



Development Charge Instalment Declaration Form

This form is to collect information required to enable the City to set up the processes necessary for developments that are eligible under Section 26.1 of the Development Charges Act, 1997, to pay the development charges in instalments commencing at building occupancy rather than at permit issuance. This form shall be completed for the eligible forms of development: Rental and Institutional. City Development Charges will be payable in annual instalments beginning on the earlier of the date of the issuance of a permit under the *Building Code Act, 1992* authorizing occupation of the building and the date the building is first occupied.

A. Applicant Information			
Property Owner			
Mailing Address		Unit number	Lot/Con
Municipality		Postal Code	
Contact Person	Phone Number	Email Address	

B. Development Information		
Street Address		
Municipality	Postal code	Building Permit Number
Tax Roll		

C. Type of Development

Please confirm the type of development below according to Section 26.1 of the DC Act:
The identified type of development will be subject to confirmation by the City based on information provided through the development process and the evidence attached to this declaration.

Rental: development of a building or structure adding four or more dwelling units all of which are intended for use as rented residential premises.

Institutional: development of a building or structure intended for use for long term care, retirement homes, universities, clubhouses or athletic grounds of the Royal Canadian Legion and hospices.

Rental (6 annual instalments)
A building that has, or intends to, apply for condominium status is NOT eligible.

Institutional (6 annual instalments)

- Long Term Care
- Retirement Home
- Post-secondary institution
- Royal Canadian Legion
- Hospice

***Change in Type of Development**
If any part of a development is changed so that it no longer consists of a type of development listed above, the development charge, including any interest payable, but excluding any instalments already paid, is payable immediately.

D. Invoice Contact Information		
Contact Person	Phone Number	Email Address
Company		
Street Address		
Municipality	Postal code	



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E. Interest

Interest shall be charged on the deferred DCs based Development Charges Act Section 26.3 (anticipated policy: simple interest based on average prime rate for the five major Canadian banks + 1%, adjusted quarterly).

F. Declaration

I certify and acknowledge that:

1. I am the owner of the property or, if the owner is a corporation or partnership, that I have the authority to bind the corporation or partnership for the development related to the building permit identified in Section B of this form.
2. I am aware, and agree, that the City Development Charges applicable to this permit are _____ as calculated at the time I am signing this form. Should the building permit issuance date be after today's date, I understand that the calculated amount due may be subject to change.
3. I am aware that the type of development as identified in Section C of this form is subject to confirmation by the City based on information provided through the development process and the evidence attached to this declaration. If the type of development cannot be demonstrated and confirmed, I will be required to pay Development Charges prior to building permit issuance.
4. I am aware that Educations DCs and Parkland Dedication are not subject to instalments and, if applicable, are due prior to building permit issuance.
5. I will receive confirmation of the City Development Charges applicable to the permit after permit issuance and will work with City of Hamilton staff to resolve any questions I have at that time.
6. I will notify the City of Hamilton within 10 business days of the earlier of occupying any part of the building or receiving authorization to occupy any part of the building and that failure to do so does not absolve my responsibility to make a payment at that time.
7. I will receive an invoice at the time the first instalment comes due and annual invoices thereafter. An deferral amortization schedule to date will be available upon request.
8. I will make the annual payments as per instructions on the invoice in a timely manner and that any amounts that are not paid will be added to the property tax roll and collected in the same manner as property taxes.
9. I will notify the City of Hamilton should a change in use of the building be considered and understand that I may be required to pay any outstanding balance of unpaid Development Charges at that time.
10. I will notify the City of Hamilton should a change of contact be required.
11. The information contained in this application is true to the best of my knowledge.
12. **I have attached evidence of intended use and/or an affidavit confirming intended use.**

_____ Date

_____ Name (and Position)

_____ Signature

G. Declaration Alternative – Not Available for Rental Developments

I certify and acknowledge that:

1. I am the owner of the property or, if the owner is a corporation or partnership, that I have the authority to bind the corporation or partnership for the development related to the building permit identified in Section B of this form.
2. I am choosing to not attach evidence of intended use and/or an affidavit confirming intended use.
3. I understand that, without evidence of intended use, that Development Charges will be due and payable, in full, prior to building permit issuance.
4. I will not, after permit issuance, seek to provide evidence of intended use and/or an affidavit confirming intended use to seek a refund or instalment terms related to the payment of Development Charges.

_____ Date

_____ Name (and Position)

_____ Signature



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H. Inquiries and Contact

For more information or to provide a notice required in Section F, please contact:

DC Request Team

Financial Planning, Administration & Policy
Finance & Corporate Services Department
71 Main St. West, Hamilton, ON L8P 4Y5
Phone: 905-546-2424 Ext. 4400
Email: DCRequest@hamilton.ca

I. OFFICE USE

<p>File #:</p> <p>Date Received:</p> <p>Verification of ownership:</p> <p>Verification of development type:</p> <p>Approved YES NO</p>	<p>Date Authority provided to Building:</p> <p>Date of Permit Issuance:</p> <p>Confirmed Amount:</p> <p>Confirmation Sent:</p>	<p>Date Occupied:</p> <p>Instalment Schedule Sent:</p> <p>AR Customer #:</p>
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