



Guidelines for Development Charges (DC) Deferral Requests under the Housing Community Improvement Plan (CIP)

Please read the following before filling out this application.

[How to Apply for DC Deferrals under the Housing CIP](#)

This application can be submitted via email to the City of Barrie's Strategic initiatives, Policy and Analysis (SIPA) Branch of Development Services at HousingCIP@barrie.ca.

An application for a DC deferral must be made at time of Building Permit application and will be reviewed for compliance with the eligibility criteria established in the Housing CIP by Development Services, in consultation with Financial Services.

To accept an application as complete, applicants must submit or attest to the following:

- ✓ Complete and signed application form
- ✓ Cover letter
- ✓ Confirm that the approved Site Plan Agreement has been registered on title (included on application form)
- ✓ Confirm that a Building Permit Application has been submitted (included on application form)
- ✓ Confirm that an occupancy permit has not been issued (included on application form)
- ✓ Agree to enter into a legal agreement with the City of Barrie if you are approved to defer DC from permit issuance to occupancy (included on application form)

[About the Housing CIP DC Deferral Program](#)

To reduce financial barriers to **the construction of high-density residential and mixed-use buildings**, the City of Barrie is allowing qualifying projects to seek approval to defer the payment of project development charges (DCs) from Building Permit issuance to prior to the issuance of the final Occupancy Permit.

Requests to defer DCs through the Housing CIP program must be made at time of Building Permit application and will be reviewed for compliance with the eligibility criteria by Financial Services in consultation with Development Services. If all criteria are met the deferrals will be granted and an agreement between the City and the owner (registered or assessed owners of lands/buildings) will be required; this may be registered on title of the subject lands. The City may require payment of DCs at any time following the issuance of a Building Permit, where there is not compliance with an executed agreement.

The deferral of any DCs under the Housing CIP will be subject to interest charges, in accordance with the City's most current [Development Charges By-law](#).

[Eligibility Criteria](#)

To be eligible to defer DCs to occupancy, applicants must meet all the eligibility criteria in Sections 3.4.2 and 3.4.3 of the Housing CIP. Projects must be a high-density residential project with a minimum estimated construction completion period of three or more years. Projects can be standalone residential development or mixed-use; both purpose-built rental housing and ownership (condominium) housing are eligible. The minimum amount of DCs owing to qualify to have payment deferred is established in the most recent [Development Services Housing Bulletin](#).

Please read and review the Housing CIP at prior to completing this application to confirm your project meets all eligibility criteria; it can be accessed on the City's website at: www.barrie.ca/HousingCIP

Application Review and Approval

Once an application has been received, the applicant will be notified if any information is missing, or to confirm the application is complete and being circulated for review. Applications will be reviewed by the Development Services, Finance, Legal Services, and Building Services Department to verify information provided and confirm eligibility for DC deferrals per the Housing CIP criteria. We aim to process all applications and confirm eligibility within two weeks of receipt of a completed application. Once staff have confirmed your eligibility you will be notified of your successful application, and the Finance and Legal Services Departments will work with you to finalize and register the necessary legal agreements. This agreement may identify required construction timelines to ensure that projects are committed to moving forward with their projects expeditiously.

Should you have questions regarding the application process or eligibility requirements for DCs deferred through the Housing CIP program, please contact the City of Barrie Development Services Department at (705) 726-4242, or via email at HousingCIP@barrie.ca



Development Services
Department

Housing Community
Improvement Plan (CIP)

OFFICE USE ONLY

DATE:

FILE NO.

REQUEST TO DEFER DEVELOPMENT CHARGES (DCs) TO OCCUPANCY APPLICATION

1. APPLICANT INFORMATION

Registered Owner _____ Tel. No. _____

Address _____ Postal Code _____

E-mail Address _____

Owner's Authorization Letter (please complete the attached Property Owner Consent Form if the applicant is not the owner).

Name of Applicant (if different from the owner) _____

_____ Tel. No. _____

Address _____ Postal Code _____

Email Address _____

Is the Owner/Applicant a non-profit or charitable organization? Yes No

Are you partnering with a non-profit (please include an explanation of your organization or any partnerships in your cover letter) Yes No

Name of Agent, Solicitor or

Consultant (if different from the applicant) _____

_____ Tel. No. _____

Address _____ Postal Code _____

Email Address _____

2. PROJECT INFORMATION

Municipal Address(es) _____

Legal Description (Lot/Concession/Registered Plan Numbers) _____

PIN(s) (Property Identification Number) _____

Assessment Role Number(s) _____

Lot Area (hectares) _____

Project sites shall not be located on lands subject to flooding hazards, erosion hazards, including wetlands.

- Is the Property affected by the Regulation limits of the Conservation Authority?

NVCA LSRCA No

Projects eligible for DC deferrals under the Housing CIP program include high-density residential projects with a minimum construction period of three or more years. Projects can be standalone residential development or mixed-use.

Total number of residential units (please include details regarding the proposed unit types in your cover letter).

Proposed building tenure (rental, condominium, co-op, other; please include further details in your cover letter). _____

Total number of affordable housing units proposed (Affordable housing means units rented at the rates identified in the most recent Development Services Housing Bulletin. Please include further details about any proposed affordable housing in your cover letter). _____

Proposed gross floor area (GFA) (Please include details regarding the proposed uses of any non-residential spaces in your cover letter).

<u>Residential</u>	<u>m²</u>
<u>Commercial</u>	<u>m²</u>
<u>Industrial</u>	<u>m²</u>
<u>Institutional</u>	<u>m²</u>

Projects must have received Site Plan Control approval. An application to defer DCs from building permit issuance to occupancy permit must be submitted at the time a building permit application is made. Applications can be accepted after building permit issuance but must be received prior to the issuance of an occupancy permit by Building Services.

- Site Plan Agreement (SPA)
City of Barrie application/file number: _____
Date SPA was registered on title: _____
Instrument number: _____
- Building Permit
Application number(s): _____
Submission date: _____

- Estimated project value: \$ _____
- Anticipated construction and occupancy timelines: _____

I confirm that I have not been granted any occupancy permits for this project yet.

3. FINANCIALS

To be eligible for DC deferrals under the Housing CIP program, the minimum amount of DCs owing must be greater than or equal to the amount identified in the most recent [Development Services Housing Bulletin](#).

- Residential DCs owing: \$ _____
- Non-residential DCs owing: \$ _____

To be eligible for DC deferrals under the Housing CIP program, the property under consideration shall not be in a position of property tax arrears or shall have a payment schedule acceptable to the Chief Financial Officer at the time of application.

I confirm that the subject property taxes are in good standing.

4. AGREEMENT REQUIREMENTS

An agreement between the City and the owner (registered or assessed owners of lands/buildings) will be required, which will set out the terms, duration, and default provisions of the incentive(s) to be provided; this will be registered on title of the subject lands. The deferral of any DCs through the Housing CIP will be subject to interest charges, in accordance with the City’s most current [Development Charges By-law](#). The City may discontinue or rescind any financial incentive where there is not compliance with an executed agreement.

I acknowledge and agree to enter into a legal agreement with the City of Barrie regarding the terms of any deferred DCs and agree to cover any costs associated with registering the agreement on title.

5. COVER LETTER

A cover letter that includes an overview of the proposed project and the project team (construction team and rental operation/management team) must be included with this application. Please ensure that your cover letter also includes the following information, as applicable (as noted above in this application form):

- An explanation of your company/organization (for-profit, non-profit or charitable) and any partnerships with any other companies/organizations.
- Details regarding the proposed residential unit type (GFA/size, number of bedrooms, accessible units, etc.) breakdown
- Details regarding proposed rental rates, including how many units, if any, will be affordable housing units rented at the affordable rates identified in the most recent [Development Services Housing Bulletin](#).
- Details regarding the proposed uses of any non-residential spaces, such as commercial, institutional and community spaces.
- Details/explanations regarding other funding sources/grants you have obtained or applied for, including amount, timing and who awarded it (e.g. City of Barrie, County of Simcoe, CMHC, etc).

I confirm that I have included a cover letter with my application that addresses all of the above.

6. CONSENT OF THE OWNER TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION

I _____ am the owner of the land that is the subject of this Community Improvement Plan (CIP) Request to Defer DCs to Occupancy Permit application and for the purpose of the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

I hereby apply to Request to Defer DCs to Occupancy Permit under the City of Barrie Housing Community Improvement Plan. I/We agree to abide by the conditions of the grant program.

I hereby certify that the information given herein is true, correct, and complete in every respect and may be verified by the City of Barrie.

Signature of Registered Owner(s)/Applicants

Date of Application

Signature of Registered Owner(s)/Applicants

Date of Application



City of Barrie
Development Services Department - Planning
70 Collier Street, P.O. Box 400,
1st Floor, City Hall,
Barrie, Ontario, L4M 4T5
(705) 726-4242

Owner Authorization - Planning Applications (Property Owner Consent Form)

I,	<input type="checkbox"/> Property Owner	<input type="checkbox"/> Delegated Official with Signing Authority		
First Name / Last Name	(Select one)			
Company Name (if applicable)				
of,				
Street Address	Unit #	City or Town	Province	Postal Code
Telephone No.		Email		

hereby give permission to:

Applicant - First Name / Last Name
Company Name (if applicable)

Authorized Agent - First Name / Last Name
Company Name (if applicable)

to act as my authorized agent to apply for an application(s) for:

Street Address	Unit #	City or Town	Province	Postal Code
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If there are any changes in the above information and/or I wish to withdraw this authorization, I must notify the City of Barrie in writing.

Owner Signature (I have the authority to bind the corporation, where applicable)	Date
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