

Affordable Residential Units Regional Development Charge Exemption Application Form

Development Charges Exemption for Affordable Residential Units

A full exemption of development charges is available for residential units that meet the affordable criteria under Section 4.1 of the *Development Charges Act, 1997*. This mandatory exemption applies to all Ontario municipalities and must be applied for before building permits are issued. This exemption applies to projects with Regional development charges payable on or after June 1, 2024.

To be eligible for this exemption, an applicant must meet the requirements set out in Regional Policy C-F-029 including but not limited to:

- Meet the affordability thresholds for rental / ownership based on the municipality where a building permit is being obtained.
- Intend to sell or rent at arms length
- Enter into an agreement with Niagara Region that the unit(s) will remain affordable for 25 years.

To satisfy the requirement that proof of registered instruments be submitted to the Chief Building Official at least 180 days prior to building permit issuance that set out in Regional Policy C-F-029, applicants are expected to submit their Affordable Housing DC Exemption application well in advance of their anticipated building permit issuance date. Applications submitted later may not be processed in time to meet this requirement.

For thresholds for affordable units and more information regarding criteria, please visit the Niagara Region Web Page: [Exemption for Affordable and Attainable Residential Units - Niagara Region, Ontario](https://www.niagararegion.ca/business/property/exemption-for-affordable-attainable-residential-units.aspx)
(<https://www.niagararegion.ca/business/property/exemption-for-affordable-attainable-residential-units.aspx>)

Please submit a complete application package, including documentation by email to: regiondc@niagararegion.ca

1. Applicant Information

Name of Eligible Applicant: _____

Mailing Address: _____

Telephone Number: _____

Email Address: _____

Owner's Address: _____

2. Agent Information

*If a consultant/architect or any other representative on behalf of the applicant is completing this submission, please provide details below:

Company (if applicable): _____

Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Fax: _____

3. Legal Representative Information

Legal Counsel (if applicable): _____

Name: _____

Mailing Address: _____

Phone: _____

Email: _____

4. Site Information & Planning Approvals

Municipal Address: _____

Roll Number: _____

Have Site Plan/Zoning applications been submitted? Yes
 No

If you answered Yes to the previous question:

When was application submitted to municipality? _____

When was application approved by municipality? _____

Estimated building permit issuance time: _____

5. Alignment with Exemptions Criteria

Please provide an explanation of how the project aligns with the Exemptions Criteria and thresholds for Affordable and Attainable Residential Units, based on the description above and information from the Niagara Region webpage.

6. Project Description

Please fill out the information below to provide a detailed description of the proposed development

A. Property Information

Legal description of the property: _____

B. Unit Summary

Unit Type	Number of Units
New affordable ownership units	_____
New affordable rental units	_____
Additional residential rental units (existing or new house)	_____
Market Ownership	_____
Market Rental	_____
Total proposed units	_____

C. Unit Mix & Bedroom Breakdown

Unit Type	Studio	1 Bedroom	2 Bedroom	3+ Bedroom	Total
Affordable Ownership	_____	_____	_____	_____	_____
Affordable Rental	_____	_____	_____	_____	_____
Market Ownership	_____	_____	_____	_____	_____
Market Rental	_____	_____	_____	_____	_____
Total – All Units	_____	_____	_____	_____	_____

7. Site/Floor Plan

Please attach the Site/Floor Plan of the property along with this Application Package in the email sent to Niagara Region at regiondc@niagararegion.ca This is mandatory as part of the Application Review Process.

8. Application Fee Payment

Please attach proof of Application Fee Payment along with this Application Package in the email sent to the Niagara Region at regiondc@niagararegion.ca. This is mandatory as part of the Application Review Process.

9. Financing, Appraisal & Encumbrance Information

Please fill out the “Affordable Residential Units RDCs Exemption - Transfer of Property or Financing Intake Form” to include detailed financing information about any pre-existing financing secured against title to the property, including but not limited to balances owing, copies of registered instruments, parcel register.

Please include a most recent property appraisal or other documentation, satisfactory to the Region, showing its value, and a list of any encumbrances or legal claims affecting the property in this application package.

10. Acknowledgement and Consent

I hereby certify that the information contained in this application is true, correct and complete in every respect and consent to any verification of this information by the Niagara Region by such inquiry as is deemed appropriate, including inspection of the site.

Note: Personal information contained on this form and attached documents is collected pursuant to the Municipal Act and in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and will be used for the purposes of processing your application. Questions regarding the collection of information in accordance with MFIPPA should be directed to the Regional Clerk.

Authorized Representative/Owner Signature

Address

Company Name

Date

Next Steps

1. Application Review

Upon receipt, the Region will review the application for completeness. Applications that are incomplete or require clarification may be returned to the applicant for additional information.

2. Legal Intake and Agreement Preparation

Once an application appears complete, the Financial Management and Planning Division will work with Legal Services to initiate preparation of the Affordable Housing DC Exemption Agreement and associated title instruments.

3. Execution and Registration of Instruments

The applicant will be required to execute the Exemption Agreement and register the agreement and any related instruments on title, in priority to other instruments, in accordance with the Affordable Housing DC Exemption Policy C-F-029.

4. Timing Requirement

Applicants are reminded that proof of registered instruments must be submitted to the Chief Building Official at least 180 days prior to building permit issuance.

5. Compliance and Ongoing Monitoring

Following execution of the Exemption Agreement, owners must comply with all affordability, reporting, and monitoring requirements set out in the Policy, including submission of annual reports for rental units, where applicable.

6. Default and Remedies

Failure to comply with the terms of the Exemption Agreement or the Policy may result in an event of default, rescission of the exemption, and collection of Development Charges in accordance with the Policy and the Development Charges Act.

7. Agreement Expiry

Upon expiry of the affordability period and fulfillment of all obligations, the owner may request discharge of the registered instruments, subject to review and confirmation by the Region.