



This application form is to be used to request the deferral of Development Charges under the City of Hamilton's Discretionary Development Charges Deferral Program ([Section 34 of By-Law 19-142](#)).

Developments eligible for legislated instalment payments should instead complete the [Development Charge Instalment Declaration Form](#).

Applications for deferral of City Development Charges (DCs) for 5 years are accepted for industrial, non-residential, and high-density residential developments with a minimum City Development Charge payable of \$50,000. Application does not guarantee approval. For approved developments, it takes approximately 3-4 months from application to execute the agreement.

APPLICATION FEE PAYABLE (Fee set via 2023 Tax Supported User Fees Report FCS22084) \$780.00

APPLICATION INSTRUCTIONS

Please complete the Application Details Section of the Application Form in Full

The \$780 Non-Refundable Application fee is Payable by Cheque to the "City of Hamilton"

Please return the completed application and application fee to:

City of Hamilton
Attention: Ailish Brooke, 1st Floor Finance
71 Main Street West
Hamilton, ON
L8P 4Y5

AND

send a scanned copy to
DCRequest@hamilton.ca

APPLICATION DETAILS

Applicant Information

Application Date: _____

Property Owner: _____
Individual or Company Name

Signing Authority: _____
Individual to Bind the Company including Position/ Title

Majority Shareholder: _____
Individual to enter into Personal Guarantee

Mailing Address: _____

General Phone Line: _____

Contact Person: _____
Name _____ *Phone Number* _____

Email Address

Legal Representative Information

Note: Lawyer must be able to register the agreement as a mortgage on title (member of Teranet)

Lawyer's Name: _____

Law Firm: _____

Address: _____

Phone: _____

Email: _____

Development Information	
Name of Development:	_____
Address of Development:	_____
Legal Description of Land:	_____
Type of Development:	_____
	<i>e.g. 60,000 square foot industrial building, 320 unit apartment building, etc.</i>
Building Permit Number:	_____
Expected Building Permit Issuance Date:	_____
	<i>Note: execution of approved deferral agreements can take 3-4 months. Building Permits will not be issued until DCs have been paid or a deferral agreement has been executed.</i>
Requested dollar value of DCs to be Deferred:	\$ _____
	<i>Note: only City DCs are eligible for deferral.</i>

APPLICATION RECEIPT		
For DCPD Use Only		
		Staff Initials
Application Number:	_____	_____
Date Application Received:	_____	_____
Date Application Fee Received:	_____	_____
DC Deferral Amount:	_____	_____
Date Application Approved:	_____	_____

DEFERRAL PROGRAM DETAILS	
Interest	
Industrial Developments:	Interest shall be charged on DC Deferral Agreements based on the City's Five Year Debenture Rate for the month the relevant building permit is issued. 1st to 4th priority on title: +0.25% administrative fee + 0.75% 5th priority on title: Not Eligible
Non-Industrial Developments:	Interest shall be charged on DC Deferral Agreements based on the City's Five Year Debenture Rate for the month the relevant building permit is issued. 1st or 2nd priority on title: +0.25% administrative fee + 3.0% 3rd priority on title: +0.25% administrative fee + 4.5% 4th priority on title: +0.25% administrative fee + 6.0% 5th priority on title: Not Eligible
ERASE DC Deferrals:	A development approved by the City for an Environmental Remediation and Site Enhancement Redevelopment (ERASE) Grant, may be permitted to defer City development charges with no interest. In addition, there is no application fee applicable to ERASE DC Deferral applications.