



Saanich Affordable Housing Reserve Fund Pre-Development Costs Grant Application Form

A. DECLARATION

Pursuant to Section 224 of the Community Charter:

I, _____ (NAME) of _____ (STREET ADDRESS),
_____, (CITY/TOWN), Telephone NO. _____ or _____

In the Province of British Columbia, do solemnly declare THAT:

I am the _____ (POSITION CURRENTLY HELD WITHIN ORGANIZATION) of the
_____, (NAME OF CORPORATION, ASSOCIATION, SOCIETY OR ORGANIZATION)

Have knowledge of the facts hereinafter detailed with respect to the applicant and proposed property for which **Saanich Affordable Housing Reserve Fund – Pre-Development Costs Grant** is being applied for.

Signature of applicant: _____ Date: _____

B. AFFORDABLE HOUSING PROJECT INFORMATION

1. Address/Location of project:

1.1 Is there currently a housing development on the site? Yes No

2. The lands are registered in the name of:

Organization:

Name: _____ Title/Position: _____

Phone: _____ Email: _____

3. Owner and operator of the housing project:

Owner:

Organization:

Name: _____ Title/Position: _____

Phone: _____ Email: _____

Operator (if different from owner):

Organization:

Name: _____ Title/Position: _____

Phone: _____ Email: _____



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3.1 If the housing operator is not also the owner, does the operator hold a long-term lease that secures the use of the land for affordable housing? Yes No

4. Project Description:

4.1 Please provide a brief description of the project location, scale, target population, supports and amenities, etc

4.2 Is the project primarily residential? Yes No

4.3 Does the project exclusively offer *rental* housing?
Yes, the project is rental tenure only No, the project includes owner-occupied units.

5. What is the scope of the proposed pre-development work? (E.g., feasibility studies; professional appraisal; site or special purpose surveys; preliminary designs. Please note ineligible costs in the SAHRF Policy)

Pre-development activity:	Cost:
	\$
	\$
	\$
	\$
	\$
	\$
	\$

5.1 Total amount requested from the SAHRF Pre-Development Fund: \$

6. Timeline for pre-development activities. (Please note that the pre-development work listed above must be completed within one year of receiving the funds).

Estimated start date: Estimated completion date:



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C. ORGANIZATION INFORMATION

1. Full name/title of organization:	
2. Mailing address of the organization (including Postal Code):	
3. Organizational mandate (The applicant must offer supportive or affordable housing within their mandate):	
4. Provide a brief history of the organization's provision of affordable rental housing:	
5. Is this a Registered Non-Profit Organization?	Yes No
6. Year of Incorporation:	
7. Primary Contact	
Name:	Title/Position:
Phone:	Email:
8. Contact information of two other officials in organization (i.e., Pastor, President, Manager, etc.)	
Contact 1:	
Name:	Title/Position:
Phone:	Email:
Contact 2:	
Name:	Title/Position:
Phone:	Email:



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D. OTHER INFORMATION

Provide any other information that may support your application (Optional)

DOCUMENTATION REQUIRED

Proof of Non-profit status

Proof of mandate to supply affordable rental housing (e.g. Covenant, Housing Agreement, Operating Agreement, Board Statement etc. related to the provision of affordable rental housing).

At least one of the following:

- Certificate of Title
- Copy of executed lease agreement

DISCLOSURE OF INFORMATION:

The Proponent agrees that any information provided in this proposal may be disclosed to the District of Saanich staff, committees, and Council for the purposes of evaluating this proposal.

Collection is authorized under the Local Government Act, Community Charter and sections 26(c),(e) of the Freedom of Information and Protection of Privacy Act. Questions about privacy can be directed to the District of Saanich Privacy Officer at 770 Vernon Ave, Victoria BC, V8X 2W7, 250-475-1775, foi@saanich.ca

Proponent
Name:

Proponent
Signature:

Date of Application Submission:

Thank you!

Please submit this application to housingreferrals@saanich.ca, or by mail or in person to the Planning Division, Saanich Municipal Hall, 770 Vernon Ave, Victoria BC, V8X 2W7.

Applications are reviewed by Planning staff. Final approval is provided by Council.

The District of Saanich offers other forms of support for non-profit housing providers, including fast-tracking approval processes and tax exemptions. Please see [Support for Non-Market Housing](#) on the District's website.