



# FINANCIAL PLANNING, ADMINISTRATION AND POLICY DEVELOPMENT CHARGES, PROGRAM AND POLICIES

## Development Charges Deferral Agreement Application Form

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 39 of By-Law 24-072).  
Developments eligible for legislated instalment payments should instead complete the Development Charge Instalment Declaration Form.

**Applications for deferral of City Development Charges (DCs) 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.**

<b>APPLICATION FEE PAYABLE</b>
(Fee set via 2026 Tax Supported User Fees Report FCS25053)
<b>\$987.68</b>
<i>Includes HST</i>

### APPLICATION INSTRUCTIONS

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

The \$953.31 Non-Refundable Application fee is Payable by Cheque to the "City of Hamilton"

<b>Please return the completed application and application fee to:</b>	City of Hamilton Attention: Ailish Brooke, 1st Floor Finance 71 Main Street West Hamilton, ON L8P 4Y5	<b>AND</b>	send a scanned copy to DCRequest@hamilton.ca
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### DEFERRAL PROGRAM DETAILS

#### Interest

<b>Industrial Developments:</b>	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
<b>Non-Industrial Developments:</b>	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
<b>ERASE DC Deferrals:</b>	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.

**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:** \_\_\_\_\_

*e.g. 60,000 square foot industrial building, 320 unit apartment building, etc.*

**Building Permit Number:** \_\_\_\_\_

**Expected Building Permit Issuance Date:** \_\_\_\_\_

*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.*

**Requested dollar value of DCs to be Deferred: \$** \_\_\_\_\_

*Note: only City DCs are eligible for deferral.*

**APPLICATION RECEIPT**

**For DCPD Use Only**

**Staff Initials**

**Application Number:** \_\_\_\_\_

**Date Application Received:** \_\_\_\_\_

**Date Application Fee Received:** \_\_\_\_\_

**DC Deferral Amount:** \_\_\_\_\_

**Date Application Approved:** \_\_\_\_\_