



THE CORPORATION OF THE VILLAGE OF TELKWA  
"DOLLARS TO DOOR" HOUSING INCENTIVE PROGRAM  
SCHEDULE B – APPLICATION FORM

Date application received: \_\_\_\_\_ Application Fee Paid: \_\_\_\_\_

**PART 1: APPLICANT INFORMATION**

**1. APPLICANT**

Date: \_\_\_\_\_

Company name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

**2. PROPERTY INFORMATION**

Project address: \_\_\_\_\_

Legal description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_ District Lot \_\_\_\_\_

Current use of property: \_\_\_\_\_

Current zone(s) of property: \_\_\_\_\_

**3. AGENT / CONTRACTOR INFORMATION (if applicable)**

Company name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

**PART 2: PROJECT INFORMATION**

**4. PROJECT DESCRIPTION**

- a. New construction  Conversion to residential
- b. Housing type      Condominium                       Duplex   
                                 Apartment                       Triplex   
                                 Townhouse                       Quadplex
- c. Number of self-contained dwelling units to be created:
- d. Dwelling unit details
- |                               |            |                      |                   |                      |
|-------------------------------|------------|----------------------|-------------------|----------------------|
| Bachelor                      | # of units | <input type="text"/> | Unit size (sq ft) | <input type="text"/> |
| 1 bedroom                     | # of units | <input type="text"/> | Unit size (sq ft) | <input type="text"/> |
| 2 bedrooms                    | # of units | <input type="text"/> | Unit size (sq ft) | <input type="text"/> |
| 3 or more bedrooms            | # of units | <input type="text"/> | Unit size (sq ft) | <input type="text"/> |
| Total number of housing units |            | <input type="text"/> |                   |                      |

**5. TENURE TYPE**

- Ownership                       Rental                       Mixed

**6. PROJECT FOCUS**

- Market rental                       Entry-level home ownership   
Family housing                       One- or two-bedroom units   
Senior's housing

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

**7. BUILDING PERMIT**

Are you submitting this application with / have you already submitted a Building Permit application for the proposed project? \_\_\_\_\_

**8. ECONOMIC IMPACT**

Expected total project cost <i>(attached proposed budget)</i>	CA \$
Expected sale price per unit	CA \$
Expected monthly rental per unit	CA \$
Current property's tax revenue	CA \$
Expected property's tax revenue at completion of project	CA \$

To what extent will the project rely on local suppliers / trades for construction?

25% & below                       25% - 80%                       50% & above

Nature of positions	Number of new positions to be created	Hours of employment per week (average)	Total person months of employment to be created (average)	Position(s) or Title(s)
Direct permanent jobs (35 hrs/week for 12 months)				
Direct temporary jobs (during construction)				
<b>Total proposed full time equivalent (FTE) job creation</b>				
<i>1 FTE is equivalent to 1 new position working 35 hours / week for 12 months of the year</i>				

**9. STEP CODE COMMITMENTS**

Aim to achieve STEP Level 1                      Yes                       No

Aim to achieve STEP Level 2                      Yes                       No

Aim to achieve STEP Level 3 & above                      Yes                       No

**10. ENVIRONMENT & ACCESSIBILITY CONSIDERATIONS**

Describe the environmentally responsible and accessibility design features that will be incorporated in the proposed development:

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**11. LANDSCAPING AND AMENITY AREAS**

Describe areas of the site that will be landscaped and will contain other amenities or features that contribute to the aesthetics, enjoyment or ambience of the site:

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**12. PROJECT MILESTONES**

State of Project	Scheduled Date	Describe current stage of the project
Project start date		
1.		
2.		
3.		
4.		
5.		
Project completion date		

**13. FINANCIAL INCENTIVES / GRANTS**

Provide details of any financial incentive / grant programs that you have applied for, intending to apply for, or have received, as part of the proposed project:

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**14. HOUSING INCENTIVE PROGRAM FUNDING REQUEST**

Number of applicable units	Amount per unit	Total grant application amount <i>(maximum \$200,000)</i>
	\$ 10,000	\$

### **PART 3: APPLICATION CHECKLIST**

- Completed application form.
- Detailed project timeline to ensure that the project will be completed in two (2) years.
- Proposed budget.
- A letter of intent providing a description as to how a proposed project will benefit the community.
- A summary of actions taken by the Applicant to ensure that the project is "shovel ready".
- Recent photographs of the project site.
- If creating entry-level ownership units, submit a written confirmation providing details of the dwelling units, including anticipated sale price range, process for choosing eligible owners, and willingness to enter into a Housing Agreement with the Village of Telkwa at the Developer's cost.

### **PART 4: APPLICANT ACKNOWLEDGEMENT**

- I, \_\_\_\_\_, (Applicant) of \_\_\_\_\_ (company name) have read and understand the Village of Telkwa Housing Incentive Program Policy and the NDIT Northern Housing Incentive Program guide.
- I agree to complete the work as described in this application form and accept my responsibility to notify the Village of Telkwa 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 Telkwa to use before and/or after photographs of the project and testimonials for the purposed of promoting this program in the future.
- I agree not to involve the Village of Telkwa nor NDIT in any legal action between myself and any contractors, estimators, employees, workers or agents arising from or out of the Housing Incentive Program.
- I give my consent to the Village of Telkwa to make all inspections necessary to confirm that the approved plans are implemented in accordance with expected standards.
- Payment of approved grants will be made upon the applicant providing the Village of Telkwa proof of completion of the proposed development.

I hereby make application for the Village of Telkwa / NDIT Housing Incentive Program in accordance with the above-stated information and declare that the statements are true and correct.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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

**PART 5: APPLICATION ASSESSMENT (STAFF USE ONLY)**

#	Criteria	Desirability Score	Project Score
1	Percentage of local suppliers / trades	25% and below	10
		25% - 50%	15
		50% and above	30
2	Commitment to achieve BC Energy STEP Code requirements	STEP Level 1	10
		STEP Level 2	20
		STEP Level 3 and above	30
3	Supports environmentally responsible building and infrastructure design (not included in point 2)	15	
4	Project includes accessible units for people who experience disabilities	30	
5	Sustainable land use (ie. proposed dwelling unit density does not fall below 25% of the maximum density limit)	15	
<b>Maximum Project Score</b>		<b>125</b>	