Stouffville

OFFICE USE ONLY

APPLICATION NUMBER: _____
DATE RECEIVED: _____

Non-Residential Development Charges Deferral Program (NRDCDP) Application Form

A: PROGRAM INFORMATION

1.1 Program Overview

The Town of Whitchurch-Stouffville's Non-Residential Development Charges Deferral Program (NRDCDP) provides eligible non-residential developments with financial incentives to support economic growth and job creation within the Town's designated employment lands.
The program offers:
- Deferral of the Town portion of Development Charges (DCs) for a period of five (5) years following first occupancy; and
- Exemption of the Town portion of property taxes on the assessed value of the new development for a period of five (5) years following first occupancy.

The program is in effect from **July 1, 2026 to June 30, 2029.**
Participation in the program is subject to satisfying all eligibility requirements and execution of the required legal agreements with the Town, and provide security acceptable to the Town.
Additional information is available on the Town's website:

https://www.townofws.ca/work/building-and-renovating/development-charges-costs/

1.2 Application Requirements

Applications must be submitted by email to **developmenthelp@townofws.ca** and include the following:

- Complete application form.
- Proof of approved Site Plan application.
- Business case/Project description.
- Construction timeline.
- Job Creation Plan.
- Copy of most recent property tax bill.

An application for a Development Charge (DC) deferral under the program may be submitted once a building permit application has been accepted by the Town.
Eligibility for the DC deferral will be assessed at the building permit stage through a separate and distinct review process that is independent of the building permit review and permit issuance process. Submission of a DC deferral application does not guarantee approval.
If the application is approved, the Town and the applicant will enter into a Section 27 Agreement under the Development Charges Act, 1997, and provide security acceptable to the Town.
A non-refundable administrative and legal fee is payable prior to execution of the agreement, as per the Town's Fees and Charges Bylaw

B: PROGRAM DETAILS

- Program period: July 1, 2026 - June 30, 2029.
- Development Charge (DC) deferral (Town Portion) for five (5) years from the date of first occupancy permit issuance.

- Property tax exemption (Town portion) for five (5) years on the assessed value of the new developments from the date of first occupancy permit issuance. All outstanding property taxes must be paid in full at the time of application.
- For developments with frozen rate certificates, the DC amount will include the accrued interest to the building permit issuance date according to the Development Charges Act, 1997.
- No interest charged during the deferral period.
- Failure to meet all program requirements will result in the full amount of DCs owing (plus the applicable interest) to be paid within 15 days from the formal notice provided by the Town.

C: ELIGIBILITY CRITERIA

To qualify, the development must:

- Be located within designated employment lands as identified in the Town of Whitchurch-Stouffville Official Plan.
- Be a new development application or Site Plan approval has not been granted as of the program commencement date - July 1, 2026.
- Have a minimum gross floor area of 75,000 sq. ft. The total GFA may include multiple buildings, provided they are located on the same property (one Roll number) and operated under a single ownership.
- Receive a building permit before June 30, 2029.
- Receive first occupancy permit within three (3) years of Site Plan approval (evaluated based on the construction timeline at this stage).
- Demonstrate a goal of accommodating a minimum of 50 new full-time on-site jobs (minimum job criteria will be evaluated on a case by case basis).
- Proposed use is within an eligible business sector including: advanced manufacturing, food and beverage processing, innovation and technology, health and life sciences, professional services, large-format retail, logistics, energy, and environmental.

D: APPLICANT INFORMATION

Applicant is: ☐ Owner **or** ☐ Authorized agent of owner

Applicant: _____

Address: _____

Phone number: _____ **Email address:** _____

Legal Representative Information

Solicitor name: _____

Address: _____

Phone number: _____ **Email address:** _____

E: DEVELOPMENT INFORMATION

Development name: _____

Development address: _____

Official Plan Employment Land Designation:

☐ Business Park Area

☐ Industrial Employment Area

Legal description of land: _____

Development type: _____

Total gross floor area: _____

If multiple buildings included:

☐ Located on the same property (one roll number)

☐ Under the same ownership

Assessment Role Number: _____

Business Sector:

☐ Advanced Manufacturing
☐ Food & Beverage Processing
☐ Innovation & Technology
☐ Health & Life Sciences
☐ Professional Services
☐ Large-Format Retail
☐ Logistics
☐ Energy
☐ Environmental

Site Plan Application Number: _____

☐ Complete Date of Completion: _____

Site Plan Agreement Number: _____

☐ Yes ☐ No

Date of Approval: _____

Building Permit Application Number: _____

Anticipated Building Permit Date: _____

Anticipated Occupancy Date: _____

F: JOB CREATION

Estimated # of full time on-site jobs within 1 year of occupancy: _____

Description of job types: _____

Supporting documentation attached: ☐ Yes ☐ No

G: FINANCIAL INFORMATION

Requested value of DCs to be deferred (Town portion): _____

Applicant acknowledges that:

☐ Deferred development charges are payable five (5) years after the first occupancy permit issuance.

☐ The deferred amount will be calculated at building permit issuance using the applicable rate in effect at that time (for developments with frozen rate certificates, the DC amount will include the accrued interest to the building permit issuance date).

☐ Provide to the Town security in a form of Letter of Credit or Surety Bond for the amount of the deferred development charges.

☐ No interest will be charged during the deferral period.

☐ Property tax exemption (Town portion) applies only to the assessed value of the new development for five (5) years after first occupancy.

☐ The applicant agree to enter into a Section 27 agreement under the DC Act with the Town regarding the terms of deferred development charges.

REQUIRED ATTACHMENTS

☐ Copy of approved Site Plan application.

☐ Business case / project description including construction timeline and job creation plan.

☐ Copy of most recent property tax bill (for verification of property ownership and assessment roll number).

APPLICANT DECLARATION

Applicant: (print name)

I _____ hereby declare that the statements herein are true and complete, to the best of my knowledge, and properly represent the purpose and intent of the declared use. I also declare that I have the authority to bind the corporation or partnership (if applicable), and I am acting as the owner or the owner's agent.

Signature of Applicant: _____ Date of Submission: _____