



Development Charge Instalment Declaration Form

This form is to collect information required to enable the City to set up the processes necessary for developments that are eligible under Section 26.1 of the Development Charges Act, 1997, to pay the development charges in instalments commencing at building occupancy rather than at permit issuance. This form shall be completed for the eligible forms of development: Rental, Institutional and Non-Profit Housing. City Development Charges will be payable in equal annual instalments beginning on the earlier of the date of the issuance of a permit under the *Building Code Act, 1992* authorizing occupation of the building and the date the building is first occupied

A. Applicant Information		
Property Owner		
Mailing Address	Unit number	Lot/Con
Municipality	Postal Code	
Contact Person	Phone Number	Email Address
B. Development Information		
Street Address		
Municipality	Postal code	Building Permit Number
Tax Roll		
C. Type of Development		
Please confirm the type of development below according to Section 26.1 of the DC Act: <i>The identified type of development will be subject to confirmation by the City based on information provided through the development process and the evidence attached to this declaration.</i>		
Rental: development of a building or structure with four or more dwelling units all of which are intended for use as rented residential premises.		
Institutional: development of a building or structure intended for use for long term care, retirement homes, universities, clubhouses or athletic grounds of the Royal Canadian Legion and hospices		
Non-Profit Housing: development of a building or structure intended for use as residential premises by a corporation without share capital to which the Corporations Act applies, that is in good standing under that Act and whose primary object is to provide housing		
Rental (6 annual instalments) A building that has, or intends to, apply for condominium status is NOT eligible.	Institutional (6 annual instalments) Long Term Care Retirement Home Post-secondary institution Royal Canadian Legion Hospice	
Non-Profit Housing (21 annual instalments)		
*Change in Type of Development <i>If any part of a development is changed so that it no longer consists of a type of development listed above, the development charge, including any interest payable, but excluding any instalments already paid, is payable immediately</i>		
D. Invoice Contact Information		
Contact Person	Phone Number	Email Address
Company		
Street Address		
Municipality	Postal code	



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E. Interest

Interest shall be charged on the deferred DCs based on the Council approved Policy (anticipated policy: Bank of Canada's prime rate + 2%, fixed at the time the building permit is issued and shall be compounded semi-annually.

F. Declaration

I certify and acknowledge that:

1. I am the owner of the property or, if the owner is a corporation or partnership, that I have the authority to bind the corporation or partnership for the development related to the building permit identified in Section B of this form.
2. I am aware, and agree, that the City Development Charges applicable to this permit are _____ as calculated at the time I am signing this form. Should the building permit issuance date be after today's date, I understand that the calculated amount due may be subject to change.
3. I am aware that the type of development as identified in Section C of this form is subject to confirmation by the City based on information provided through the development process and the evidence attached to this declaration. If the type of development cannot be demonstrated and confirmed, I will be required to pay Development Charges prior to building permit issuance.
4. I am aware that Educations DCs and Parkland Dedication are not subject to instalments and, if applicable, are due prior to building permit issuance.
5. I will receive confirmation of the City Development Charges applicable to the permit after permit issuance and will work with City of Hamilton staff to resolve any questions I have at that time.
6. I will notify the City of Hamilton within 10 business days of the earlier of occupying any part of the building or receiving authorization to occupy any part of the building and that failure to do so does not absolve my responsibility to make a payment at that time.
7. I will receive a payment schedule at the time the first instalment comes due and annual invoices thereafter.
8. I will make the annual payments are per instructions on the invoice in a timely manner and that any amounts that are not paid will be added to the property tax roll and collected in the same manner as property taxes.
9. I will notify the City of Hamilton should a change in use of the building be considered and understand that I may be required to pay any outstanding balance of unpaid Development Charges at that time.
10. I will notify the City of Hamilton should a change of contact be required.
11. The information contained in this application is true to the best of my knowledge.
12. **I have attached evidence of intended use and/or an affidavit confirming intended use.**

_____ Date

_____ Name (and Position)

_____ Signature

G. Declaration Alternative

I certify and acknowledge that:

1. I am the owner of the property or, if the owner is a corporation or partnership, that I have the authority to bind the corporation or partnership for the development related to the building permit identified in Section B of this form.
2. I am choosing to not attach evidence of intended use and/or an affidavit confirming intended use.
3. I understand that, without evidence of intended use, that Development Charges will be due and payable, in full, prior to building permit issuance.
4. I will not, after permit issuance, seek to provide evidence of intended use and/or an affidavit confirming intended use to seek a refund or instalment terms related to the payment of Development Charges.

_____ Date

_____ Name (and Position)

_____ Signature



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H. Inquiries and Contact

For more information or to provide a notice required in Section F, please contact:

DC Request Team

Financial Planning, Administration & Policy
Finance & Corporate Services Department
71 Main St. West, Hamilton, ON L8P 4Y5
Phone: 905-546-2424 Ext. 4400
Email: DCRequest@hamilton.ca

I. OFFICE USE

File #:	Date Authority provided to Building:	Date Occupied:
Date Received:	Date of Permit Issuance:	Instalment Schedule Sent:
Verification of ownership:	Confirmed Amount:	AR Customer #:
Verification of development type:	Confirmation Sent:	
Approved: YES NO		