



Village of McBride

100 Robson Centre
PO Box 519,
McBride, BC V0J 2E0
Phone: 250-569-2229

Village of McBride Housing Incentive Program Application Form

PART 1 - APPLICANT INFORMATION

Name:

Business/Company Name:

Mailing Address:

Contact Phone:	Email:
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PART 2 - DEVELOPMENT PLAN

Subject Property Information:

Legal Description:	District Lot:	Plan #:	Lot:	Block #:	PID:	Property Zoning:

Street Address of Property: _____

Are you the registered owner? *This form must be completed by the registered owner.* Yes No

General Project Information:

New Construction Conversion to Residential

Number of self-contained units to be constructed: _____

Have you already submitted a completed Building Permit application? Yes (please attach a copy) No
Your Housing Incentive Program application cannot be processed until the Village receives a copy of a completed Building Permit Application.

Housing Type:

Apartment Condominium Townhouses Duplex Triplex Quadplex (or more)

Tenure Type:

Ownership Rental Mixed

Project Focus: (check all that apply)

Family Housing Affordable Housing Seniors Housing 1- or 2-bedroom units

Will the rent/sale of the new units be subsidized by any government entity/non-profit/cooperative?
 Yes No

Dwelling Unit Details:

Unit Type	Number of Units:	Unit Size (sq ft. or metres):
Bachelor		
1 Bedroom		
2 Bedroom		
3 or more Bedrooms		

STEP Code Commitments:

Aim to achieve BC STEP Code Level 2: Yes No
 Aim to achieve BC STEP Code Level 3 or above: Yes No

PART 3 – ECONOMIC IMPACT

To what extent will the project rely on local suppliers/trades for construction?
 0-25% 26-50% above 50%

Estimated Project Cost: \$ _____

Current Assessed Value of Property: \$ _____

Expected Assessed Value of property at completion: \$ _____

Expected sale price or average monthly revenue/unit: \$ _____

Job Creation Estimates:

Nature of positions:	# of new positions to be created:	Hours of employment per week (average):	Total person months of employment to be created (average):	Positions(s)/Title(s):
Direct Permanent Jobs:		hrs/wk	months/yr	
Direct Construction Jobs:		hrs/wk	months/yr	

PART 3 – OTHER CONSIDERATIONS

Environmental/Accessibility:

Describe any environmentally responsible/accessibility design features that will be incorporated into the proposed development:

Alignment with current Village of McBride Housing Needs Assessment Report:

Describe how the project aligns with and addresses recommendations in the current Village of McBride Housing Needs Assessment Report:

Project Milestones:

Project Components:	Scheduled Start Date	Describe current status:
1.		
2.		
3.		
4.		
5.		
Estimated Project Completion Date:		

Financial Incentives and Grants:

Provide details of other financial incentive/grants that you have applied for/received/intend to apply as part of the proposed project:

PART 4 – APPLICATION CHECKLIST

Review Program Guide and Village of McBride Housing Incentive Policy AD-20

Ensure Property Taxes Paid

Ensure project conforms to Village of McBride Zoning, OCP and Development Area Permit (if applicable) requirements prior to submission of an application.

Submit completed Housing Incentive Application Form along with required attachments:

- Copy of completed Building Permit Application
- Copy of Title Certificate and any registered charges
- Letter of Intent** providing a description as to how the proposed project will benefit the community, supports recommendations outlined in the current Village of McBride Housing Needs and Assessment Report, and provides a summary of actions taken by the Applicant to ensure that the project is “shovel-ready”.
- Detailed project timeline to ensure project will be completed within two years
- Proposed budget/project cost details
- Recent digital ‘before’ images of site emailed to mcbride@mcbride.ca

If constructing affordable housing ownership units, submit a written confirmation providing details of the dwelling units, including anticipated sale price range, and process for choosing eligible owners.

Fee Enclosed

Applicant Declaration:

I _____, (Applicant) of _____, (company name) have read and understand the Village of McBride Housing Incentive Policy AD-20 and the Program Guide.

I agree to complete the work as described above in the application form and accept my responsibility to notify the Village of any changes to the information provided, at any stage of the project, prior to the disbursement of the approved grants.

I will allow the Village of McBride to use ‘before’ and/or ‘after’ pictures of the project and testimonials for the purpose of promoting this program in future.

I agree not to involve the Village of McBride or Northern Development Initiative Trust (NDIT) in any legal action between myself and any contractors, estimators, employees, workers or agents arising from or out of the Housing Incentive Program project.

I acknowledge that the submission of this application does not imply or guarantee approval of the requested incentive as the Village has the discretion to deny such requests either to limit funds disbursed through this program or for any other reason.

I have reviewed the Village of McBride Housing Incentive Program Guide and Village of McBride Housing Incentive Policy and, being satisfied with the program requirements would like to participate in the Program. Please accept my completed application with all ____ attachments.

Signature of Applicant: _____ Date: _____

Your personal information is maintained in accordance with the *Freedom of Information and Protection of Privacy Act*.

Office use only:

Date Received in office: _____ Staff Initials: _____ Folio: _____

Copy to Folio

Original to Planning Department

Date Received in Office: _____ Staff Initials: _____ Folio: _____

Fee Enclosed \$ _____ Receipt # _____

Property Taxes Paid

Project conforms to Village of McBride Zoning, OCP and Development Area Permit (if applicable) requirements.

Completed Housing Incentive Application Form and required attachments:

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- Copy of Title Certificate and any registered charges
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