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North Perth Attainable Housing Community Improvement Plan

2025 Implementation Policy

1.0 PURPOSE AND SCOPE:

The purpose of this policy is to provide direction to Council, staff and the public in implementing and accessing the North Perth Attainable Housing Community Improvement Plan (CIP) Financial Incentive Programs. The North Perth Attainable Housing CIP document should also be referenced for further detail and clarification.

This policy will be updated annually based on the approved current municipal budget.

2.0 DEFINITIONS:

Refer to the Glossary section on page 51 of the North Perth Attainable Housing CIP for definitions. In some instances, the terms *attainable* and *affordable* are used independently throughout the CIP. For example, some Financial Incentive Programs may refer to only attainable residential rental units or projects. However, both attainable and affordable residential rental units/projects are included and eligible in these instances.

Additional definitions relevant to this policy are listed below:

Arm's Length Transaction: refers to a business deal in which landlords and tenants act independently without one party influencing the other. Arm's length transactions assert that both parties act in their own self-interest and are not subject to pressure from another party.

3.0 POLICY CONTENT:

3.1 CIP Administrator:

It is recommended that the Council of the Municipality of North Perth appoints the Municipality's Manager of Strategic Initiatives or their designate as the CIP Administrator.

The CIP Administrator will be responsible for:

- Managing the day-to-day responsibilities of the CIP, including coordinating the application submission process.
- Coordinating pre-consultation meetings with potential applicants and ensuring financial incentives are discussed during required pre-consultation meeting.
- Notification of application status to applicants.



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- d) Continually review provincial policy changes over the lifespan of this CIP and bring forward CIP amendments to the CIP Implementation Committee for Council considering if and/or when required based on said policy changes.
- e) Recommending the enactment of the DC Rebate Program if and/or when required.
- f) Continually reviewing the CIP application processing times throughout the lifespan of the CIP and recommending additional staffing resources if required.

3.2 CIP Implementation Committee:

The CIP Implementation Committee will consist of one representative from the following departments:

- CIP Administrator
- Building Department
- Planning Department
- Finance Department
- Strategic Initiatives Department (optional based on administrative needs)

The CIP Implementation Committee is authorized to retain other qualified professionals as required. The CIP Implementation Committee will be responsible for:

- a) Reviewing and evaluating applications for Financial Incentive Programs (Evaluation Matrix attached as Appendix B);
- b) Recommending applications for approval or refusal for Financial Incentive Programs (in accordance with CIP Section 8.2.1 c);
- c) Marketing the CIP, in accordance with the Marketing Plan set out in CIP Section 9;
- d) Monitoring the CIP, in accordance with the Monitoring Plan set out in CIP Section 10, and providing annual reports to Council and citizens with respect to the costs and benefits of the CIP; and
- e) Making recommendations to Council with respect to: Financial Incentive Programs to be put into effect in any given year; and proposing funding mechanisms to support said programs such as annual CIP budget allocations.

3.3 Financial Incentive Programs:

It is recommended that the Council of the Municipality of North Perth implements the following CIP Financial Incentive Programs for 2025:

- Planning and Building Permit Fee Grant



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- Additional Residential Dwelling Unit Grant
- Tax Increment Equivalency Grant (TIEG)
- Commercial and Rental Housing Conversion and Expansion Grant (**New for 2025**)

3.4 CIP Implementation Budget:

The approved 2025 budget for implementation of the CIP incentive programs is **\$100,000**.

Due to the nature of the grant program, the Tax Increment Equivalency Grant is exempt from the annual CIP program budget. When considering approval of applications for the TIEG, staff will provide Council with all necessary financial impact information to assist in Council's decision making.

3.5 Application Intake Periods:

There will be two application intake periods for 2025. All applications will be received and evaluated in accordance with these deadlines.

- Intake #1: May 1 to June 30, 2025
- Intake #2: September 1 to October 31, 2025

The approved CIP funding for the current year will be distributed between the two intake periods. Annual funding will be allocated as follows:

- Intake #1: 60% of approved funding budget
- Intake #2: 40% of approved funding budget

The application intake periods will be posted on the Municipality of North Perth website, social media channels, and local print. Promotional materials will also be posted where relevant in municipal facilities (e.g., Municipal Office, Building and Planning Department).

3.6 Application Approval Authority:

It is recommended that Council delegate its responsibility for approving or refusing applications for Financial Incentive Programs to the CIP Implementation Committee.

It is recommended that Municipal Council maintain responsibility for approving or refusing application for Financial Incentive Programs that include the Tax Increment Equivalency Grant (TIEG). These applications will be presented to Council by the CIP Administrator, including information on municipal financial impact and the CIP Implementation Committee's evaluation and recommendation.

In cases where the CIP Implementation Committee refuses an application for Financial Incentives, applicants will have the right to appeal the decision to Council or Council's delegate. If a decision is appealed, a staff report will be prepared for Council detailing the Committee's decision. The applicant may appear before Council to detail their appeal.



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3.7 Application Process:

The following is a summary of the process for the submission, evaluation, and approval of applications for CIP Financial Incentives:

- Applicants must discuss their application with the CIP Administrator prior to submitting their application. This is to discuss eligibility, identify application requirements, and to ensure that applicants make use of all available funding opportunities.
- The Municipality will implement an “intake window” process. Under an intake window application process, the Municipality will establish a set timeframe in which it will accept all applications for the financial incentive programs of this Plan. See section 3.5 of this policy for the application intake period dates. All applications will be reviewed and decided upon at a meeting of Council or the delegated approval authority. The Municipality will endeavour to communicate the timeframe of the “intake window” in advance to ensure interested applicants have sufficient time to prepare the applications. During this process, funding may become exhausted. Accordingly, there may be a need to prioritize which approved applications will receive funding. Should there be more approved applications than there is funding available, the prioritization will be at the sole discretion of the Municipality in consideration of the following guidelines:
 - Applications which demonstrate a significant investment in developing attainable housing within the Municipality.
 - Applications that are located in areas of the Municipality with a heightened need for attainable housing (i.e., Primary CIPA).
 - Consultation with the applicants to determine if any applicants are accepting of application deferral until funding becomes available.
 - Other criteria as may be determined by Council.
- The CIP Administrator will evaluate all applications and supporting materials in a timely manner and will only bring complete applications before the CIP Implementation Committee for final review and consideration. Applicants will be notified if their submission is incomplete.
- For applications that are approved, a Financial Assistance Agreement will be prepared and executed by the CIP Implementation Committee or CIP Administrator and signed by the property owner. An Attainable Housing Agreement will also be required between the property owner and the Municipality and the agreement will be registered on-title. Fees associated with the development and registration of agreements will be the responsibility of the applicant/property owner. The agreement may be made with respect to terms, duration, default, penalty, and termination provisions of the grant(s).

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- If an application is not approved by the CIP Implementation Committee, the applicant will be provided an opportunity to appeal the decision to Municipal Council. In such cases, Council will reconsider the application. If Council approves the application, the CIP Implementation Committee will execute the financial incentive program agreement. An applicant shall not have the option to appeal their application to Council if the reason for refusal is related to lack of funding availability. In the event that an application is refused due to lack of funding availability, the applicant may resubmit their application once funding becomes available. However, in no case shall funding be provided retroactively for a completed project;
- Any program commitments may be cancelled if work does not commence within six months of approval of an application, or if a project is not undertaken or completed in accordance with the Financial Assistance Agreement;
- When projects are completed, a statement with supporting paid invoices shall be submitted to the CIP Implementation Committee or CIP Administrator. Following this, the work will be inspected by the CIP Implementation Committee or CIP Administrator and, if approved, notice of completion will be issued and the financial assistance will be initiated;
- Upon completion of a community improvement project, the CIP Implementation Committee or CIP Administrator reserves the right to inspect any properties/buildings, or to audit final costs at the owner's expense;
- Funding approval will lapse if a notice of completion is not issued within twelve months of the date of execution of the Financial Assistance Agreement; and,
- The CIP Implementation Committee or CIP Administrator may grant an extension for community improvement works following receipt of a written request by the owner setting out the reasons for the extension and providing a new date of completion.

3.8 Applicant Default:

At any time during the lifespan of the Plan should an applicant of an approved eligible property fall into default of any of the requirements of the incentive program or other requirements established by the CIP Implementation Committee, the funds paid as part of the incentives and grant programs, plus interest, will become payable to the Municipality in full, unless the default is resolved within 30 days of notice from the Municipality.

3.9 Application Requirements:

Applications for financial incentives offered through this Plan must include:

- One (1) copy of the completed and signed application form (Application Form attached as Appendix A);
- One (1) copy of all supporting documentation, as determined by the CIP Implementation Committee or CIP Administrator, which may include (but is not limited to):



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- Proponent contact information and project team (if applicable)
- Property details
- Proposed improvements, in detail
- Good quality pictures of the existing condition of the building and/or property
- Specifications of the proposed project, including design drawings prepared by a design professional (if available) or sketches, renderings, and/or elevation drawings illustrating the proposed improvement
- Development strategy, including phasing and construction (if applicable)
- Development schedule
- Proposed start and completion times
- Work estimates and project financing
- Two detailed independent contractor estimates for each component of the proposed eligible work, or two estimates covering all the components of the eligible work, the lowest of which will be used as a base for the Grant Funding. **Note:** This requirement may be waived, at the discretion of the CIP Implementation Committee, for larger projects utilizing a tendering process.
- Financial incentives applied for; amounts broken down by program
- Certification and/or support for being a sustainable building, if the sustainable building top-up incentives are being applied for
- Other relevant supporting documentation, as determined by the CIP Administrator at the pre-consultation meeting

Additional application requirements may be identified for certain financial incentive program application. Requirements should be confirmed during initial discussions with the CIP Administrator.

3.10 Agreements

For applications that are approved, a Financial Incentives Agreement will be prepared and executed by the CIP Implementation Committee or CIP Administrator and signed by the property owner, and the agreement will be registered on-title. The agreement may be made with respect to terms, duration, default, penalty, and termination provisions of the grant(s). The agreement will also establish the requirement that CIP-incentivized units must be rented on an arm's length basis (i.e., Arm's Length Transaction).



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3.11 Eligible Rental Rates

Only existing or proposed housing that is designated for residential use and marketed to be rental affordable or attainable housing, in accordance with the Perth County Official Plan and/or the definition section of the North Perth Attainable Housing CIP, will be eligible for the Financial Incentive Programs.

Affordable rental rates will align with the affordable rates for North Perth established in the “Affordable Residential Units for the Purpose of the Development Charges Act, 1997 Bulletin”. Attainable rental rates will be calculated using 30% of the median gross total household income for North Perth based on current Census data. Rates will be reviewed annually and as definitions of affordable and attainable from upper levels of government change or evolve. Rates are inclusive of utilities. Approved projects are expected to align with the affordable and/or attainable rental rates in place at the time that their project is complete (e.g., construction complete, and occupancy granted).

For reference, eligible 2025 rental rates are listed below.

	Rental Rate Perth Month (All Inclusive)
Eligible Rental Rate for Affordable Units	Bachelor Unit - \$1,096 1-Bedroom Unit - \$1,190 2-Bedroom Unit - \$1,087 3+ Bedroom Unit - \$1,178
Eligible Rental Rate for Attainable Units	Less than \$2,100

3.12 Sustainable Building Determination

When determining whether a building is considered a Sustainable Building or Green Building, the design philosophy of the building should generally follow global standards in green building, such as Passive House, LEED, Canada Green Building Council’s Zero Carbon Building Standard or other equivalent standard to the satisfaction of the Municipality of North Perth Chief Building Official. Proof of certification from the above standards will achieve sustainable building status under the CIP. Alternatively, applicants may provide written justification and support on how their project aligns closely with the above standards or achieves energy efficiency standards sufficiently above the Ontario Building Code minimum standards. The Municipality may seek third-party/professional expertise to determine sustainable building status.

3.13 Payment:

Grant and/or program payment terms are established in the Attainable Housing CIP.



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4.0 POLICY COMMUNICATION:

The North Perth Attainable Housing CIP and Implementation Policy will be made publicly available on the municipal website.

5.0 POLICY REVIEW:

The North Perth Attainable Housing CIP Implementation Policy will be reviewed on an annual basis.

REVISION HISTORY

Revision	Date	Comments
1		Issue Date
2	April 2025	2025 Policy Updates



Attainable Housing Community Improvement Plan Application Form



Applicants must discuss their application with the CIP Administrator prior to submission. This is to discuss eligibility, identify application requirements, and to ensure that applicants make use of all available funding opportunities.

Applicant Information

Applicant Name:	<u>Click or tap here to enter text.</u>
Name of Property Owner: (If different from applicant)	<u>Click or tap here to enter text.</u>
Applicant's Mailing Address:	<u>Click or tap here to enter text.</u>
Applicant Phone Number:	<u>Click or tap here to enter text.</u>
Applicant Cell Number:	<u>Click or tap here to enter text.</u>
Applicant Email:	<u>Click or tap here to enter text.</u>

Property Information

Municipal Address:	<u>Click or tap here to enter text.</u>
Common Name: (e.g. business or building name)	<u>Click or tap here to enter text.</u>
Legal Description	<u>Click or tap here to enter text.</u>
Property Tax Roll Number	<u>Click or tap here to enter text.</u>
Current Zoning (please check all that apply)	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Parks and Recreation <input type="checkbox"/> Future Development
Proposed Zoning (If undertaking a Zone Change Application)	<input type="checkbox"/> Residential (R1, R2, R3, R4, R5, R6, HVR) <input type="checkbox"/> Commercial (C1, C2, C4)

Existing and Previous Use of the Subject Lands

Existing Use: _____



Previous Uses: _____

Describe Existing Buildings on the Subject Land

Type/Description: _____

Year Built: _____ Floor Area (sq.ft.): _____

Height: _____ Current Condition: _____

Additional Information

Is the property a listed heritage property or designated under the Ontario Heritage Act?

Yes ☐

No ☐

Are there any outstanding work orders on this property?

Yes ☐ (Please Specify) _____

No ☐



Related Applications

Please indicate if additional applications have been submitted for this property or project (including site plan, zoning bylaw amendment, building permit, etc.)

Have you applied for any other financial incentives for any other level of government or under any other applicable Community Improvement Plan for the proposed works?

Yes ☐

No ☐

If "Yes", when did you apply? Was the application successful? Please indicate the funding body and any other information applicable to the application:

Financial Programs

Please identify which Program(s) for which you are applying. Please note that all financial incentives listed below may not currently be available. Program availability will be determined on an annual basis at the sole discretion of the CIP Implementation Committee and Municipal Council. Applicants are required to confirm whether a program is available prior to completing and submitting an application at the pre-consultation meeting.

	Financial Program	Maximum Grant Value
<input type="checkbox"/>	Planning and Building Permit Fee Grant	\$ 5,000
<input type="checkbox"/>	Tax Increment Equivalency Grant (TIEG) – 10 Year Program	Application Specific
	Tax Increment Equivalency Grant (TIEG) – 15 Year Program	Application Specific
<input type="checkbox"/>	Development Charge Rebate Program	Application Specific
<input type="checkbox"/>	Additional Dwelling Unit Grant Program	\$10,000
	Additional Dwelling Unit Grant Program – Sustainable	\$15,000
<input type="checkbox"/>	Commercial and Rental Housing Conversion and Expansion Grant	Application Specific



Please note the total combined value of grants provided by the Municipality in any 24-month period shall not exceed \$20,000 per project and/or property, excluding programs that defer or waive monies.

Project Description

Please describe what the property looks like and how the property is used today (e.g. building height, building/façade condition, what use is conducted on the property).

Please describe, in detail, how the property will be improved (e.g. how will the existing building be improved to allow it to accommodate new affordable and/or attainable residential uses).

Please describe when the proposed improvements are expected to start and when the proposed improvements are expected to be complete.

Please note that works commenced prior to submitting an application are ineligible. Works commenced after submitting an application but prior to application approval do so at the applicant’s risk.



Please describe the benefits that the proposed improvements will have on the property, the business and Community Improvement Project Area (e.g. improve the visual appearance of the building, additional residential units, improve business image, create new jobs).

Please attach any additional documents and drawings that support the proposal to this application and complete Table A below.

Table A – New Residential Units					
No. of Units	Dwelling Type (i.e. Apartment, Duplex, Townhomes)	Unit Type (i.e. Bachelor, 1-Bedroom, 2-Bedroom, etc.)	Unit Size (m ²)	Tenure (Rental/Ownership)	Unit Rent (Affordable, Attainable, Market)

Please note: Only rental residential units that align with the definitions of affordable or attainable found within the Perth County Official Plan, Attainable Housing CIP and/or CIP Implementation Policy may be eligible for the CIP Financial Incentive Programs.

Tax Increment Equivalency Grant (TIEG) Program

(Disregard this page if you are not applying for the TIEG Program) **Please indicate the pre project assessed value of the property and municipal portion of the property tax.**

Pre-project assessed value:
Pre-project annual taxes –
municipal portion

[Click or tap here to enter text.](#)

[Click or tap here to enter text.](#)



Estimated Project Cost (\$): Click or tap here to enter text.

Tax Increment Equivalency Grant Program applications must be accompanied by:

- Photos in the required format depicting the current condition of the eligible property;
- Plans and other information in the required format necessary to understand the proposed development concept for the eligible property; and,
- Plans, reports, estimates and contracts and other details as may be required to satisfy the Municipality with respect to the eligible costs and conformity of the proposed improvement with the applicable Community Improvement Plan.

***Please note:**

- The Tax Increment Equivalency Grant only applies to the residential rental units within a property that meet the definition of affordable or attainable.
- Projects must develop (new construction or rehabilitation) five or more attainable or affordable residential rental units to be considered eligible for the TIEG Program.
- The final calculation of the Tax Increment Equivalency Grant will be based on the post-development reassessment value prepared by the Municipal Property Assessment Corporation (MPAC).

****Municipal Use Only****

Estimated post-project assessed value: Click or tap here to enter text.

Estimated post-project annual taxes – municipal portion Click or tap here to enter text.

Estimated Tax Increment Equivalency Grant (\$): Click or tap here to enter text.



Planning and Building Permit Fee Grant Program

Please indicate the type of Planning Act and Ontario Building Code applications that will be applied for in connection with the proposal.

(Disregard this page if you are not applying for the Planning and Building Permit Fee Grant Program)

Application Type: Amount (\$)	Click or tap here to enter text.
Official Plan Amendment:	Click or tap here to enter text.
Zoning By-Law Amendment:	Click or tap here to enter text.
Site Plan Control:	Click or tap here to enter text.
Plan of Subdivision:	Click or tap here to enter text.
Plan of Condominium	Click or tap here to enter text.
Consent:	Click or tap here to enter text.
Building Permit:	Click or tap here to enter text.
Demolition Permit:	Click or tap here to enter text.
Occupancy Permit:	Click or tap here to enter text.

Please indicate the estimated amount of incentive being applied for:

Estimated Amount (\$):	Click or tap here to enter text.
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Overall Grant Request

Total Project Cost: _____
(combined lowest cost estimates including taxes)

Total Grant Request: _____

Other Funding Sources

Total funds from other sources (including taxes): _____

Source: _____

Timing/Schedule Information

Anticipated Start Date (YYYY/MM/DD): _____

Anticipated Completion Date (YYYY/MM/DD): _____

Please note: Construction must be started within six months and completed within one year from the date of project approval under this program. Opportunities for a one-time extension may be available.

General Evaluation Criteria

Please provide a general description of how your proposed project will satisfy one or more of the evaluation criteria:

1. Reduce the number of vacant or under-utilized or non-performing buildings and properties through the promotion, renovation, repair, or rehabilitation of said buildings for affordable housing purposes
2. Increase Municipality inventory of affordable and attainable housing
3. Encourage a mix of housing types
4. Encourage a range of affordable and attainable units along the housing continuum
5. Provide support for projects considered more deeply affordable and/or sustainable
6. Reinforce the provision of affordable and attainable housing as a community priority.



Checklist

Please ensure that the following information is included with your application:

- ☐ One copy of a complete and signed application form
- ☐ Proponent contact information and project team (if applicable)
- ☐ Property details
- ☐ Proposed improvements, in detail
- ☐ Good quality pictures of the existing condition of the building and/or property
- ☐ Specifications of the proposed project, including design drawings prepared by a design professional (if available) or sketches, renderings, and/or elevation drawings illustrating the proposed improvement
- ☐ Development strategy, including phasing and construction (if applicable)
- ☐ Development schedule
- ☐ Proposed start and completion times
- ☐ Work estimates and project financing
- ☐ Two detailed independent contractor estimates for each component of the proposed eligible work, or two estimates covering all the components of the eligible work. Note: This requirement may be waived, at the discretion of the CIP Implementation Committee, for larger projects utilizing a tendering process.
- ☐ Financial incentives applied for; amounts broken down by program
- ☐ Certification and/or support for being a sustainable or green building, if the sustainable building top-up incentives are being applied for
- ☐ Other relevant supporting documentation, as determined by the CIP Administrator at the pre-consultation meeting

Upon applying for financial incentives, landowners shall provide their consent to the Municipality of North Perth to profile improvement projects funded through the CIP in promotional communication, including but not limited to “before and after” pictures. Applicants shall also consent to displaying a Municipality of North Perth CIP participation certificate on the subject property, once a project is complete.



Evaluation of Applications

Applications will be evaluated according to adopted policies and by-laws of the Municipality of North Perth. The Municipality reserves the right to evaluate applications based on additional criteria developed from time to time. Applicants may be contacted by the Municipality of North Perth during the evaluation process to clarify their application or to provide further information.

The Municipality of North Perth is not bound to accept any application. The Municipality of North Perth reserves the right to consider any, none or all of the applications, to accept applications in whole or in part, and to elect not to proceed with this process at any given time.

Successful applicants may be required to provide the Municipality of North Perth with additional information to demonstrate their creditworthiness and business track record.

Program Conditions

GOOD STANDING

I/we confirm and agree that municipal taxes are and will remain current throughout the term of this agreement. I/we also confirm that I/we are not currently involved in any action or proceeding involving a claim for same with the Municipality of North Perth.

I/we confirm that any outstanding work orders and/or orders or requests to comply, and/or other charges from the Municipality (including tax arrears) have been satisfactorily addressed prior to making this application.

PERMITS

Work to be completed under this application cannot be started until written approval for the requested funding assistance is received from the Municipality of North Perth. All required permits (i.e. building, demolition, etc.) must be obtained prior to the initiation of the proposed works.

CONFIDENTIALITY

Subject to the “Municipal Freedom of Information Act”, all information provided in this application will become part of public record.



PROGRAM FUNDING ANNOUNCEMENTS

I/we consent to the Municipality of North Perth using our name and address in connection with any funding program announcement.

SIGNATURES AND DECLARATIONS

I/we agree that this application and all attached materials will become the property of the Municipality of North Perth upon submission.

I/we agree to abide by the terms and conditions of this program. I/we understand that the amount provided can be reduced or cancelled if the proposed work is not completed, or if contractors or suppliers are not paid in full. I/we hereby certify that the information given herein is true, correct and complete in every respect and may be verified by the Municipality of North Perth. If any information provided is, or subsequently becomes untrue, incorrect and/or incomplete, the Municipality of North Perth reserves the right to end its further commitment under this agreement and full repayment of any money already advanced, with interest, shall become due and payable. Any failure on behalf of the Municipality of North Perth to verify the information provided is not a waiver of the Municipality of North Perth's rights. I/we are aware that under the grant program, lien may be registered on title of the subject property at the discretion of the Municipality of North Perth.

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Applicant's Name
(Print)

Applicant's Signature

Date

(Complete only if Applicant is not Property Owner)

_____ to act on my/our behalf with respect to this application.
(Print)

Owner's Signature

Date _____



Other Information

Please place a check next to any of the following with outstanding work orders (you may be asked to provide a copy of any outstanding work orders):

- ☐ Fire Prevention
- ☐ Property Standards
- ☐ Building Code
- ☐ By-Law Enforcement

Please place a check next to any of the following with amounts more than 30 days in arrears (you may be asked to provide proof of payment):

- ☐ Property Taxes
- ☐ Mortgage Payment(s)
- ☐ Utilities

APPENDIX B

North Perth Attainable Housing Community Improvement Plan (CIP) Application Package – Evaluation Matrix

For Office Use Only		Applicant:
Date Accepted:	Evaluation Date:	By:
File Number:	Roll Number:	Other Info:

The following evaluation matrix identifies a set of criteria that will be considered in the evaluation of applications for the Municipality of North Perth Attainable Housing Community Improvement Plan (CIP). For each of the criteria identified, the CIP Implementation Committee will award points based on the extent to which the criteria are met – as detailed by the applicant in their application.

If the request for grants at any given meeting exceeds the amount of funds available, the points from this evaluation matrix will be used to determine the amount of funds to be granted to an applicant.

Scoring / Evaluation Instructions	
Score each criteria out of 5 regardless of the percentage weighting using the scale below:	
0	Did not submit information for criteria
1	Does not satisfy the requirements of the criteria in any manner
2	Submission minimally addresses some, but not all the criteria
3	Submission adequately meets most of the requirements of the criteria
4	Submission fully meets all requirements of the criteria
5	Submission exceeds the requirements of the criteria, very desirable

Part 1: Overall Quality of Application

Considerations in the evaluation of the quality of the application:

<ul style="list-style-type: none">i. A detailed and effective project description and illustrating materialii. Reasonable project estimatesiii. A reasonable anticipated start date and complete date of construction.iv. Good quality photographs	
Points Awarded:	/5
Comments:	

Part 2: Improvement Project Information

This section evaluates the extent to which the proposed improvements will contribute to the following overall objectives of the Municipality of North Perth Attainable Housing Community Improvement Plan (as outlined in Section 3 of the CIP).

The extent to which the project will:

1. Reduce the number of vacant or under-utilized or non-performing buildings and properties through the promotion of renovation, repair, or rehabilitation of said buildings for affordable housing purposes	
Points Awarded:	/5
Comments:	
2. Increase the Municipality's inventory of affordable and attainable housing; additional points are awarded for projects that propose more affordable and attainable rental units (0 points for 0-2 units, 1 point for 3-5 units, 3 points for 6-9 units, 5 points for 10+ units)	
Points Awarded:	/5
Comments:	
3. Encourage a mix of housing types	
Points Awarded:	/5
Comments:	
4. Encourage a range of affordable and attainable units along the housing continuum	
Points Awarded:	/5
Comments:	
5. Provide support for projects that considered more deeply affordable and/or sustainable. Sustainable refers to the projects that meet the definition of Sustainable or Green Building in the CIP.	
Points Awarded:	/5
Comments:	

6. Reinforce the provision of affordable and attainable housing as a community priority	
Points Awarded:	/5
Comments:	
7. Maintain compatibility with the uses and character of the surrounding built environment.	
Points Awarded:	/5
Comments:	
8. Minimize compromising the quality of housing being provided	
Points Awarded:	/5
Comments:	

Part 3: Evaluation Results

Total Points Awarded (Parts 1-2):	/45
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