



Heart of Our City Housing Incentive Program Application Form



PART 1 – PROJECT INFORMATION

1. Applicant(s):

Date: _____ Project Application #: _____

Name of Registered Property Owner: _____

Company Name: _____
(If Applicable)

Mailing Address: _____

Contact information:

Phone 1: _____ Phone 2: _____

E-mail: _____

2. Site Location:

Civic Address: _____

Plan: _____ Block: _____ Lot(s): _____

3. Agent/Contractor(s) Information (if applicable):

Company Name: _____

Contact Name: _____

Phone 1: _____ Phone 2: _____

E-Mail _____

Mailing Address: _____

4. Project description:

a. Residential only: Yes No

b. Mixed-use: Yes N/A

c. Number of dwelling units:

d. Dwelling Unit Floor Area: # of Units Area

 # of Units Area

 # of Units Area

 # of Units Area

 Average Floor area/dwelling Unit:

e. Number of residential stories:

f. Number of commercial/office stories:

g. Commercial area: M² Ft² N/A

h. Office area: M² Ft² N/A

5. Built Form Description:

In consultation with your building design team, please provide drawings and describe in detail, the following aspects of the building:

a. architectural elements (refers to the unique features and component parts that together form the style of the building)

b. building massing (refers to the general shape and size of the building footprint in three dimensions)

c. building elements (refers to the aspects of the building which encourage continuity in the streetscape and to ensure breaks in facades. Key elements include setbacks, extrusions, textures and façade materials)

d. street wall and façade articulation (refers to the part of a building that faces a street and pertains to how and where buildings align together to define a proper walking environment)

e. corner sites (refers to the treatment of a building on a parcel of land with two or more front parcel lines that intersect at an angle so that the building contributes to the image and character of the area in which it is situated)

f. site maximization refers to the implied civic obligation to enhance the distinction and landmark quality of prominent corner sites to ensure that the highest possible standards in design and materials)

g. building orientation and placement (takes into consideration where buildings are situated on a site as well as how they are positioned so that architectural continuity with existing buildings can be retained and to ensure that new buildings do not appear to be out of place)

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- h. landscaping and amenity areas** (areas of the site that will be landscaped and will contain other amenity areas or features that contribute to the aesthetics, enjoyment and ambiance of the site)
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6. Confirmation of Project Funding Support:

Office Administration Use Only

I confirm that the Project Information (Part 1) submitted by the Applicant is consistent with the intent of the Heart of the City Housing Incentive Policy and program funding in the amount of \$_____ has been reserved from the Housing Incentive Fund for Project Application

#:_____

Grant Administrator

Date

PART 2 – PROJECT APPROVALS

1. **Land Use** reference information: Please indicate what land use (zone) is currently in place on this property:

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2. **Development Permit Approval** reference information: Please indicate the City of Lethbridge Development Permit number:

Development Permit #	
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3. **Safety Codes Permit(s)** reference information: Please indicate the Safety Code Permit reference number(s) for the work described:

Building Permit #	
Electrical Permit #	
Plumbing Permit #	
Gas Permit #	
HVAC Permit #	

4. **Project Details:**

Anticipated Commencement Date: _____

Projected Construction Value: _____

5. Confirmation of Project Eligibility:***Office Administration Use Only***

*I confirm that the Approved Project (Part 2) meets the eligibility criteria of the Heart of the City Housing Incentive Policy and program funding in the amount of \$_____ will be made available to the Applicant upon confirmation of "**Permission to Occupy**" the building being authorized by the City of Lethbridge.*

Grant Administrator_____
Date

PART 3 – PROJECT COMPLETION

Approval to release Project Funding:

Office Administration Use Only

I confirm that the Completed Project meets: the requirements of the Heart of the City Housing Incentive Policy (CC52); the conditions and requirements of City of Lethbridge Development and Permit Building Permits; and **has been granted “Permission to Occupy”** by the Building Inspections Department and further that funds in the amount of \$ _____ can be released to the applicant.

<i>Development Officer</i>	<i>Date</i>
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<i>Manager, Building Inspections</i>	<i>Date</i>
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<i>Grant Administrator</i>	<i>Date</i>
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<i>Planning and Development Office Manager</i>	<i>Date</i>
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