

**PLANNING AND BUILDING SERVICES
FEE REIMBURSEMENTS FOR NEW
AFFORDABLE DWELLING UNITS**

POLICY AND APPLICATION FORM

Affordable Housing Fee Reimbursement Policy

1. Authority

The Planning and Building Affordable Housing Fee Reimbursement Policy (hereinafter “Policy”) for the City of St. Catharines was approved by Council on February 12, 2024, as recommended in Report PBS-024-2024.

2. Definitions

The following definitions apply in the context of the Policy.

Affordable Non-Ownership Housing means housing not owned by the occupant that is the least expensive of:

- Housing for which the housing cost does not exceed 30 percent of gross annual household income for low and moderate income households (household incomes in the lowest 60 percent of the income distribution for renter households in the Niagara Region); or
- Housing for which the housing cost is at or below the average market rent of a unit in the Niagara Region.

Eligible Housing Provider means any of the following entities:

- A corporation to which the Not-for-Profit Corporations Act, 2010, S.O. 2010, c. 15 applies, that is in good standing under that Act and whose primary objective is to provide housing;
- A corporation without share capital to which the Canada Not-for-Profit Corporations Act applies, that is in good standing under that Act and whose primary objective is to provide housing;
- A non-profit housing co-operative that is in good standing under the Co-operative Corporations Act, R.S.O. 1990, c. C.35.;
- A registered charity whose primary objective is to provide housing; or
- Niagara Regional Housing.

Eligible Project means a development or redevelopment project containing *affordable non-ownership housing* that qualifies for fee reimbursement under this Policy.

Proponent means the entity providing *affordable non-ownership housing* that is requesting reimbursement of fees under this Policy.

Subject Property means a property in the City of St. Catharines where an *eligible project* is located.

3. Policy Contents

3.1. Purpose

The purpose of this policy is to establish appropriate circumstances under which the City may reimburse certain PBS fees and to encourage the development of new *affordable non-ownership housing* projects.

3.2. Scope

Eligible projects must provide new affordable non-ownership housing, including expansions or conversions of existing buildings that result in new *affordable non-ownership housing*. For greater certainty, this Policy does not facilitate financial assistance for renovations or upgrades to existing facilities that do not result in new *affordable non-ownership housing* units or beds.

Long-term Care Facilities are not eligible for reimbursement under this Policy.

3.3. Financial Provisions

Notwithstanding the current City of St. Catharines Rates and Fees By-law, which sets out fees for various applications and services administered by PBS, the City may reimburse fees for *eligible projects*, subject to the terms of this Policy, including the following financial provisions:

- a) Reimbursement under this Policy is subject to funding availability.
- b) The amount, duration, and provider of any incentives or grants from other agencies secured by the *proponent* of an *eligible project* must be declared to the City as a condition of reimbursement. Where other incentives, combined with the reimbursement amount authorized under this Policy, is greater than total project costs incurred, the value of the reimbursement amount will be decreased accordingly to ensure that all incentives provided do not exceed total project costs incurred.

3.4. Fee Types

Schedule A, attached to this Policy, highlights PBS fees that are reimbursable. Any fee not highlighted in Schedule A shall remain payable for an *eligible project*, if applicable. This Policy does not pertain to any other development-related fees payable to other agencies involved in the development review process.

3.5. Eligibility Criteria

A development or redevelopment project is considered an *eligible project* if all the following criteria are satisfied, as applicable:

- a) The *proponent* of the *affordable non-ownership housing* component of the project is an *eligible housing provider* and either owns or leases the *subject property* and/or its building(s) or portions thereof. Where a lease arrangement is proposed, the term of the lease shall be a minimum of 40 years.
- b) The project provides a minimum of 11 new dwelling units.
- c) A minimum of 30% of all new dwelling units meet the definition of *affordable non-ownership housing*.
 - i. The minimum percentage calculation for *affordable non-ownership housing* dwelling units shall be rounded to the nearest whole number of dwelling units, or if midpoint (i.e. 4.5) to the higher whole number of dwelling units.
- d) Notwithstanding Section 3.5 b), where *affordable non-ownership housing* is not proposed in a dwelling unit format, the project must provide *affordable non-ownership housing* in the form of at least 11 beds.
- e) PBS fees have not been paid prior to the effective date of this Policy.
- f) The *subject property* shall not be in a position of tax arrears.
- g) The *proponent* is in good standing with the City.

3.6. Process

Fee reimbursement requests shall be subject to the following process, which will be conducted at no cost to the *proponent*:

- a) A request form will be made publicly available, and *proponents* will make requests by submitting a completed request form to PBS.
- b) Requests are to be submitted concurrently with an application for pre-consultation, if required, or prior to the first required PBS application for a development project.
- c) Staff will review the request for completeness and request additional information if necessary. Once the request is deemed complete, staff will review the request against all relevant terms of this Policy to determine if the project is an *eligible project*. Requests will be processed in the order received. Requests that are deemed complete will be processed before incomplete requests submitted earlier.
- d) If staff determine that the project is an *eligible project*, provided funding is available as per Section 3.3 a) of this Policy, a confirmation letter from the Director of Planning and Building Services or designate will be provided to the *proponent* confirming formal approval and details of reimbursement.

4. Administration

4.1. Effective Date

This Policy is effective on February 12, 2024.

4.2. Authorization of Reimbursements

PBS staff will administer this Policy, and the Director of PBS or designate may authorize fee reimbursements for requests that meet all applicable terms of the Policy.

4.3. Amendments

Regular minor amendments to this Policy may be necessary to ensure consistency with the City of St. Catharines Rates and Fees By-law. Any amendments to the Policy are subject to Council approval. Council may direct staff to amend or discontinue this Policy at any time.

5. Schedules

A. Reimbursable PBS Fees

Rates and Fees 2024 - 2026

Fee Title	Unit of Measure	2024 Fee Paid by Customer before Surcharges	2025 Fee Paid by Customer before Surcharges	2026 Fee Paid by Customer before Surcharges
Group C - Residential				
Single, semi, duplex, triplex, row house and multiple dwelling	Per Square Foot	\$ 1.69	\$ 1.74	\$ 1.78
Accessory Dwelling Unit	Per Square Foot	\$ 1.55	\$ 1.60	\$ 1.64
Each attached garage or carport, shed, decks, open porch, balcony	Per Square Foot	\$ 1.55	\$ 1.60	\$ 1.64
Miscellaneous Residential Work - addition to existing	Per Square Foot	\$ 1.50	\$ 1.55	\$ 1.59
Miscellaneous Residential Work - finish basement	Per Square Foot	\$ 1.50	\$ 1.55	\$ 1.59
Apartment building - six (6) storey building or less	Per Square Foot	\$ 1.69	\$ 1.74	\$ 1.78
Apartment building more than six (6) stories	Per Square Foot	\$ 1.51	\$ 1.56	\$ 1.60
Hotel/motel building - 2 storey building or less	Per Square Foot	\$ 1.60	\$ 1.65	\$ 1.69
Hotel/motel building - more than 2 stories	Per Square Foot	\$ 1.50	\$ 1.55	\$ 1.59

Group D - Business and Personal Services

Building (Shell Only)	Per Square Foot	\$ 2.40	\$ 2.47	\$ 2.53
Building (Finishing Only)	Per Square Foot	\$ 0.90	\$ 0.93	\$ 0.95
Building (Finished)	Per Square Foot	\$ 2.90	\$ 2.99	\$ 3.07

Group E - Mercantile

Building (Shell Only)	Per Square Foot	\$ 2.40	\$ 2.47	\$ 2.53
Building (Finishing Only)	Per Square Foot	\$ 0.90	\$ 0.93	\$ 0.95
Building (Finished)	Per Square Foot	\$ 2.90	\$ 2.99	\$ 3.07

Group F - Industrial

Building up to and including 10,000 sq. ft.	Per Square Foot	\$ 1.80	\$ 1.85	\$ 1.90
Building up to and including 50,000 sq. ft.	Per Square Foot	\$ 1.71	\$ 1.76	\$ 1.80
Building over 50,000 sq. ft.	Per Square Foot	\$ 1.48	\$ 1.52	\$ 1.56
Parking Garage (Open)	Per Square Foot	\$ 0.73	\$ 0.75	\$ 0.77
Parking Garage (Enclosed)	Per Square Foot	\$ 0.97	\$ 1.00	\$ 1.03

NOTES:

- HIGHLIGHTED FEES ARE REIMBURSABLE
- RATES, FEES AND FEE TYPES ACCURATE AS OF FEBRUARY 12, 2024

Rates and Fees 2024 - 2026

Fee Title	Unit of Measure	2024 Fee Paid by Customer before Surcharges	2025 Fee Paid by Customer before Surcharges	2026 Fee Paid by Customer before Surcharges
Planning Fees				
Boulevard Trees				
New Tree Planting 60mm Deciduous Tree	-	Job Specific Costing	Job Specific Costing	Job Specific Costing
Replacement Tree (Does not include costs of removal)	-	Job Specific Costing	Job Specific Costing	Job Specific Costing

Committee of Adjustment

Consent Application - New Lots	Per Application	\$ 3,622.50	\$ 3,731.20	\$ 3,824.50
Consent Application - Others, i.e., easements, etc.	Per Application	\$ 2,528.50	\$ 2,604.35	\$ 2,669.45
Variance Application	Per Application	\$ 3,202.30	\$ 3,298.35	\$ 3,380.80
Consent and Validation of Title Certification Fee	Per Application	\$ 230.00	\$ 236.90	\$ 242.80
Development Agreement for New Lots	Per Agreement	\$ 1,456.25	\$ 1,499.95	\$ 1,537.45
Committee of Adjustment Pre-Consultation All Severances	Per Application	\$ 1,599.05	\$ 1,647.00	\$ 1,688.20
Recirculation Fee	Per Application	\$ 554.75	\$ 571.40	\$ 585.70
Section 45 Agreements	Per Agreement	\$ 2,511.95	\$ 2,587.30	\$ 2,652.00
Special Hearing Fee (in addition to Application Fee)	Flat Fee	\$ 924.25	\$ 952.00	\$ 975.80

Condominium Fees

Amendment - Description for Registered Condominium	Per Application	\$ 1,032.95	\$ 1,063.95	\$ 1,090.55
Application for Approval - Final Condominium Plans	Per Application	\$ 1,116.75	\$ 1,150.25	\$ 1,179.00
Condominium Draft Plan Approval	Per Application	\$ 17,508.05	\$ 18,033.30	\$ 18,484.15
Exemption from Condominium Draft Plan Approval	Per Application	\$ 1,763.65	\$ 1,816.55	\$ 1,861.95

Condominium Extension to Draft Approval

Major - With Circulation > 4 months	Per Application	\$ 1,831.95	\$ 1,886.90	\$ 1,934.05
Minor - Without Circulation < 4 months	Per Application	\$ 1,134.35	\$ 1,168.40	\$ 1,197.60

NOTES:

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Rates and Fees 2024 - 2026

Fee Title	Unit of Measure	2024 Fee Paid by Customer before Surcharges	2025 Fee Paid by Customer before Surcharges	2026 Fee Paid by Customer before Surcharges
Development Engineering				
Engineering Administration and Inspection of Subdivision	Percentage of Constructed Value of Infrastructure	4.6%	4.6%	4.6%
Engineering Administration and Inspection of Site Plan	Percentage of Constructed Value of Infrastructure	6.0%	6.0%	6.0%
Site Servicing	Flat Fee	\$ 2,501.60	\$ 2,576.65	\$ 2,641.05

Documents and Printing Fees

Basic Street Maps (Paper Prints Only)

1:20,000 (Black & White)	Flat Fee	\$ 6.50	\$ 6.70	\$ 6.85
1:20,000 (Colour)	Flat Fee	\$ 10.45	\$ 10.75	\$ 11.00
Official Plan (Garden City Plan)	Flat Fee	\$ 84.45	\$ 87.00	\$ 89.15
Official Plan (Certified)	Flat Fee	\$ 91.05	\$ 93.80	\$ 96.15
Mapping Requests for Ministry of Environment Approvals	Flat Fee	\$ 78.00	\$ 80.35	\$ 82.35
Microfilm Prints	Per Page	\$ 2.05	\$ 2.10	\$ 2.15
Photocopies - miscellaneous	Per Page	\$ 0.45	\$ 0.45	\$ 0.45
Property/Addressing Mapping	Per Page	\$ 9.15	\$ 9.40	\$ 9.65
Zoning Maps	Flat Fee	\$ 136.55	\$ 140.65	\$ 144.15
Zoning By-law 2013-283	Flat Fee	\$ 32.50	\$ 33.50	\$ 34.35
Zoning By-law - Certified	Flat Fee	\$ 37.35	\$ 38.45	\$ 39.40

NOTES:

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Rates and Fees 2024 - 2026

Fee Title	Unit of Measure	2024 Fee Paid by Customer before Surcharges	2025 Fee Paid by Customer before Surcharges	2026 Fee Paid by Customer before Surcharges
Heritage Fees				
Heritage Permit Application Fee (Major)	Per Application	\$ 1,138.50	\$ 1,172.65	\$ 1,201.95
Heritage Permit Application Fee (Minor)	Per Application	\$ 273.25	\$ 281.45	\$ 288.50
Heritage Permit Application Fee (Demolition with Report to Council)	Per Application	\$ 273.25	\$ 281.45	\$ 288.50

Official Plan

Official Plan Application Amendment (includes advertising cost)	Per Application	\$ 24,668.20	\$ 25,408.25	\$ 26,043.45
Preconsultation	Per Application	\$ 2,181.80	\$ 2,247.25	\$ 2,303.45
Other Approvals				
Public Meeting Rescheduling After Public Notice Issued (Official Plan Amendment, Zoning Amendment, Draft Plan of Subdivision, Draft Plan of Condominium)	Per Application	\$ 421.25	\$ 433.90	\$ 444.75
Street Naming - Private Roads	Per Application	\$ 749.35	\$ 771.85	\$ 791.15

Other

Address Change Application Fee	Per Application	\$ 388.10	\$ 399.75	\$ 409.75
Part Lot Control By-Law Application	Per Application	\$ 3,888.50	\$ 4,005.15	\$ 4,105.30
Servicing Agreement & Other Development Type Agreements (Similar To Section 45 C. of A. Agreements)	Per Agreement	\$ 2,547.15	\$ 2,623.55	\$ 2,689.15
Telecommunication Facility Review Fee	Per Agreement	\$ 6,551.55	\$ 6,748.10	\$ 6,916.80

NOTES:

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Rates and Fees 2024 - 2026

Fee Title	Unit of Measure	2024 Fee Paid by Customer before Surcharges	2025 Fee Paid by Customer before Surcharges	2026 Fee Paid by Customer before Surcharges
Site Plan				
Site Plan Agreement	Per Agreement	\$ 13,324.60	\$ 13,724.35	\$ 14,067.45
Full site plan application fee is a sum of the base fee and the per unit/ type/ square footage of the development to a maximum for 2024 is \$19,590, for 2025 is \$20,000 and for 2026 is \$20,000				
Apartment Buildings (inclusive of mixed-use buildings) 4 stories or less	Per Agreement	\$ 1,237.85	\$ 1,275.00	\$ 1,306.90
Apartment Buildings (inclusive of mixed- use buildings) 5- 8 storeys	Per Agreement	\$ 6,267.95	\$ 6,456.00	\$ 6,617.40
Apartment Buildings (inclusive of mixed- use buildings) 9+ storeys	Per Agreement	\$ 6,267.95	\$ 6,456.00	\$ 6,617.40
All other dwelling types (site plan)	Per Unit	\$ 332.25	\$ 342.20	\$ 350.75
Non-Residential Floor Area Fee (site plan)	Per 1,000 Square Feet	\$ 446.10	\$ 459.50	\$ 471.00
•Non-Residential floor area \$446 for every 1,000 sq. ft of floor area in excess of the first 30,000 sq. ft. \$446 for 2024, for 2025 is \$459.50, and for 2026 is \$470.95				
Site Plan Control (minimum fee)	Per Application	\$ 1,975.80	\$ 2,035.05	\$ 2,085.95
•Flat fee.				
Preconsultation	Per Agreement	\$ 2,181.80	\$ 2,247.25	\$ 2,303.45
Maximum Charge	Flat Fee	\$ 19,592.55	\$ 20,180.35	\$ 20,684.85
Extension of Site Plan Agreement for up to 2 years	Flat Fee	\$ 949.10	\$ 977.55	\$ 1,002.00

NOTES:

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Rates and Fees 2024 - 2026

Fee Title	Unit of Measure	2024 Fee Paid by Customer before Surcharges	2025 Fee Paid by Customer before Surcharges	2026 Fee Paid by Customer before Surcharges
Site Plan Agreement Amendment Application				
Major (Registered Agreement) - Includes Preconsultation	Per Application	\$ 8,809.90	\$ 9,074.20	\$ 9,301.05
Site Plan - Minor (Registered Agreement)	Per Agreement	\$ 5,119.10	\$ 5,272.65	\$ 5,404.45
Minor (No Registered Agreement)	Per Application	\$ 4,776.50	\$ 4,919.80	\$ 5,042.80
Site Plan Agreement Clearance Letters	Per Letter	\$ 839.40	\$ 864.60	\$ 886.20
Site Plan Compliance Letter	Per Letter	\$ 914.95	\$ 942.40	\$ 965.95
Site Plan Agreement Release	Per Agreement	\$ 740.00	\$ 762.20	\$ 781.25
More Than 1 Partial Release of Securities	Flat Fee	\$ 359.15	\$ 369.90	\$ 379.15
More Than 3 Submission of Plans For Review	Flat Fee	\$ 1,046.40	\$ 1,077.80	\$ 1,104.75

Subdivision

Subdivision Agreement Application	Per Application	\$ 7,580.35	\$ 7,807.75	\$ 8,002.95
New Tree Planting for a Subdivision 60 mm deciduous tree	Per Tree	\$ 723.60	\$ 745.30	\$ 763.95
Subdivision Agreement Amendment Application	Per Application	\$ 1,768.80	\$ 1,821.85	\$ 1,867.40
Subdivision Agreement Release	Per Agreement	\$ 1,216.15	\$ 1,252.65	\$ 1,283.95

•A Legal Release Agreement Fee will also be required.

Subdivision Draft Plan Approval	Per Application	\$ 20,172.15	\$ 20,777.30	\$ 21,296.75
Preconsultation	Per Application	\$ 2,181.80	\$ 2,247.25	\$ 2,303.45

Subdivision Extension to Draft Approval

Major - With Circulation > 4 Months Extension	Per Application	\$ 1,831.95	\$ 1,886.90	\$ 1,934.05
Minor - Without Circulation < 4 Months Extension	Per Application	\$ 1,134.35	\$ 1,168.40	\$ 1,197.60
Deeming By-Laws	Per Application	\$ 2,285.30	\$ 2,353.85	\$ 2,412.70

•A Registration of Agreement or By-law Fee will also be required.

Subdivision Modification to Draft Approval

Major - With Circulation	Per Application	\$ 4,366.65	\$ 4,497.65	\$ 4,610.10
Minor - Without Circulation	Per Application	\$ 2,587.50	\$ 2,665.15	\$ 2,731.80

NOTES:

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Rates and Fees 2024 - 2026

Fee Title	Unit of Measure	2024 Fee Paid by Customer before Surcharges	2025 Fee Paid by Customer before Surcharges	2026 Fee Paid by Customer before Surcharges
Zoning Fees				
Zoning By-Law Amendment Application - Major Preconsultation	Per Application	\$ 25,977.45	\$ 26,756.75	\$ 27,425.65
Zoning By-Law Amendment Application - Minor (Includes preconsultation)	Per Application	\$ 15,676.10	\$ 16,146.40	\$ 16,550.05
Zoning By-Law And Official Plan Amendment Application Combined - if processed concurrently (includes advertising costs)	Per Application	\$ 30,648.40	\$ 31,567.85	\$ 32,357.05
Zoning Amendment (Lifting of 'Holding' (H) Designation)	Per Application	\$ 3,360.65	\$ 3,461.45	\$ 3,548.00
Zoning Compliance or Information Letter (No Inspection)	Per Letter	\$ 211.15	\$ 217.50	\$ 222.95

NOTES:

- HIGHLIGHTED FEES ARE REIMBURSABLE
- RATES, FEES AND FEE TYPES ACCURATE AS OF FEBRUARY 12, 2024 ⁷¹

APPLICATION PROCESS

1. Applicants are required to complete and sign the attached Application Form.
2. If the applicant is applying for reimbursement of eligible planning fees (highlighted above), Application Forms shall be submitted at the same time as the planning application for which reimbursement is being requested (e.g., Committee of Adjustment, Official Plan Amendment, Zoning By-law Amendment, Site Plan Approval).
3. If the applicant is applying for reimbursement of eligible building permit fees (highlighted above), Application Forms shall be submitted at the same time as the Building Permit Application for the eligible project. The submitted building permit materials and reimbursement application form shall demonstrate that the project meets the eligibility criteria listed above.
 - a. If submitting a Building Permit Application via courier, mail or in-person, include the reimbursement Application Form with the building permit application submission package. These materials are to be submitted to Planning and Building Services, 50 Church Street, St. Catharines.
 - b. If submitting a Building Permit Application via the City's Dropbox service, include the reimbursement Application Form with the building permit application submission package.
 - c. If submitting a Building Permit Application using the City's online portal, attach the reimbursement Application Form as an "Other" document when submitting the building permit materials.
4. Applications will be reviewed by Planning and Building Services staff. If the project is deemed ineligible for reimbursement under the policy, or if there is no funding available at that time, City staff will advise the applicant via email. City staff may contact the applicant to collect further information during the review process.
5. Depending on funding availability, eligible projects will receive a letter from the Director of Planning and Building Services confirming formal approval and details of reimbursement. A maximum amount of \$50,000 can be granted, depending on funding availability.

APPLICATION PROCESS

6. While the term "reimbursement" is used in the Policy, payment of planning and building services fees otherwise required for eligible projects will be completed internally by city staff. Once it has been confirmed by staff that the project is eligible for reimbursement and there is Housing Accelerator Fund (HAF) funding available, staff will transfer HAF funds to the appropriate City financial account to cover the fee amount.

7. To inquire about this Policy, please contact staff at ecampbell@stcatharines.ca. Staff recommend that applicants reach out prior to applying to determine whether your project is eligible and if there is funding available.

Please note: All sections must be completed, and all required documents attached before the application can be considered.

A. INFORMATION ABOUT THE APPLICANT

Name of Applicant: _____

Address: _____

Telephone: _____

Fax: _____

E-mail: _____

Contact Person: _____

Please check the applicable box: Not-for-Profit Corporation
 Not-for-Profit Cooperative
 Registered Charity (No. _____)
 Niagara Regional Housing

B. DESCRIPTION OF THE PROJECT

1. Municipal Address: _____

2. Describe the proposed new affordable housing proposal: _____

3. Please check the applicable box and demonstrate how it meets the criteria:

- Housing costs will not exceed 30 percent of gross annual household income for low and moderate income households
- Housing costs is at or below the average market rent of a unit in Niagara Region

4. Are any existing units (or beds) being removed as part of the project? If so, how many: _____
5. Total number and type of **new** units (or beds, if applicable): _____

6. Total number and type of **new** units (of beds) that will be affordable and are requesting reimbursement of fees: _____

7. Does the housing provider own or lease the subject lands? _____
8. If the land, buildings, or units for the Non-Profit housing are to be leased, please complete the following:
Length of Lease: _____
Name of Landlord: _____
Address: _____
Telephone: _____ E-mail: _____
9. What available fee exemption(s) offered by the Policy are you seeking for the affordable housing project?
- Building Permit (Group C - Residential): _____
 - Boulevard Tree: _____
 - Committee of Adjustment: _____
 - Development Engineering: _____
 - Heritage Fees: _____
 - Official Plan: _____
 - Other: _____
 - Site Plan: _____
 - Site Plan Agreement Amendment: _____
 - Zoning: _____
10. Have any project fees been paid to Planning and Building Services that you are seeking reimbursement for? If so, please disclose the fee type and amount:

11. Has this project received funding from other grants or incentives? If so, please declare all sources and the amount of funding: _____

12. The following documents must accompany this application:
- a) Documentation demonstrating that the applicant is an Eligible Housing Provider as defined in the policy (e.g., a copy of the Letters Patent or other incorporating documents).
 - b) A copy of the lease or Transfer/Deed of Land for the property on which the Project will be situated.

DECLARATION OF APPLICANT

The Applicant hereby certifies that the project or the part of the project described in Section B meets the definition of Affordable Non-Ownership Housing outlined in the City of St. Catharines Affordable Housing Fee Reimbursement Policy. The Applicant hereby certifies that the information included in this application and in the documents filed with this application is correct. The Applicant has read, understands and agrees with the Policy outlining the eligibility criteria for PBS fee exemptions.

The Applicant hereby acknowledges and agrees that if the project is not in compliance with the Affordable Housing Fee Reimbursement Policy requirements, this will result in the forfeiture of eligibility. In such cases, the Applicant will be required to pay the PBS fee in full as per the standard process.

 Signature

 Date

 Name

 Title

 Signature

 Date

 Name

 Title