

Downtown Market Housing Incentive Program



Application Package

- INCENTIVE PROGRAMS GUIDE •
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Downtown Market Housing Incentive Program Guide

General FAQ'S

1) WHO CAN APPLY?

Anybody intending to build market rental housing within the downtown as defined in the Downtown Brandon Secondary Plan Area.

2) IS THERE A FEE TO APPLY?

No.

3) HOW DO I APPLY FOR THE PROGRAM?

Online at <https://housingincentive.brandon.ca/> OR by completing and submitting this application package ensuring that the required documentation is included.

4) WHAT HAPPENS AFTER THE APPLICATION IS SUBMITTED?

- Submitted applications will be reviewed within 10 business days of submission to ensure it is complete and forwarded to a review committee. If your application does not meet the eligibility requirements, you will be notified in writing.
- The committee will review the application and meet within 10 business days of receiving it to determine if the application will be approved for the as per the as-of-right incentives.
- Applications that are consistent with the as-of-right incentives as outlined in the by-law are approved by Administration. The approval of applications will consider the expertise and experience of developers.
- The City reserves, at its discretion, the right to approve or deny all applications.
- Applications requesting above base level funding will be reviewed as per alignment with downtown vision, financial viability to proceed, and demonstration of market gap. If the application is determined to be considered, staff will prepare and present a proposal to Council for approval.
- Applicant will be notified on the approval status of the application outlining next steps.

5) WHAT HAPPENS IF THE APPLICATION IS APPROVED?

- City administration will prepare and execute an Incentive Funding Agreement.
- Construction of the approved works may now commence, subject to issuance of a building permit(s). Work must commence within 6 months of incentive approval and be completed within two years of incentive approval.
- The tax credit shall apply to any **increase** in the total assessed value of a property from the base year resulting from the development of an eligible project. The tax credit does not include special taxes, local improvement levies, or other such charges or fees properly imposed by the municipality on municipal taxes.
- Upon construction completion, "after" photos of the project and paid invoices will be submitted to the City and staff will conduct a final site visit and inspection (as necessary) to ensure compliance with the Incentive Agreement.
- The owner is to contact the city in advance of any deviations from the approved design and Incentive Agreement. If the owner does not carry out its obligations under the Incentive Agreement, they shall pay to the City the entire amount of benefits conveyed under the agreement, together with any applicable costs and interest.

6) WILL THE AGREEMENT BE REGISTERED ON LAND TITLE? No.

7) ARE THERE ANY RESTRICTIONS ON WHO I CAN RENT TO? No.

8) CAN I INCREASE THE RENT AMOUNT ANNUALLY?

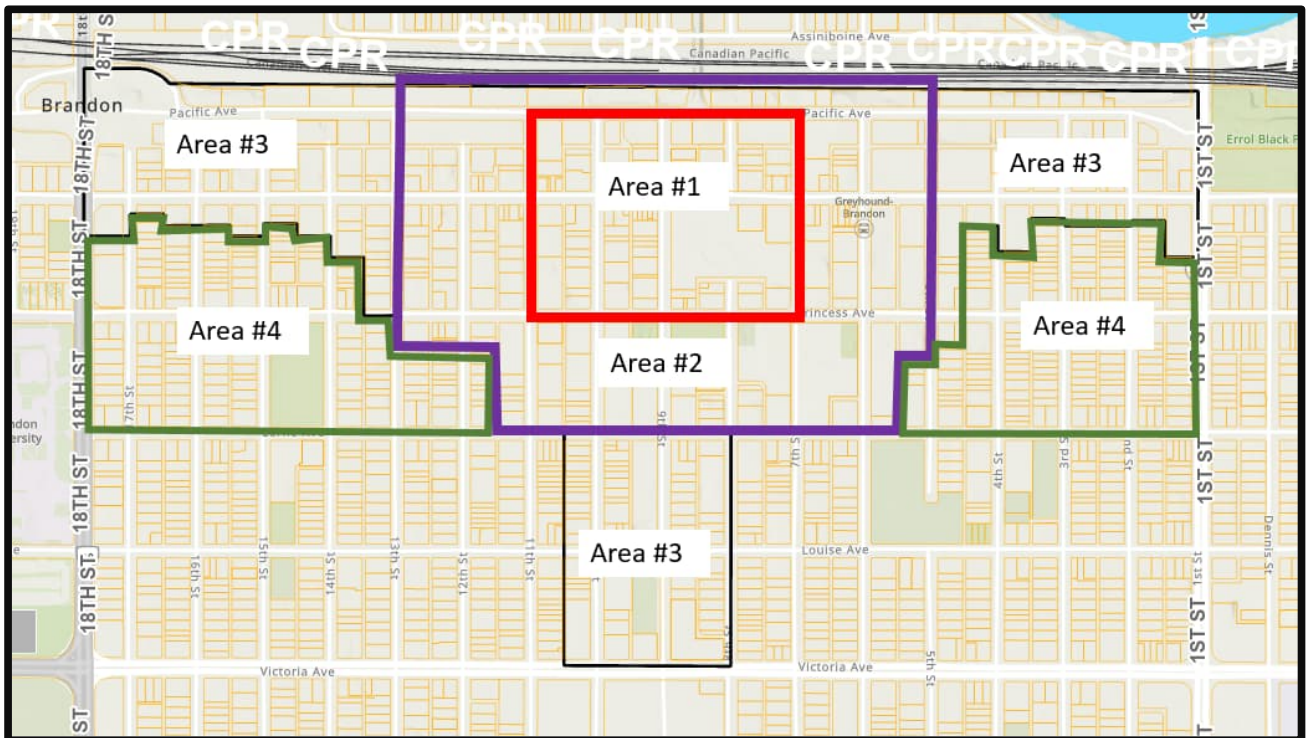
Yes, provided it follows the Residential Tenancies Act.

9) CAN I REGISTER THE RENTAL BUILDING AS CONDOMINIUM? Yes.

Downtown Market Housing Incentive Program Guide

Incentive Overview

	Capital Grant (per Dwelling Unit)				Development Charges Offsetting %	*Tax Abatement	
	1 Bedroom	2 Bedroom	3 Bedroom	4+ Bedroom		%	Years
Area 1	\$10,000	\$14,000	\$18,000	\$20,000	100%	100%	20
Area 2	\$5,000	\$7,000	\$9,000	\$10,000	100%	50%	20
Area 3	N/A	N/A	N/A	N/A	N/A	50%	10
Area 4	N/A	N/A	N/A	N/A	N/A	Upon Request	



INCENTIVE INFORMATION AND TIMING

- Development Charge Off-Setting grant will be provided at the time of building permit issuance.
- Capital grant will be provided upon project milestones with minimum 10% held back for final occupancy.
- The tax abatement will reimburse a portion of the municipal property tax increase resulting from increased assessment. If final approval is issued before the end of March of a certain year, the first tax credit installment shall be applied on the subject site's municipal property taxes of that same tax year. If final approval is issued after the end of March of a certain year, the first tax credit installment shall be applied on the subject site's municipal property taxes of the subsequent tax year.



Downtown Market Housing Incentive Program Application Form

GENERAL INFORMATION AND INSTRUCTIONS

1. Before filling out this application form, **please read the attached Program Guide (pages 1-2)**. The Program Guide describes the purpose and basic terms and conditions of each of the Downtown Market Housing Incentive Program. You can also apply online at <https://housingincentive.brandon.ca/>
2. If an agent is acting as the applicant for the property owner, please ensure that the required authorization is completed and signed by the owner as provided in the application form.
3. If you find insufficient space on this form to respond to questions, please provide additional information on a separate page and attach it to your completed application form.
4. Please ensure that the application form is complete and all required signatures and supporting documents have been supplied.
5. Please print (black or blue ink preferred) the information requested on the application form.
6. There is no application fee.
7. You may deliver your application in person or send it by mail to:
City of Brandon
Planning and Building
Attention: Housing and Wellness Programmer
638 Princess Avenue
Brandon, MB R7A 0P3
8. For further information on this program, please contact the Housing and Wellness Programmer at (204) 729-2120 or by email at housingandwellness@brandon.ca



1. APPLICANT INFORMATION (PLEASE PRINT)

Name of Applicant: _____

Mailing Address: _____

Telephone Number: _____

E-mail: _____

Name of Property Owner

(if different from Applicant): _____

Mailing Address: _____

Telephone Number: _____

E-mail: _____

Name of Contact:

(if different from Applicant): _____

Mailing Address: _____

Telephone Number: _____

E-mail: _____

2. PROPERTY INFORMATION

Address of Property: _____

Assessment Roll Number: _____

Existing Property Use: _____

Current Zoning Classification: _____

Is re-zoning required for the completion of this project? Yes No

Is property designated as a Municipal Heritage Site? Yes No

Is property designated as a Provincial Heritage Site? Yes No

Are there any outstanding orders relating to this property? Yes No

If yes, describe _____

Are there any outstanding utility charges on this property? Yes No

If yes, describe _____

Are there any outstanding amounts owing to the City of Brandon for this property? Yes No

If yes, describe _____



3. TAX INFORMATION

Current Assessed Value of Property (\$): _____ Year: _____

Current Assessed Value of Buildings (\$): _____ Year: _____

Current Property Taxes (Annual) (\$): _____ Year: _____

4. PROJECT DESCRIPTION

Describe the proposed housing project:

FLOOR AREA	SQUARE FEET	%
Commercial Floor Area:		
Residential Floor Area: (50% or more required)		
TOTAL FLOOR AREA:		

# OF UNITS (3 Minimum)	UNIT TYPE Bachelor OR # of Bedrooms	UNIT SIZE (sq ft) 500 sq ft minimum



5. CONSTRUCTION SCHEDULE

Approximate Start Date of Construction: _____

Approximate End Date of Construction: _____

6. FUNDING

Estimated Construction Value: _____

Is there a request for supplementary funding in addition to the standard funding allocated by this Incentive Program? Yes No

If requesting additional funding, attach project capital budget.

If yes, please specify the additional funding requested and justification:

7. REQUIRED SUPPORTING DOCUMENTATION

Please place a check in the box to ensure that you have included the required supporting documentation if applicable.

- a site plan if proposing a new building or building addition
- specifications of the proposed project, including a development plan for the improvements to be completed and preliminary construction drawings
- project development schedule
- status of title or an accepted offer to purchase for the site proposed, current within 30 days of the application
- environmental assessments as necessary

8. OWNER'S AUTHORIZATION

(to be completed if an Agent is representing the property owner)

I, _____, being the registered owner of the subject lands hereby authorize

_____ to prepare and submit this application for the Downtown Market Housing Incentive Program.

Signature of Owner: _____ Date: _____

9. LEGAL

I / WE HEREBY APPLY for an incentive/grant under the City of Brandon Downtown Housing Incentive Program.

I / WE HEREBY AGREE to abide by the terms and conditions of the grant/incentive programs.

I / WE HEREBY AGREE to enter into an agreement with the City of Brandon that specifies the terms of the incentive(s)/grant(s).

I / WE HEREBY CERTIFY that the information contained in this application is true, correct and complete in every respect and may be verified by the City of Brandon by such inquiry as it deems appropriate, including inspection of the property for which the application is being made.

I / WE HEREBY CERTIFY that as of the date of this application, no work has commenced on the project.

I / WE HEREBY CERTIFY that the project will be started within six months of receiving approval, it will be in continuous development for the length of the project and be completed within 2 years of the date of approval.

I / WE HEREBY AGREE that if any statements or information in this application or submitted in support of this application are untrue, misleading or there is a material omission, the application may be rejected or not approved, or the incentive(s)/grant(s) may be delayed, reduced, or cancelled.

I / WE HEREBY GRANT permission to the City, or its agents, to inspect the property that is the subject of this application.

I / WE HEREBY AGREE that the incentive(s)/grant(s) may be delayed, reduced, or cancelled if the work is not completed, not completed as approved or if the contractors are not paid.

I / WE HEREBY AGREE the program(s) for which application has been made herein is subject to cancellation and/or change at any time by the City in its sole discretion, subject to the terms and conditions specified in the Program. Participants in the program whose application has been approved and who has entered into an agreement with the City of Brandon will continue to receive their incentive(s)/grant(s), subject to their agreement.

I / WE HEREBY ACKNOWLEDGE that all incentives/grants will be calculated and awarded in the sole discretion of the City of Brandon. Notwithstanding any representation by or on behalf of the City of Brandon, or any statement contained in the program, no right to any incentive/grant arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the program and the agreement. The City of Brandon is not responsible for any costs incurred by the Owner / Applicant in any way relating to the program, including, without limitation, costs incurred in anticipation of an incentive/grant.

Applicant Name (Print): _____

Signature: _____

Date: _____



General Administration Provisions

- The provision of any financial grant/incentive is subject to the following general administration provisions:
- Owners of properties within the downtown area as defined by the Downtown Brandon Secondary Plan are eligible to apply for funding under the incentive programs. Application may be made on a “first come, first served basis” to the limit of the available funding, provided all eligible criteria and conditions are met. Where applicable, an agent may apply for funding with the written consent of the property owner.
- Property taxes must be and remain in good standing at the time of application and throughout the length of any incentive/grant commitment.
- All proposed development shall conform to the Zoning By-law and other planning requirements. There shall be no outstanding work orders issued by the City against the property. In addition, all improvements shall be made pursuant to a building permit and constructed in accordance with the Manitoba Building Code where required.
- Any property that has a heritage designation must be in compliance with the Heritage Resources Act in order to be eligible.
- The City may, at its discretion, extend or discontinue the program when and as it deems appropriate. Notwithstanding this, participants in the program may continue to receive approved incentives/grants after the closing of the program as determined through individual agreement with the City and subject to available funding approved by the City.
- Final decisions with respect to the applications and the allocation of funds (for as of right incentives) shall be made by Administration. If the funding request is for more than as-of-right funding, a summary of the application will be presented to Council for review and approval. The general administration of the program shall be the responsibility of the Planning and Buildings Department, in consultation with other departments as appropriate.
- Continuation of the Program requires funding either through the annual Capital Budget, or other levels of government and is subject to City Council approval.
- The bylaw for this program can be accessed here: [Link to Bylaws](#)