City of Revelstoke
Development Services
216 Mackenzie Ave, Revelstoke, BC
250-837-3637 | development@revelstoke.ca

APPLICATION FORM
MUNICIPAL LAND DISPOSITION REQUEST
AFFORDABLE HOUSING RESERVE FUNDING REQUEST

Part One – Type of Application *(select all that apply)*	Office Use Only
☐ Affordable Housing Reserve Funding Request ☐ Municipal Land Disposition Request	Application No.: _____ Date of Application: _____ Accepted By: _____

Part Two – Funding Request *(only applicable for Affordable Housing Reserve Funding Request)*
Amount of Funding Requested:

Part Three – Subject Property for Disposition and / or Development		
Civic Address:		
Legal Description:		
Parcel Identification (PID):		
Roll Number:		
Official Community Plan Land Use Designation:		
Current Zoning:		
Is the Property Affected by the Floodplain? *(If answered YES, any future site plans will be required to show geodetic elevations of site and setback from water body)*	☐ Yes	
	☐ No	
Slopes Greater than 30% on Property? *(If answered YES, geotechnical assessment and Development Permit to protect development from Environmentally Hazardous area may be required)*	☐ Yes	
	☐ No	
Description of Existing Development Context:		

Part Four – Applicant Information		
Organization Name:	**Non-profit Society**	☐ Yes
		☐ No
Name / Company:		
Address:		
City: / **Postal Code:** / **Phone:**		
Email:		
Canada Revenue Agency Charity #:		

Part Five – Development Proposal
Description of the proposed development:

Part Six – Acknowledgement and Signatures

Any information provided on this form is collected in accordance with the Freedom of Information and Protection of Privacy Act, for the purpose of administering relevant planning and land use management processes pursuant to Part 14 of the *Local Government Act*. Applicants are advised that all planning and land use management processes are public, and any materials submitted become part of the public record. All information submitted may be used for reports to Council, available to the public upon request and may be distributed on the City's website. Should you have any questions or concerns about the collection and / or release of your personal information, please contact Corporate Services by emailing admin@revelstoke.ca or calling 250-837-2911.

By signing this application form:

☐ I confirm that I have read Policy DS-25 (Affordable Housing Reserve and Online Accommodation Platform Fund Policy) and Policy DS-26 (Municipal Land Disposition for Affordable Housing Policy) and that the application is completed in conformance with these policies. I acknowledge that if I am successful in my application, further information will be required from the City at subsequent stages of the approval process in accordance with City policy.

☐ I acknowledge that any initial approval from the City of Revelstoke that may be provided to grant funds or municipal land disposition as a result of this application is non-binding and that the City may rescind this approval at their discretion.

☐ I acknowledge that any confirmation of approval for disposition of municipal lands is in the form of an executed purchase agreement or executed lease agreement and that all future development shall be aligned with said agreement.

☐ I declare that the documents submitted in support of this applications are, to the best of my knowledge true and correct. Any material, falsehood, or any omission of a material fact made by the applicant and / or owner with respect to this application may result in an issued permit becoming null and void.

☐ I acknowledge that further information may be required by the City in accordance with the Development Approval Procedures Bylaw No. 2356 at future development stages and accept responsibility if processing delays are caused by insufficient application materials.

☐ I acknowledge that all fees charged in connection with any required future applications are in accordance with the City of Revelstoke Fees and Charges Bylaw No. 2256, as amended, and that further charges may be required based on various stages of development including but not limited to Development Cost Charges, Third Party Review fees, and / or Securities.

☐ I acknowledge that the City will endeavour to process this application within 30 calendar days in accordance with applicable policy, but will not hold the City liable for any processing delays that may result from further review of the application, requests for additional information, or scheduling delays with Council meetings.

☐ I acknowledge that the individual listed as the 'Applicant' is the sole point of contact for this application and will be responsible for all communication with City representatives.

Applicant Name (Print):	Applicant Signature:	Date:
Owner(s) Name (Print):	Owner(s) Signature:	Date:

Please note that this application form is not intended to supersede any applicable bylaws, policies, or legislation. Any contradiction, dispute or difference between the contents of this application form and applicable bylaws, plans, policies, guidelines, or legislation, will be resolved by reference to the bylaws or other official documents.

**City of Revelstoke
Development Services**
216 Mackenzie Ave, Revelstoke, BC
250-837-3637 | development@revelstoke.ca

APPLICATION CHECKLIST
MUNICIPAL LAND DISPOSITION REQUEST
AFFORDABLE HOUSING RESERVE FUNDING REQUEST

This checklist outlines the standard requirements for all Municipal Land Disposition and Affordable Housing Reserve Funding request applications. Some checklist items are required for all applications, and some of the items may be applicable depending on the nature and complexity of the application. **Please note that only complete applications will be accepted.**

After submission of an application and payment of applicable fees, further information may be requested by staff in order to process the application in accordance with Policy DS-25 (Affordable Housing Reserve and Online Accommodation Platform Fund Policy) and Policy DS-26 (Municipal Land Disposition for Affordable Housing Policy).

Applicants are required to go through this checklist, and under the column titled, '**Submitted**' check off the items that are being submitted in support of the application.

Prior to submitting an application, unless otherwise specified by City staff, a pre-application meeting is required. Pre-application meetings can be scheduled by emailing development@revelstoke.ca. A pre-application meeting will help identify any 'Additional Submission Requirements' as per this checklist. Please review the information pertaining to pre-application meetings on the City's website.

OFFICE USE	SUBMITTED	CHECKLIST	DETAILS
Required Submissions:			
○	○	Completed Application Form, Checklist & Agent Authorization Form	Municipal Land Disposition / Affordable Housing Reserve Funding Request Application form, checklist, and agent authorization (if applicable) completed in full.
○	○	Proposal Summary	A Proposal Summary outlining the following information: • Executive summary of the proposed project including the nature of request for municipal land disposition (if any), subject property, overview of development proposal etc.; and • Summary of the planned concept for the proposed site (inclusion of maps and any visuals is preferred).
Additional Submission Requirements *(Confirm requirements with Development Services staff in pre-application meeting.*			
○	○	Municipal Disposition Request Summary	A report outlining the following information: • Executive summary of the proposed project including the nature of request for municipal land disposition (if any), subject property, overview of development proposal etc.; • Summary of the mission, history, and organizational structure of the applicant / organization; • Overview of what operational and / or property management experience the applicant has with affordable housing; • Overview of what construction and development experience the applicant has with affordable housing; and • Summary of the planned concept for the proposed site (inclusion of maps and any visuals is preferred).

○	○	Affordable Housing Reserve Funding Request Summary	A report outlining how the following criteria will be met through the development proposal: • Distributed funds must guarantee benefit to those facing housing vulnerability and affordability issues in Revelstoke; • The project must demonstrate financial viability; • The project must include a plan for financial leveraging and partnerships with other government funding agencies, private industry, community agencies, and / or individuals (unless the request is for concept development funding); • Location of the proposed project (must be in City limits); • Promotion of sustainable building practises; and • Affordability levels proposed for the development. Please note that applications that only include market rental or market homeownership models will not be considered unless otherwise directed by Council.