

# Vacant Building Renovation Fee Waiver Program Application Form



Use this form to apply for a Renovation Fee Waiver to be used towards your Vacant Building By-law fees.

## Section 1 | Property Information

Property address: _____ Roll number (if known): _____	Is the building currently vacant? Yes No	Is the building currently boarded? Yes No
--	--	---

## Section 2 | Applicant Information

Registered owner name: _____ Company name (if applicable): _____ Mailing address: _____ Phone number: _____ Email address*: _____ <i>*All important communications regarding this application will be sent to this email address; ensure you provide an email address that you monitor regularly.</i>	Applicant type:  Registered owner  Authorized agent
--	---

<b>If applying as an authorized agent:</b> Agent name: _____ Company name: _____ Phone number: _____ Email address: _____	Written authorization from owner attached:  Yes  No
---	---

## Section 3 | Permit Information

### Building / Construction Permits

List all building and construction permits issued for the vacant building

Permit Type	Permit Number	Date Issued	Permit Cost	Date of Final Inspection	Copy of permits attached.  Yes  No
			\$		
			\$		
			\$		
			\$		

# Vacant Building Renovation Fee Waiver Program

## Application Form



### Section 4 | City Grant Information

Total grant funding received in the last 12 months: \$ \_\_\_\_\_

Name of grant / Value received:

Housing Accelerator Fund (HAF) Grant \$ \_\_\_\_\_

Housing Rehabilitation Investment Reserve (HRIR) Grant \$ \_\_\_\_\_

Vacant Building Grant \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

*\*Attach a copy of your grant documentation (i.e. letter or agreement) indicating the type of grant, value of the grant, and for which building or property the grant is assigned to.*

### Section 5 | Fee Waiver Requested

Total cost of building / construction permit(s):  
\$ \_\_\_\_\_

Total value of City grants:  
\$ \_\_\_\_\_

Total value of fee waiver requested:  
\$ \_\_\_\_\_

### Section 6 | Required Acknowledgement

Please read and sign the statement below:

1. The information provided on this application form and any attached documents are submitted for review only and I will receive an email confirming that a fee waiver has been approved.
2. I understand that fee waivers can only be applied to Vacant Building By-law Fees and in accordance with this by-law.
3. I understand that fee waivers are non-transferable.

Applicant name: \_\_\_\_\_

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

### Section 7 | Required Attachments Checklist

Please attach the following:

Copy of active Development Permit

Copies of all required building and construction permits

*For City Use Only*

Date application received: \_\_\_\_\_

Application complete:

Yes

No

Reviewed by: \_\_\_\_\_

Decision:

Approved

Denied

More information required

Comments: