



COMMERCIAL DISTRICT HOUSING OPPORTUNITIES PROGRAM PRE-APPLICATION FORM

IF ANY OF THE IMPROVEMENTS FOR WHICH A LOAN/GRANT IS BEING SOUGHT CONSIST OF RENOVATIONS TO RESIDENTIAL UNITS, PLEASE ANSWER THE FOLLOWING QUESTIONS

Has there been or will there be upon completion of the project any residential rental tenant displacement?	Yes		No	
Has the project been approved for financial assistance under a Canada Mortgage and Housing Corporation (CMHC), Federal, Provincial or City program for the purposes of creating residential rental housing to address housing affordability in the city?	Yes		No	
Has the existing building been entirely vacant for at least two years prior to a program pre-application being submitted to the City (not including periods of vacancy due to renovations)?	Yes		No	
Is the property owner/program applicant a registered not-for-profit organization?	Yes		No	
Are the interior renovations primarily to support improvements to a commercial space or to improve/replace shared building services utilized by both a commercial space and the rental residential units within the same building (such as plumbing, electrical or Heating, Ventilation and Air Conditioning (HVAC) systems) and do not include renovations within individual residential rental units?	Yes		No	
Are the planned renovations solely in response to the landlord/property owner being ordered to make repairs under any act or law? If so, which act or law?	Yes		No	
Are the renovations intended to support the legalization and/or recognition of an existing residential rental unit, without which, the unit would no longer be permitted to be occupied?	Yes		No	

Important Program Information:

- 1) Where a site contains existing, occupied residential rental units at the time an application under this program is submitted to the City, please be advised that notification will be provided, by the City, to the occupied units that an application has been made under this program. Where an application is subsequently approved, occupied units will be further notified of the value of any incentive to be provided by the City and the nature of improvements/work that the incentives are intended to facilitate, where applicable.
- 2) An approval under this program may be subject to requirements which limit potential Above Guideline Increase requests to the Landlord and Tenant Board for residential rental units occupied at the time an application is submitted to the City. Please see the Program Description for more information.

THE APPLICANT/ PROPERTY OWNER

Property Owner/Applicant - (Name of Corporation or Partnership - if applicable, otherwise name(s) of Individual Property Owners)				
Contact Name				
Address of Applicant				
City		Postal Code		
Telephone Number		Fax		
Cell Phone Number		Email		
Are you or any of the Directors/Shareholders/Partners/Owners in litigation with the City of Hamilton?	Yes		No	

Corporation/Partnership			
Date of Incorporation		Date of Business Registration	
Names of Registered Shareholders/Partners	%	Names of Registered Shareholders/Partners	%
Add additional pages as needed			
THE PROPERTY			
Property Address			No. of Storeys
No. of Existing Commercial Units		No. of Existing Residential Units	Total No. of Existing Units
No. of New Commercial Units Proposed		No. of new Res. Units Proposed	Total New Units Proposed
Total No. of Commercial Units		Total No. of Residential Units	Total No. of Units
CURRENT USES			
For each storey of the building (i.e. Below grade; ground floor; second floor etc.) indicate the number of occupied commercial and/or occupied residential units, number of vacant commercial and/or vacant residential units, approximate square meters of commercial units. (Add additional pages if necessary).			
PROPOSED USES			
Will the proposed uses be the same as the current uses?		Yes	No
If the Proposed Uses will differ from the current uses please indicate for each storey of the building what the proposed uses are, the number of commercial and/or residential units, approximate square meters of commercial units. (Add additional pages if necessary).			
TO BE ANSWERED BY ALL APPLICANTS			
At the time of submission of this application to the City, are there existing and occupied residential rental units on any property that is the subject of this application? If yes, please identify the address and unit numbers of the occupied units in the space below.		Yes	No

REQUIREMENTS

1. All proposed uses must comply with applicable policy and regulations. Please note that additional project details will be required as part of the full application submission to demonstrate conformity with all relevant policy documents including the City of Hamilton Official Plan and Zoning By-law, and any other applicable plans and documents, including the Niagara Escarpment Plan.

2. If the property is located within the Niagara Escarpment Development Control Area, a Niagara Escarpment Development Permit may be required. The applicant must contact the Niagara Escarpment Commission (905-877-5191) to determine if the proposal complies with the Niagara Escarpment Plan and if a Niagara Escarpment Development Permit is required. The Niagara Escarpment Commission will issue proof of compliance to be submitted to the City with the full application.

**SIGNATURE OF PROPERTY OWNER(S)-AFFIDAVIT OR SWORN DECLARATION
DATE OF APPLICATION SUBMISSION**

I solemnly declare that the information contained in this application is true, and that the information contained in any documents that accompany this application is true. I/we solemnly declare, I/we have authority to bind the entity.

Name (please print)	Signature	Date

The information on this form is collected under the legal authorities provided in the Municipal Act, 2001, the Municipal Freedom of Information and Protection of Privacy Act and the Planning Act and will be used primarily to determine grant eligibility. If you have any questions about the collection of this information, please contact the Co-ordinator of Urban Renewal Incentives, Commercial Districts and Small Business Section, City of Hamilton Planning and Economic Development Department, 71 Main Street West, 7th Floor, Hamilton, Ontario L8P 4Y5, 905-546-2424 x2755.

