

Municipal Fee Waiver Program

A Community Improvement Plan (CIP) is a tool under the *Planning Act*, that allows the Town to designate a specific area(s) and offer targeted incentives to encourage investment in that area(s) 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 and developers with approved 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 eligible planning application and building permit application fees for newly created affordable rental units.

Program funding is limited and is provided on a first-come first-served basis to eligible applicants.

Application Instructions

To be considered complete, please attach all the applicable documents listed below to the submitted application:

- 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 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;
- 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 (well-composed);
 - Where available, historical drawings or photographs;
 - 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.

*The Town reserves the right to require further supporting documents as may be required to confirm eligibility.

Completed forms shall be submitted to municipalfeewaiver@townofws.ca.

Section 1 – Applicant Eligibility Requirements

- Applicant(s) is either an affordable housing provider or developer, registered non-profit, or developer creating new affordable rental housing;
- Subject property/project is located within the boundaries of the urban areas of the Community of Stouffville (as shown on Map 1 below);
- Applicant(s) have approved housing development funding from either CMHC, federal, provincial, or regional government; and
- Applicant(s) proposed project is a **minimum of three (3) affordable rental units; or more;**
- Have not received approval of planning application or building permit or started construction (any construction done prior to application approval will not be reimbursed);
- 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.

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 (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 units)

Additional Information

- A Letter of Condition will notify the applicant to submit a building permit within **120 days**, after receiving planning application(s) approval, if required, to the Town' Development Services Commission;

- If an applicant **does not** submit a building permit within **120 days**, (or otherwise agreed) the waiver could be reduced, canceled and/or require repayment (see Application Agreement);
- If an applicant **does not** complete the proposed project as outlined in their Project Schedule/Gantt Chart, the waiver could be reduced, canceled and/or require repayment (please see Application Agreement);
- Any application or permit fees approved or paid prior to acceptance into the waiver shall not be eligible for reimbursement;
- The applicant(s) is required to rent all newly created units at an **affordable rate** for a **minimum period of two (2) years** (see Affordability Commitment), and is required to submit the lease agreements to the Town 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);
- 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.

Section 2 – Applicant Information

Legal Name and Information of Corporation

Corporation or Company Name:	
Address:	
Telephone Number:	
E-Mail:	

Corporation Contact Person

First Name:	
Last Name:	
Position/Title:	
Telephone Number:	
Email:	

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

Corporation or Company Name(s):	
Address(s):	
Telephone Number(s):	
E-Mail(s):	

Type of Corporation

Please indicate your type of corporation or company:

- | | |
|---|--|
| <input type="checkbox"/> Affordable Housing Provider | <input type="checkbox"/> Registered Non-Profit |
| <input type="checkbox"/> Affordable Housing Developer | <input type="checkbox"/> Developer |

Corporation Overview

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

Corporation Experience

Demonstrate your (and any partner) corporation'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.

Corporation 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 Applicant 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, _____, confirm that I/we understand that as the applicant(s) for this application that 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: _____

Applicant Signature: _____

Date: _____

Section 3 – 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 eligible planning application and building permit fees. 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 fees applied for is not guaranteed.

Table 1: Fee waiving schedule for the Municipal Fee Waiver Evaluation Criteria

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

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

Section 4 – Property and Project Details

Property Municipal Address: _____

Property Assessment Roll Number: _____

Current Zoning: _____

Brief Description of Current Use and State (vacant, occupied, other):

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 5 – 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 incurred 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 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.

Eligible Cost Item	Actual/ Estimated Cost

Total funding requested from the Town: \$_____

Section 6 – Affordability Commitment

A condition of the Municipal Fee Waiver Program is that newly created units from the program are rented at affordable rates.

For the purposes of this Affordable Housing Community Improvement Plan, **Affordable Housing** means. In the case of rental housing, a unit for which the rent is at or below 125% of the average market rent of a unit in the regional market area, by bedroom type.

Table 2: Affordable rental rates, based on number of bedrooms for York Region. Affordability rates will be updated annually to reflect market conditions.

2025 Affordable Rental Rates (Monthly)	
Studio	\$1,480
1 Bedroom	\$2,013
2 Bedroom	\$2,385
3 Bedroom	\$2,756

- I/we declare that as a part of this application for the Municipal Fee Waiver Program I/we intend to rent out the newly created rental units at an affordable monthly rental rate for a **minimum period of two (2) years**, as outlined in the Affordability Commitment.
- I/we declare that I/we will submit the fully executed lease agreements **within 6 months** of completion of all project construction to the Plan Administrator, to demonstrate that the rental units have been rented at affordable rates, as outlined in the Affordability Commitment.
- I/we understand that if I/we am found to be in breach of this agreement, the Town reserves the right to reduce, cancel, and demand repayment (please see Application 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: _____

Applicant Signature: _____

Date: _____

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 demanded. 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: _____

Applicant Signature: _____

Date: _____