

## **Affordable Housing Permit and Community Planning Fees Grant (hereinafter referred to as the “Program”)**

### **Section 1 - Purpose**

The purpose of the Affordable Housing Permit and Community Planning Fee Grant is to facilitate the development of Deeply Affordable Housing units in the City of Fredericton by a charitable or non-profit organization or other incorporated entity. The Program helps eligible applicants decrease project development costs by providing grants equal to the costs of municipal community planning fees and municipal building and plumbing permit fees.

The grant may also help applicants obtain funding from federal and/or provincial housing programs as these often require partnerships with other levels of government.

### **Section 2 - Application**

The Program applies to new developments creating net new Deeply Affordable Housing units (defined below). The Director of Planning and Development, or designate, is solely responsible for administering this Program including approving projects receiving funding and determining the grant amounts for each successful application.

### **Section 3 – Definitions**

**Deeply Affordable Housing** means dwelling units where individuals pay no more than thirty percent (30 %) of gross household income for Occupancy Costs (defined below) as established by Housing NB and where the tenant Gross Household income (defined below) is within Housing NB’s published Housing Income Limits (HILs) for each dwelling unit of the same type.

**Occupancy Costs** means the amount of rent payable by the tenant to the landlord of a dwelling 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.

**Gross Household income** means total gross household income from all sources, before tax, of all household residents.

**non-profit co-operative** has the same meaning as in the *Co-operative Corporations Act* R.S.O. C.35, as amended.

**Non-profit** an organization where no part of the income is payable to or otherwise available for the personal benefit of a member or a shareholder

**Project** means the development, or phase of a development, for which community planning fees and/or building and plumbing permit fees are currently being contemplated for projects developed by eligible organizations.

### **Section 4 - Eligibility Criteria**

The following Program criteria must be met:

- The applicant must be either a non-profit organization or other incorporated entity.

- The property must be solely owned by one, or a combination of, the applicant, municipal, provincial, or federal governments or an agent of the provincial/federal government.
- All units that meet the definition of Deeply Affordable Housing are eligible for the grants.
- If the project is a mixed use or mixed income building the following formula will apply:
  - $\text{Grant} = \text{Total Permit Amounts and/or Fee Cost less the non-residential proportion of fees} / \text{Total Units} * \text{Number of Deeply Affordable Housing units as defined.}$
- Project must be new construction or conversion of (renovation or re-purposing) an existing building to rental housing – i.e., Net New Units.
- Upon date of application, the applicant must provide proof of having fully paid all provincial and municipal property tax and the current portion of any municipal improvement levies related to the subject property.
- For Deeply Affordable Housing units the project must be in receipt of funding under federal, provincial or federal/provincial programs that contain a commitment to affordability over a prescribed period of time.
- Municipal community planning fees or municipal permit fees paid prior to January 1, 2024 are not eligible for reimbursement.

## Section 5 - Eligible Fees

This Program applies to the following municipal community planning fees and permit fees:

- Variances
- Rezoning/zone amendment
- Municipal plan amendment
- Subdivision approvals
- Stamping fees
- Zoning letters
- Building permits
- Plumbing permits including backflow permits

## Section 6 - Evaluation

Applications will be approved if **net-new** Deeply Affordable Housing units located in the City of Fredericton form part of the proposed development.

The Director of Planning and Development, or designate, is the final decision maker and is responsible for administering this Program.

## Section 7 - Application Process

The applicant must complete and sign the attached Application Form (Appendix A) for an Affordable Housing Permit and Community Planning Fees Grant prior to the commencement of any work and prior to applying for a building permit.

Grant applications and any required supporting documents should be submitted to [housing@fredericton.ca](mailto:housing@fredericton.ca). Required documents are set out in Section 3 of the Application Form.

When the application is approved, a confirmation letter will be issued by the Affordable Housing Development Coordinator upon receipt of the completed and signed Application Form, and all required supporting documents. Please retain a copy of the confirmation letter and attach it to City of Fredericton building permit applications or community planning applications.

If the grant application is not approved, the Affordable Housing Development Coordinator will provide a letter explaining the reason for denial.

Fees/costs specifically covered through other government grants or forgivable loan programs (e.g., Proposal Development Funding) shall not be eligible for a grant under this Program.

## **Section 8 - Grant Amounts and Disbursements**

All disbursements will be made by direct deposit only.

Grants will be disbursed in order of successfully completed applications and approvals. Grant funding is contingent upon sufficient City of Fredericton annual operating budgeted funds being available.

Grant applications not approved in a fiscal year due to insufficient budget funding may be carried forward to the subsequent budget year for consideration.

Costs for community planning fees will be first paid by the Applicant. These amounts will be reimbursed through a grant once the Applicant has applied for and receives a building permit. Grants for building and plumbing permits will be made at the time of requesting the permits.

Recipients shall repay all, or part of, the grant if it:

- fails to construct the affordable housing as set out in Section 4 – Eligibility Criteria
- ceases to meet the Program criteria in Section 4;
- ceases to operate as a charitable or non-profit organization or other incorporated entity within twenty (20) years from the date of occupancy, or
- sells the property to an entity that is not a charitable or non-profit organization or other incorporated entity with a non-profit mandate.

The City of Fredericton reserves the right to request information to confirm that housing units continue to meet the definition of Deeply Affordable Housing.

Please contact the Affordable Housing Development Coordinator at [housing@fredericton.ca](mailto:housing@fredericton.ca) with any questions related to the grant under this Program.

**Appendix A**

**Affordable Housing Permit and Community Planning Fees Grants**

**Application Form**

**Note:** All sections must be completed, and all required documents attached before the application will be reviewed. Submit the application to [housing@fredericton.ca](mailto:housing@fredericton.ca)

**SECTION 1 – Applicant Information**

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Person authorized to legally bind / sign documents on behalf of the entity: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Charitable Registration No. (if applicable): \_\_\_\_\_

Organization Type:             Non-profit organization  
    Other incorporated entity

Project Partners (if applicable): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION 2 – Project Description**

1. Municipal Address: \_\_\_\_\_

PID/Legal Description:  
\_\_\_\_\_

Existing Use (if not vacant land): \_\_\_\_\_

Is the property protected by a heritage designation :  Yes  No

2. Registered Owner of the Property – if different from the applicant  
\_\_\_\_\_  
\_\_\_\_\_

3. Briefly describe the proposed new affordable non-profit housing proposal ("Project"):

---

---

---

---

---

---

---

---

4. Number and type of units:

---

---

5. Estimated Construction Start Date: \_\_\_\_\_

6. Additional Funding – Indicate whether you have applied or intend to apply for additional funding through other sources. If yes, please provide details:

---

---

---

7. Are any units accessible?  Yes  No Number of Accessible Units \_\_\_\_\_

8. Please Choose One:  Rental  Cooperative

9. If the land, buildings, or units for the non-profit housing are to be leased complete the following:

Name of Landlord: \_\_\_\_\_

Address: \_\_\_\_\_

Length of Lease: \_\_\_\_\_

10. Indicate grant category. Applicant may apply for all grant requests at one time. Please indicate the expected timing of submission for each fee type.

- Rezoning amendments \_\_\_\_\_
- Municipal Plan amendments \_\_\_\_\_
- Subdivision approvals \_\_\_\_\_
- Variances \_\_\_\_\_
- Building Permits \_\_\_\_\_

Plumbing/Backflow Permits \_\_\_\_\_

Other \_\_\_\_\_

**SECTION 3 – Documents to attach:**

Attach the following documents to your signed Application Form:

- a) A copy of your letters patent or other incorporating documents.
- b) Resolution of the Board of Directors authorizing the Project
- c) A copy of the lease agreement or land deed for the property on which the Project will be situated
- d) Confirmation of funding from federal and/or provincial housing programs
- e) Confirmation that any additional funding required beyond confirmed government sources is available to complete the project.
- f) Confirmation of the total number of units in the Project and the number of Deeply Affordable Housing units.

The completed application package should be submitted by email only to [housing@fredericton.ca](mailto:housing@fredericton.ca).

**CERTIFICATION**

The Applicant acknowledges, accepts and certifies that it will comply with and abide by the terms and conditions of the of the Program being the City of Fredericton’s Affordable Housing Permit and Community Planning Fees Grant.

The Applicant certifies that it has read and understands the requirements of the Program.

The Applicant certifies that the Project or part of the Project described in Section 2 meets the definition of Deeply Affordable Housing, as defined under the Program.

The Applicant certifies that the information contained in this Application Form is true, correct, and complete and that it may be verified by the City of Fredericton.

The Applicant further acknowledges and agrees that the Program is subject to cancellation and/or change at any time by the City of Fredericton, in its sole and absolute discretion.

The Applicant agrees that if any of the conditions for repayment, as described in the Program, arise, then the Applicant shall repay all amounts received under the Program to the City of Fredericton immediately on demand.

Dated at the City of Fredericton, this \_\_\_\_\_ (day) of \_\_\_\_\_ (month),  
\_\_\_\_\_ (year).

\_\_\_\_\_  
Name of Owner or Authorized Agent

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Owner or Authorized Agent

**FOR LOCAL GOVERNMENT USE ONLY**

To be completed by City of Fredericton staff

Application Number: \_\_\_\_\_

The application is/is not approved in the amount of \$ \_\_\_\_\_ municipal community planning fees and/or \$ \_\_\_\_\_ municipal building and plumbing permit fees payable to

\_\_\_\_\_.

\_\_\_\_\_

Director of Planning and Development (or designate)

Date: \_\_\_\_\_, 20\_\_