

---

## **Housing Target Area Process**

### **Overview**

The City of North Bay recognizes the importance of facilitating the development of housing options to service the needs of the community. The City has recently made changes to the Growth CIP – Housing Target Area, these changes include an expanded Housing Target Area and a new incentive the ‘Top-up Funding’.

There has been a lot of interest in the program, and it is important that applicants follow the process and be ready to begin construction before any financial incentives are allocated to their project, with the exception of the Professional Study Grant.

### **Process**

#### **Step 1 –**

Applicants are to review the program guidelines and the application form to ensure the project is eligible ([Housing Target Area - General Guidelines](#) ) before requesting a Pre-consultation meeting.

#### **Step 2 –**

Applicants request a Pre-consultation meeting with Planning Staff to review their proposal to ensure it meets the general program requirements. Pre-consultation meetings can be held in person, online or on the telephone. Pre-consultation meetings can be requested by email at [growthcip@northbay.ca](mailto:growthcip@northbay.ca) or by phone 705-474-0400 ex. 2414.

#### **Step 3 –**

Applicants that do not have Building Permit drawings complete can apply for Phase 1 of the Housing Application ([Housing Target Area - Application Form](#) ), which can provide 50% up to \$5,000 for the Professional Study Grant to help ensure the project is feasible and create suitable drawings to be submitted with a Building Permit.

If the property requires a Zoning By-law Amendment or a Minor Variance, applicants can also apply for the Municipal Fee Rebate in Phase 1, if approved, the Municipal Planning Fees can be rebated.

If it is determined that the project is not feasible, the Professional Study Rebate can still be rebated.

#### **Step 4 –**

Applicants would prepare their Building Permit Documents, including suitable drawings, determine the cost of the project by receiving quotes and creating a budget. Applicants can then apply for Phase 2 of their application, which includes the 'Top-up Funding'.

The applicant submits the complete Housing Target Area Application form. Once the application has been deemed complete, the applicant can start work on their project and invoices and receipts can be claimed back to the date of the complete application.

#### **Step 5 –**

Applicants will begin the work on their project and must request the required Building Inspections. Applicants will generally be given one year to complete their project. During construction Applicants must stay in good standing with various City Departments or could be disqualified from the program.

#### **Step 6 –**

When the project is complete the applicants are required to submit their expense tracking sheet, which Planning Staff will provide, and identify any invoices and fees that would be rebated to Planning Staff.

#### **Step 7 -**

Planning Staff will circulate to internal departments to ensure that the property is in good standing with the various City Departments. This includes Building Department, Zoning, Legal, Property Standards and Tax and Water.

#### **Step 8 –**

If the property is in good standing with the various departments, Planning Staff will prepare the rebate to send to Finance. This process generally takes two weeks to receive the rebate.