

City of Hamilton Development Charges Discretionary Deferral Program Application Form

Please contact DCRequest@hamilton.ca with any questions.

Eligibility

This form is used to apply for a deferral of Development Charges (DCs) for five years through the City of Hamilton's Discretionary Deferral Program (Discretionary DC Deferral), as permitted under [Section 40 of Development Charges By-law 24-072](#).

Eligible Development Types

- Industrial developments
- Non-residential developments (e.g. commercial)
- High-density residential developments

Minimum City DC

To be eligible, City DCs payable must be \$50,000 or more.

Approval and Timing

Applying does not guarantee approval. If the application is approved, it may take approximately three to four months to complete and execute the deferral agreement. The deferral agreement will need to be completed and in place before the building permit is issued.

Deferral Program Details

Security Requirements

The Discretionary DC Deferral agreement requires applicants to provide a personal guarantee; and a mortgage registered on title of the development property.

Interest Rates

Interest on deferred City DCs is based on the development type:

- **Industrial developments:** Building permits issued on or before August 31, 2027 may qualify for a Discretionary DC Deferral with no interest.
- **Other eligible developments:** Interest is based on the City's Five Year Debenture Rate in effect when the building permit is issued, plus:
 - 1st or 2nd priority on title: +3.25%
 - 3rd priority on title: +4.75%
 - 4th priority on title: +6.25%

Application Instructions

1. **Confirm eligibility:** Review the eligibility requirements before applying. To confirm eligibility, please contact DCRequest@hamilton.ca.
2. **Complete the application form:** Complete the Application Details section of the application form in full.
3. **Prepare the application fee:** A cheque for the non-refundable application fee of \$987.68, payable to the City of Hamilton, is required.
4. **Submit the application package:** The completed application package must be submitted by **both mail (or in person) and email**.

Mail or In-Person:

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

Email:

DCRequest@hamilton.ca

Application Details

Application Date:

Development Information

Development Address:

Legal Description of Land:

Type of Development:

Building Permit Number:

Expected Building Permit Issuance Date:

Requested City DC Deferral Amount:

Applicant Information

Property Owner:

Signing Authority:

Personal Guarantor(s):

Mailing Address:

Contact Person's Name:

Contact Person's Email:

Contact Person's Phone Number:

Legal Representative Information

Note: The Lawyer identified as the legal representative must be a member of Teranet in order to register the Discretionary DC Deferral agreement as a mortgage on title.

Lawyer's Name:

Law Firm:

Lawyer's Email:

Lawyer's Phone Number:

Notice of Collection

The City of Hamilton collects information under authority of Sections 10 and 227 of the Municipal Act, 2001 as well as Sections 39 & 40 of the City's Development Charges By-Law, 24-072. Any personal information collected for City of Hamilton Development Charges Discretionary Deferral Program Application Form will be used to confirm the identity and authority of applicants and representatives, assess eligibility for the deferral program, review financial and legal requirements, prepare and administer deferral agreements and security documents, communicate about the application, and support recordkeeping, monitoring, auditing, legal review and compliance. Please be advised that information collected may be shared with the applicant's legal representative, land registry services, financial institutions or security holders, auditors, regulators, or other parties where needed to administer the program or where authorized or required by law. Only the information necessary for that purpose will be disclosed. By providing your email address, you are consenting to receiving emails from the City of Hamilton and/or their agents/contractors to contact applicants, property owners, guarantors, and legal representatives about application details, supporting documents, status updates, agreements, payments, compliance, and other matters related to administering the Development Charges Discretionary Deferral Program. Questions about the collection of this personal information can be directed to the Senior Financial Analyst, Financial Planning, Administration and Policy, Corporate Services, 71 Main Street West, 1st Floor Finance, Hamilton, ON L8P 4Y5, (905) 546-2424 x4400, Email: DCRequest@hamilton.ca.