities:

Note: Only the portion of the Project that will contain the new non-profit housing will be eligible for the exemptions, based on a calculation of the gross floor area.

1. **Development Charges** - By-law No. 476-1999 of the City of Toronto exempts Non-profit housing from the payment of Development Charges;
2. **Planning Fees** - By authority of Clause 13, Report 9 of the Policy and Finance Committee, as adopted by the Council of the City of Toronto at its meeting held on July 4, 5 and 6, 2000, Non-profit housing is exempt from the payment of Planning Application Fees, Building Permit Fees and Parkland Dedication payment Requirements, Toronto District School Board Levies; and

III. Eligibility Criteria for the Exemptions:

Note: Applicants must be able to meet the criteria set out in 1-4 or 5. All applicants must meet the criteria set out in 6. below

1. you must be a Not-for-Profit Corporation or Not-for-Profit Co-operative that is creating New Non-profit housing.
2. the land on which the Non-profit housing will be located must be owned or leased, with a minimum of twenty (20) years remaining on the lease by the Not for Profit Corporation or the Not for Profit Co-Operative.
3. Monthly Occupancy Costs to be charged must be at or below Average Rents.
4. Household Income for each unit cannot be more than four times the annualized Monthly Occupancy Costs.
5. you are a for profit corporation that is receiving financial assistance through the Toronto Renovates Program
6. the Project is financially viable as determined by the Director Affordable Housing Office in his sole discretion

IV. Application Process

1. Applicants are required to complete and sign the attached Application for Exemptions.
2. Applications and all required supporting documents should be submitted to the City's Affordable Housing Office at Metro Hall 7th Floor, 55 John Street Toronto, Ont. M5Y 3C6 to the attention of the Manager, Housing Development.
3. If the Application is approved and the value of the exemptions to be granted exceed the sum of \$10,000.00 the Director, Affordable Housing Office will forward an Incentives Contribution Agreement for execution by your non-profit housing corporation you.
4. If the value of the exemptions approved does not exceed \$10,000.00 or upon receipt of an executed copy of the Incentives Contribution Agreement, the Director, Affordable Housing Office will provide a

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letter, addressed to City Divisions confirming the Applicant's eligibility, setting out which exemptions apply and the date by which the letter must be used to obtain exemptions without the need to re-apply.

5. To obtain the benefit of the exemption, the applicant must provide both a copy of the Director's letter and a copy of the completed Application to the appropriate City Department when submitting planning applications and applying for building permits.
6. If the Application is not approved, the Director, Affordable Housing Office will provide a letter confirming that the application has been denied and giving an explanation for the denial.
7. City staff may contact your organization to collect further information.
8. You can expect to receive a response to your Application within 30 days of receipt by the Affordable Housing Office of the completed and signed application all are required supporting documents.
9. To inquire about these exemptions, the applicant should contact the Manager, Housing Development Affordable Housing Office at 416-392-0602.