Multi-Family Housing Incentive Requirements

Development Services Department
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Requirements

The City of Quesnel provides a tax exemption that includes reductions in development cost charges to encourage a greater variety of multi-family housing in key growth areas.

Eligibility Requirements:

- Project must be a multi-family housing project.
- The project must be a renovation or new construction with a minimum construction value of $300,000.
- At least 50% of the dwelling units must be Adaptable Dwelling Units.
- Applications must be made while development is underway and will not be accepted retroactively once the development is complete.
- Completed application form, property title, approved building permit and occupancy permit must be submitted by September 30 each year. Exemptions begin on January 1 of each year following the approval of your application and will be applied against your property tax invoice received in May of each year.
- The exemption is provided for new construction or for the additional value created by conversion of a commercial/institutional building or other non-residential property into new housing units.
- Outstanding property tax balances and other charges to the City of Quesnel must be paid.
- Property must be located in either the Primary or Secondary Growth Areas as indicated in Schedules A-1 and A-2 to the Multi-Family Housing Incentive Bylaw.

Not Eligible for this Incentive:

- Single family dwellings
- Duplex dwellings
- Secondary suites
- Properties receiving an exemption under the City of Quesnel permissive tax exemption policy

Completing this Form:

- You will be asked to provide personal information and information relating to the project. Please ensure that each section is completed fully and accurately, which will help staff when reviewing this application form.
- It is recommended that applicants review the Multi-Family Housing Incentive Bylaw before completing this application form.
- You may be asked to provide additional information throughout the application process regarding the status of any eligible development for which an exemption has been approved.
- It is recommended that the applicant consult with the Development Services Department as they prepare this application form to ensure complete and accurate information.

Extent of Incentives

Primary Growth Areas (Schedule A-1 - Multi-Family Housing Incentive Bylaw)
- 100% tax exemption on the assessed value of improvements of the municipal portion of property taxes for 10 years. The tax exemption assessment will be registered on title through a covenant.
- 50% reduction in Development Cost Charges for projects that are considered to be Low Environmental Impact.
- 100% waiver of Development Cost Charges for all units (market and non-market), provided that:
    - The units are considered part of the non-profit housing society's business model for the provision of the non-market units; and
    - The developer registers for a covenant on title that restricts the non-market portion of the development to that use for a period of at least 10 years.

Secondary Growth Areas (Schedule A-2 - Multi-Family Housing Incentive Bylaw)
- 100% tax exemption on the assessed value of improvements of the municipal portion of property taxes for 5 years. The tax exemption assessment will be registered on title through a covenant.
- 25% reduction in Development Cost Charges for projects that are considered to be low environmental impact.
- 100% waiver of Development Cost Charges for all units (market and non-market), provided that:
    - The units are considered part of the non-profit housing society's business model for the provision of the non-market units; and
    - The developer registers for a covenant on title that restricts the non-market portion of the development to that use for a period of at least 10 years.

Limit of Incentives
- The tax exemption applies ONLY to the municipal portion of property taxes.
- The tax exemption applies ONLY to the Assessed Value of Improvements (i.e. increase in improvements as a result of this project) and DOES NOT apply to the Assessed Value of Land or value of existing improvements (i.e. the increase in assessed level of land due to the project).
- The tax exemption and Development Cost Charge reductions apply ONLY to the multi-family residential development portion of the development.
- The City reserves the right to reduce the amount of tax exemptions and/or Development Cost Charges offered, or deny applications for tax exemptions and Development Cost Charge reductions in cases where the City has sold the land to the applicant for below market value.

Online Links
Multi-Family Housing Incentive Bylaw: http://bit.ly/2lr90A0

Adaptability Standards -page 11: http://bit.ly/2lwYHZV

CITY OF Quesnel

Multi-Family Housing Incentive Application

Property Owner Information

Full Name: _____

Mailing Address: _____ Postal Code: _____

Phone: _____ Cell: _____ E-mail: _____

Comments or contact instructions: _____

Property Information

Address: _____

Legal Description: _____

Property Identification Number (PID): _____

Project Information

Total number of units: _____ Number of market units: _____ Number of non-market units: _____

Number of adaptable dwelling units: _____ Project construction value: _____

What livability standards are being met? (At least one)

☐ Each dwelling unit has usable balconies, porches, or private green space suitable for seating.

☐ Common Amenity Space is provided. Please describe:_____

_____

What design standards are being met? (At least three)

☐ Exposed wood is included as a major or minor design feature (heavy timber, manufactured products, or others).

☐ A variety of exterior materials are used: preference is given to wood, stone, brick, concrete (e.g. hardie plank), metal and glass.

☐ Development that creates pedestrian-friendly street frontages by incorporating design features that connect the building frontages to the street (i.e. windows, doorways, decks, paths to the street, landscaping along the street).

☐ Design includes varied and interesting facades, including a variety of rooflines, roof cover over entry points, balconies, and porches.

Application Acknowledgment

Personal Information provided on this form is collected under the authority of the Community Charter/Local Government Act. Your name will be treated as public information. Home address and telephone number will not be released except in accordance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of personal information may be referred to the Director of Corporate and Financial Services, Kari Bolton, at 250-992-2111.

I accept responsibility for delay caused by incorrect or insufficient submission materials. Processing begins only when an application is certified as complete. To be considered complete the application must include this completed form, required fees, completed site profile form, and supporting plans, documents and/or drawings as required.

_____ _____ _____
Applicant or Authorized Representative Name (Print) Signature Date

Need help completing this application? Contact us!

CITY OF Quesnel

> 📞 **Every project is different and includes different land-use/building considerations, please contact us to discuss your project.**

This checklist must be followed and submitted with your application form. If the application is incomplete it will affect the processing time of the pending application. Please complete the application by initialling in the box under "Copies Attached" to verify completion of each submittal requirement. City staff will review the checklist and application package. Only complete applications will be accepted and assigned for review.

Documents and Fees

Document	Copies Required	Details	Notes	Copies Attached	Accepted (staff)
Step 1 - Provide at building permit application stage					
Application Form	1	Multi-Family Housing Incentive Application form must be completed and signed at time of submission.		☐	
Registered Professional Letter	1	Letter from the Project's Registered Professional with the following: • identifying their qualification for the Development Cost Charges reductions. • describing the Project and explaining how the eligibility requirements are met.		☐	
Design Professional Letter	1	Letter from the owner's design professional which verifies the construction value of the project.		☐	
Step 2 - Provide prior to issuance of building permit					
Schedule B Agreement	1	A completed and signed Schedule B Agreement.	Contact the City for a copy of the agreement.	☐	
Confirmation	1	Confirmation that all taxes assessed and rates, charges and fees imposed have been paid.	Contact the City to confirm payments.	☐	
Payment	1	Reduced Development Cost Charges.		☐	
Step 3 - Provide prior to occupancy					
Registered Professional Letter	1	A letter from the Project's Registered Professional confirming that the Project meets the eligibility requirements.	The applicant must notify the City of Quesnel to confirm Final Occupancy by a date agreed to within the Agreement and prior to Final Occupancy.	☐	

If any outstanding information is not submitted within one year of being notified of such requirements, the application shall be considered inactive and closed.

CITY OF Quesnel

Multi-Family Housing Incentive Application

Property is located in: ☐ Primary Growth Area (Schedule A-1)   ☐ Secondary Growth Area (Schedule A-2)

Existing zoning?_____ Consistent with OCP?   ☐ Yes   ☐ No

Does the project meet the minimum Construction Value requirement of $300,000.00?   ☐ Yes   ☐ No

Does the project meet the minimum Adaptable Dwelling Unit requirement of 50%?   ☐ Yes   ☐ No

Have the minimum livability and design standard requirements been met?   ☐ Yes   ☐ No

Is a housing agreement with the City required?   ☐ Yes   ☐ No

Is a covenant with the City required?   ☐ Yes   ☐ No

Does this project meet requirements for a waiver of 100% Development Cost Charges? (must be a non-profit housing society)   ☐ Yes   ☐ No

Does this project meet requirements for a partial waiver of Development Cost Charges? (must be low environmental impact)   ☐ Yes   ☐ No