



City of Regina

City of Regina Housing Incentives Policy Rental Housing Tax Exemption Application

The City of Regina provides a tax exemption for the development of affordable and market rental housing. This includes rental developments with two or more rental units. A summary of the Policy and information about the Housing Incentives Program are available on Regina.ca under the Housing section.

Note: To be eligible, applications must be made while development is underway and will not be accepted retroactively once development is complete.

Eligibility Requirements

- Completed application form, property title, approved building permit and occupancy permit must be submitted annually by October 31. Exemptions begin on January 1 of each year following the approval of your application.
- The exemption is provided for new construction or for the 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 Regina must be paid.
- Two or more approved rental units. Units must be in an R2 Zone or higher where a duplex or semi-detached is allowed. Zoning for a site can be found on Building Permit.
- Single family dwellings with rented secondary suite are eligible but must fill out the Secondary Suite application.

Not Eligible

- Existing homes, renovations, homes built on existing foundations, group or care homes.
- Existing rental apartments that are being converted to condominium units.
- Single family homes or condominiums owned by a private company, corporation or individual that are being rented.
- Two rental units in R1 or R1A Zone (apply under the Secondary Suite exemption).
- Market rate ownership units outside of the City Centre (apply under City Centre exemption).
- Market Rental units in Program Area 3 after October 31, 2016. Only Affordable Rental units in Program Area 3 will be eligible after October 31, 2016.

Property to be Exempted:

Property Address: _____ Postal Code: _____

Legal Description: _____

How should we contact you/where should we send legal papers?

Full Name(s) of Applicant: _____

Applicant's Primary Residence Mailing Address: _____

City: _____ Postal Code: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email: _____

Eligibility Information

1. The following is a list of eligible applicants. Check the one that applies to you:

- I am the owner renting two or more units.
- I am an authorized representative of a non-profit, First Nation or Métis, or cooperative housing organization.
- I am a developer/representative of the property owner working on a rental development for the private market.

2. Have you also applied under the City's Housing Incentives Policy Capital Grant Program?

- Yes, I have applied for Affordable Rental Units.
- If yes, how many Capital Grants have been conditionally approved? ()
- No

3. What zoning district will the rental units be built in? (Note: Zoning information can be found on the building permit)

_____ Zoning

4. Check what kind of development is this?

- Duplex/Semi-detached
- Triplex
- Fourplex
- Rental apartment building
- Mixed residential-commercial
- Other

5. Check how many rental units are being built?

Number of units _____

6. Is this project all new construction or a re-use of an existing building?

- All new construction
- Re-use of an existing commercial or other non-residential building

7. What is the total floor space including all floors?

Area _____

8. Will any portion of the development be new or existing commercial? If so, what is the floor area of the commercial space?

- Yes, the new commercial space is: _____
- Yes, the existing commercial space to be retained is: _____
- No, the project is residential only.

9. For developments of four or more units, please complete the Score Card at the end of this application. (Note: This will be reviewed by the current Planning and/or Building Standards Branch)

- Project Score Card has been completed and is attached to the application

10. Have you started construction?

- Yes. Start date: _____
- No. I expect to obtain the building permit by: _____

11. When do you expect to complete construction?

- Construction is complete and an occupancy permit has been issued.
- Construction is complete but an occupancy permit has not been issued.
- Expect construction to be completed by: _____

12. Please attach the following information to this application:

- A current title for the property or properties being developed. If there is more than one lot, provide the title for each lot.
- An approved building permit and occupancy permit. Permit information can be obtained from Regina.ca or by calling the City of Regina at 306-777-7551.

I, the undersigned, understand the conditions of eligibility and hereby apply for a conditional tax exemption under the City of Regina Housing Incentives Policy.

Signature: _____ Date: _____

Complete this form and return it to:

**City of Regina
Assessment, Tax & Real Estate Department
4th Floor, City Hall, 2476 Victoria Avenue
PO Box 1790, Regina, SK S4P 3C8
Phone: 306-777-7000 Fax: 306-777-6822**

All personal information collected on this form is handled and maintained in accordance with the City of Regina's Customer Privacy Policy, which is available on Regina.ca.

APPENDIX A - Score Card - Design and Development Criteria

Developments of four units or more including single buildings, planned group developments and multi-dwelling housing forms must complete this Score Card and submit it with an application for Tax Exemptions. Criteria are drawn from the Design and Development Criteria of the Housing Incentives Policy (November 2013) as well as relevant policies of *Design Regina: The Official Community Plan Bylaw No. 2013-48 (OCP)*. In addition, redeveloped school sites are subject to the "School Site Re-Use Guidelines" (Appendix B of the OCP). Applicants may be asked for further information or documentation to prove that they meet the requirements set out below.

DEVELOPMENT FEATURES		POTENTIAL POINTS	EARNED POINTS ¹
Housing Needs	50% of units are either: 1) Modest housing (units equal to or less than 500 Square Feet) or 2) Large units for families (3 BR or more). 50% of units must be either unit type to receive points.	5	
	Needs based accommodation. 15 points are assessed for developments that target any of the following populations: Aboriginals, At-risk youth, persons with specific needs, or seniors.	15	
	Accessible, barrier free design principles (wheelchair accessible buildings, units and bathrooms) of 10% or more of units (5% is required for multi-unit rental as per <i>The Uniform Building and Accessibility Standards Regulations</i>)	10	
	Below Market Rental Housing development	10	
	On-site support service included (e.g. counselling, daycare) ²	5	
Building and Urban Design Elements	Street level activity/pedestrian comfort/safety: two points if <u>one</u> of the following is met: a) porches or programmed amenity space (e.g. benches, play equipment, bike racks, etc.); b) there is interface with the street such as low or no fences; or c) ground floor commercial development has been included or retained in mixed-use building	3	
	Façade design: Building design includes variation in massing, materials or colour and avoids use of blank walls that are visually prominent ³	3	
	Open site design: three points will be earned if either is met: a) there is continuity of the existing street and lane grid; b) the development's front facades do not turn back on adjacent houses, street or other buildings	3	
	Active/weather-compatible amenity space and landscaping: one point if either of the following is met: a) 15% or more amenity space (minimum of 10% required as per <i>Zoning Bylaw No. 9250</i>) for 20 or more units (includes amenities for children, families, seniors, etc.); b) landscape improvements in excess of minimum requirements (significant addition or conservation of trees, hedges, bushes, shrubs)	1	

	Construction uses and skill development and training initiatives recognized by the Saskatchewan Apprenticeship and Trade Certification Commission or under a Ministry of Economy Labour Market Development Program	4	
Parking Facilities	Parking/vehicular access is by the rear lane. Where no rear lane exists, the any front yard parking is screened by the residential buildings or landscaping.	1	
	Enclosed or covered bicycle parking in excess of 10% of units (5% is required for multi-unit as per <i>Zoning Bylaw No. 9250</i>)	1	
	On-site Car Share or Bicycle Share for tenants ⁴	3	
Adaptive Re-use/Infill	Building adaptive re-use for conversion of a non-residential building to residential use	2	
	Infill on a previously developed vacant or brownfield site in an established residential or mixed-use neighbourhood.	5	
Complete Neighbourhoods	Access to nearby public transit (within 400 m of a transit stop) ^{5 6}	5	
	Access to nearby licensed child care (within 1000 m of licenced child care centre) ⁶	5	
	Access to nearby employment opportunities or shopping facilities (within 1000 m of commercial district) ⁶	5	
	Access to nearby green public space (within 500 m to a public park) ⁶	2	
	Access to nearby leisure facilities (within 1000 m of a public leisure centre) ⁶	2	
	Access to nearby schools (within 500 m of an elementary, secondary or high school) ⁶	2	
Sustainable Design	On-site renewable energy generation	1	
	One point is earned for outdoor landscaping or irrigation systems that meet one of the following requirements: (a) an irrigation system that uses grey water (b) an irrigation system equivalent for water capture, storage and reuse; or (c) permeable pavement	1	
	LEED certified or LEED shadow building ⁷	5	
	Green roof or passive solar design	1	
	TOTALS		100
CITY EVALUATION		completed by staff	

¹ Partial points are not permitted unless otherwise noted. In other words, in each category if the applicant meets that requirement they are assessed the full number of potential points for that item. So for example if the development targets Aboriginal residents the development would get the full 15 points. It is not necessary for the development to target all needs based accommodation listed in order to get the full 15 points.

² If unsure of whether a proposal satisfies the criteria contact Neighbourhood Planning staff.

³ Administration may require that the applicant provide a written brief describing how the façade has been designed to meet this criteria.

⁴ For a car share, an agreement with Regina Car Share or equivalent is required; for a bike share program documents including a program description, membership requirements and other operational details are necessary to receive points.

⁵ Project is eligible if the subject property is within 400 m of a planned transit stop in an approved concept plan.

⁶ Based on the travel distance of a pedestrian using existing sidewalks or public pathways.

⁷ LEED certification or LEED shadow documentation required to confirm.