



DEVELOPMENT SERVICES APPLICATION FORM

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9

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Multi-Family Housing Incentives Application

This form is to be completed by the applicant's Registered Professional. Please complete all fields and select "n/a" for those fields that are not relevant to your application.

Person Completing the Application

Name: _____

Phone Number: _____

Email: _____

Company: _____

Profession: _____

Date: _____

Declaration to City of Prince George

I/WE HEREBY declare that I/we:

- a) have read the attached documents, information and drawings and that they are true and correct to the best of my knowledge and belief;
- b) agree to submit further documents, information and drawings to assist in the consideration of the application, as determined by the City of Prince George;
- c) agree that misrepresentation or failure to disclose, or failure to submit the appropriate application fee, may be deemed sufficient cause for the rejection by the City of Prince George of the application; and
- d) agree that later discovery of an omission or misrepresentation made in the attached statements, documents, information and drawings may be grounds for a determination of ineligibility or revocation of any future license, permit or approval that may be granted.

AND I/WE HEREBY acknowledge that this application and all documents, information and drawings submitted with the application become part of the City of Prince George's records and are subject to the Freedom of Information and Protection of Privacy Act, and may become a public record and be published online as part of City Council's public meeting Agenda. Any personal information on this form is collected under the authority of the Community Charter, Local Government Act and the City of Prince George's bylaws for the purpose of processing this application and for administration and enforcement.

Registered Professional's Name

Registered Professional's Signature

Date Signed

Required Submission

Please confirm that the following documents are provided:

- o Completed Multi-Family Housing Incentives Application Checklist
- o Drawings

o Letter from the project's Registered Professional certifying that all of the eligibility requirements are met at the time of submission and prior to final occupancy (see template letter enclosed)

Project Overview & Design Standards

Criteria	Comments	
	<i>*Fill out the Applicant column and refer to drawings</i>	
	Applicant	City of PG
What is the development's construction value?		
The <i>Multi-Family Housing Incentives Bylaw, No. 8679, 2015</i> requires that the development includes 3 attached units or more (duplexes and single-family dwellings are not eligible). Does the project meet this requirement?		
Is your development located in the Primary or Secondary Growth Area (see map enclosed with this application)?		
<p>The <i>Multi-Family Housing Incentives Bylaw, No. 8679, 2015</i> requires that 3 of the following 4 design standards are met:</p> <ol style="list-style-type: none"> 1) Exposed wood is included as a major or minor design feature (heavy timber, manufactured products such as glulams, or others); 2) Use of a variety of exterior materials; preference is given to wood, stone, brick, concrete (e.g. hardie plank), metal and glass; 3) Development that creates pedestrian-friendly street frontages by incorporating design features that connect the building frontages to the street (i.e. windows, doorways, decks, paths to the street, landscaping along the street, etc.) 4) Design includes varied and interesting facades, including a variety of rooflines, roof cover over entry points, balconies and porches. <p>Please explain how 3 of the 4 design standards are met (reference to Building Permit drawings is helpful)</p>		
<p>The <i>Multi-Family Housing Incentives Bylaw, No. 8679, 2015</i> requires that 1 of the following 2 requirements are met:</p> <ol style="list-style-type: none"> 1) Each dwelling unit must include useable balconies, porches or private green space suitable for seating; 2) The development must provide Common Amenity Space, defined as "a common space in a multi-family development used by all of its residents for cultural, social or recreational activities. Examples of Common Amenity Space include gardens, playgrounds, shared cooking facilities, fountains, pathways, fitness centres, pools, meeting rooms or lounges which are for the exclusive use of the residents of the development". <p>Please explain how 1 of the 2 requirements are met.</p>		

Adaptable Housing Standards

In order to receive incentives, **50% of the units in a project meet the City of Prince George Adaptable Housing Standards.**

The Adaptable Housing Standards include minimum standards, which are **Required (R)** as well as recommendations for best practices, which are **Optional (O)**. These standards exceed the requirements for Accessibility and Adaptable Dwelling Units outlined in the B.C. Building Code.

In cases where a design element is not specified in these standards, projects must follow the relevant requirements for accessibility and adaptability outlined in the B.C. Building Code.

Please fill out the following checklist and provide comments where necessary. The minimum standards are Required (noted with “R”), while the best practices are Optional (noted with “O”). In cases where a best practice is included, please note this in the checklist.

Design Standard <i>*R= Required O=Optional</i>	Comments	
	<i>*Fill out the Applicant column and refer to drawings</i>	
	Applicant	City of PG
R How many units does the development include?		
R Which units meet the Adaptable Housing Standards?		

Exterior Path of Travel and Access to Adaptable Units

Design Standard <i>*R= Required O=Optional</i>	Comments <i>*Fill out the Applicant column and refer to drawings</i>	
	Applicant	City of PG
R For both apartment and ground-oriented buildings, the path of travel must include a minimum width of 59" (1500 mm) and a maximum 1:20 grade (5%). The path of travel must have no step(s) and must be an uninterrupted path from the street, sidewalk, back lane, or on-site parking area to the first storey accessible entrance.		
R For apartment buildings, the main building entry and the door providing secondary access from the parking area must have a 36" (915 mm) wide door that provides a clear opening of 33.5" (850 mm).		
R For apartment buildings, an auto door opener must be installed at accessible building entry.		
R For ground-oriented buildings, the main door entry must have a 36" (915 mm) wide door that provides a clear opening of 33.5" (850 mm).		
R For both apartment and ground-oriented buildings, doors in the path of travel must have a no or low profile threshold at the door. Raised thresholds must be ¼" (6 mm) or less; thresholds exceeding ¼" (6 mm) to a maximum of ½" (13 mm) must be beveled a maximum slope of 1:2 (50%).		
R All Adaptable Units must be accessed without requiring stairs. All ramps must meet the accessibility requirements outlined in the B.C. Building Code.		
O <i>It is recommended that apartments include an overhang at main entry with minimum dimensions 59" * 59" (1500 mm * 1500 mm), for the purposes of weather protection.</i>		
O <i>It is recommended that the main door entry to adaptable units is pre-wired to accommodate electronic swing-free closers.</i>		
O <i>It is recommended that ground-oriented developments include an overhang at main entry, for the purposes of weather protection.</i>		

Circulation within Common Areas

Design Standard <i>*R= Required O=Optional</i>	Comments <i>*Fill out the Applicant column and refer to drawings</i>	
	Applicant	City of PG
R In apartments, hallways in common areas must be at least 48" (1220 mm) wide.		
R In apartments, doorways in common areas must have a 36" (915 mm) wide door that provides a clear opening of at least 33.5" (850 mm).		
R In apartment buildings, lever-type door hardware must be used in doors providing access to common areas.		
O <i>In apartments, doors in common areas should include or be pre-wired for electronic swing-free closers.</i>		
O <i>In apartments, common hallways should be at least 59" (1500 mm) wide to accommodate larger mobility devices and allow mobility devices to pass each other in the hallway.</i>		

Dwelling Unit Entry

Design Standard <i>*R= Required O=Optional</i>	Comments <i>*Fill out the Applicant column and refer to drawings</i>	
	Applicant	City of PG
R All dwelling unit entry doors must have a 36" (915 mm) wide door that provides a clear opening of 33.5" (850 mm).		
R A no or low profile threshold at the door. Raised thresholds must be ¼" (6 mm) or less; thresholds exceeding ¼" (6 mm) to a maximum of ½" (13 mm) must be beveled a maximum slope of 1:2 (50%).		
R Lever-type door hardware.		
O <i>2 door viewers: one at 1050 mm (41.3") and one at 59" (1520 mm).</i>		
O <i>Main door entry should include or be pre-wired to accommodate electronic swing-free closers.</i>		

Circulation and Internal Doors within Units (on the main floor)

Design Standard <i>*R= Required O=Optional</i>	Comments <i>*Fill out the Applicant column and refer to drawings</i>	
	Applicant	City of PG
R On the main floor internal hallways must have a minimum width of 36" (915 mm).		
R On the main floor all internal doors must have a 36" (915 mm) wide door that provides a clear opening of 33.5" (860 mm).		
R On the main floor all internal doors must provide lever-type door hardware.		
O <i>It is recommended that hallways in the units have a clear opening 48" (1220mm).</i>		
O <i>It is recommended that doorways in the units have a clear opening of 36" (915 mm) to accommodate larger mobility devices.</i>		

Bedroom on the Main Floor

Design Standard <i>*R= Required O=Optional</i>	Comments <i>*Fill out the Applicant column and refer to drawings</i>	
	Applicant	City of PG
R There is a bedroom located on the main floor.		
R The bedroom on the main floor provides a clear opening to the closet at least 31.5" (800 mm).		
R The bedroom on the main floor provides a 59" (1500 mm) turning radius on one side of a double-sized bed.		
O <i>It is recommended that the bedroom includes height-adjustable closet shelves and clothing rods.</i>		

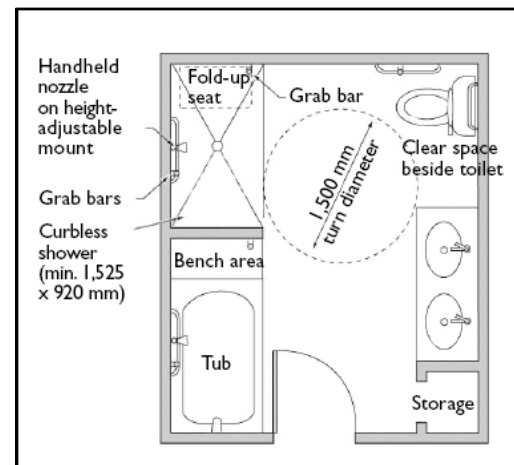
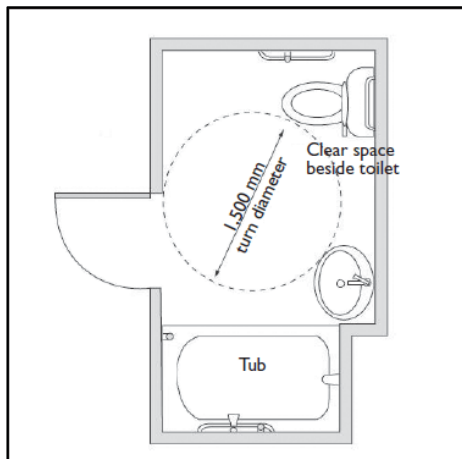
Windows

Design Standard <i>*R= Required O=Optional</i>	Comments <i>*Fill out the Applicant column and refer to drawings</i>	
	Applicant	City of PG
R Opening and locking mechanisms must be located adjacent to a clear floor space that has width of not less than 29.5" (750 mm).		
R Opening and locking mechanisms must not require tight grasping, pinching or twisting of the wrist.		

Bathroom on the Main Floor

Design Standard <i>*R= Required O=Optional</i>	Comments <i>*Fill out the Applicant column and refer to drawings</i>	
	Applicant	City of PG
R There is a bathroom located on the main floor.		
R The bathroom on the main floor provides a turning radius of 59" (1500 mm) in front of the toilet with the washroom door not crossing the turning circle while being closed or open (this could include the area under the vanity).		
R The bathroom on the main floor provides a 3-piece bathroom.		
R The bathroom on the main floor provides a solid blocking in walls around toilets, tub/shower and behind towel bars to accommodate future grab bars.		
R The bathroom on the main floor includes lever-type sink faucets.		
O <i>It is recommended that bathrooms include: roll-under sink; roll-in shower; offset plumbing for vanity (provision for vanity removal); height-adjustable showerhead ; and a tilt mirror.</i>		

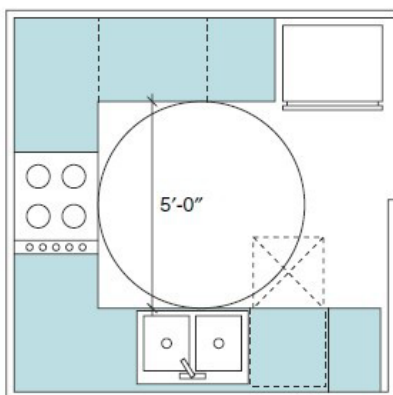
Sample Bathroom Layouts



Kitchen on the Main Floor

Design Standard <i>*R= Required O=Optional</i>	Comments <i>*Fill out the Applicant column and refer to drawings</i>	
	Applicant	City of PG
R Kitchen is located on the main floor.		
R Kitchen on the main floor includes a continuous counter between stove and sink.		
R Kitchen on the main floor includes a lever-type sink faucets.		
R Kitchen on the main floor can accommodate a turning radius of 59" (1500 mm).		
O <i>The following best practices are recommended:</i> <ul style="list-style-type: none"> • <i>L-shaped kitchens provide several work spaces and allow people to work without bumping into one another.</i> • <i>Removable base cabinet under sink.</i> • <i>Adjustable shelves in all cabinets.</i> • <i>D-type cabinet handles.</i> • <i>Grab edge under counters.</i> • <i>Task lighting at sink, stove, and work areas.</i> • <i>Pull-out work boards at 810mm (32") height.</i> • <i>Pull-out cabinet shelves.</i> • <i>Separate stove and oven.</i> 		

Sample Kitchen Floor Plan



Flooring

Design Standard <i>*R= Required O=Optional</i>	Comments <i>*Fill out the Applicant column and refer to drawings</i>	
	Applicant	City of PG
<p>O It is recommended that floor surfaces meet the following requirements:</p> <ul style="list-style-type: none"> Firm and slip resistant. Floor surfaces must have no abrupt changes in level. Carpet is not preferred for wheelchairs. In cases where carpets or carpet tiles are used, they should have a pile texture with a maximum pad and pile height of 0.5" (13 mm) or less. 		

Outlets/Switches

Design Standard <i>*R= Required O=Optional</i>	Comments <i>*Fill out the Applicant column and refer to drawings</i>	
	Applicant	City of PG
<p>R Light switches must be located between 40" (1015 mm) and 44" (1120mm) from the floor.</p>		
<p>R electrical outlets, cable outlets, and telephone jacks must be located not less than 18" (450mm) from the floor.</p>		

Laundry

Design Standard <i>*R= Required O=Optional</i>	Comments <i>*Fill out the Applicant column and refer to drawings</i>	
	Applicant	City of PG
<p>O It is recommended best practice that buildings provide access to side-by-side, front-loading laundry.</p>		

Notice of Adaptability

Design Standard <i>*R= Required O=Optional</i>	Comments <i>*Fill out the Applicant column and refer to drawings</i>	
	Applicant	City of PG
<p>R A permanent information sheet on the location and type of adaptable/accessible features included in the unit shall be posted on, beside or inside the electrical panel.</p>		

Reduced Development Cost Charges (DCCs) for Low Environmental Impact

Projects that are Low Environmental Impact are eligible for reduced DCCs. Please complete the following checklist if your project is Low Environmental Impact.

All items in the checklist must be met in order to be eligible.

Design Standard	Comments	
	<i>*Fill out the Applicant column and refer to drawings</i>	
	Applicant	City of PG
Located in the Primary Growth Area on Schedule "A" to Bylaw No. 8679. (see map enclosed with this application).		
Minimum density of 50 dwellings per hectare. <i>Please show calculations here or refer to drawing where calculations are provided.</i>		
The project includes 2 items from the list of Low Environmental Impact Standards provided on the following page. <i>Please explain each standard that is met.</i>		

Low Environmental Impact Standards

- **Low Flow Fixtures:** The entire building contains low-flow water fixtures, as defined by the British Columbia Building Code.
- **Water Efficient Landscaping or Xeriscaping:** The entire landscaping plan includes Water Efficient Landscaping or Xeriscaping. Water Efficient Landscaping means providing drought tolerant and native plants and shrubs within all landscaped areas on the site. Xeriscaping means providing plants and shrubs that require no potable water for irrigation (except for initial watering to establish plants).
- **Urban Agriculture:** Individual Garden Plots are provided for 30% of the units. Individual Garden Plots must be a minimum of 24 square feet (ideally 3 feet by 8 feet), not including plot dividers, for maximum growing potential. Hose bibs must be provided within 20 feet of Individual Garden Plots. Consideration should be given to provide a shed for tool storage, an electrical outlet, a potting bench and area lighting.
- **Rainwater Re-Use:** Project equipped with code compliant plumbing system designed to reclaim rainwater sources from building for re-use as non-potable water source.
- **Greywater Re-Use:** Project equipped with code compliant plumbing system designed to reclaim greywater from the building for re-use as non-potable water source.
- **Photovoltaics:** Building has approved photovoltaic array installed and connected to electrical system. Minimum array size to qualify must be 2 kW rated capacity.
- **Passive Solar Ventilation:** Building mechanical system is supplemented by a professionally designed passive solar system to move air; double skin systems and solar chimneys included.
- **Energy Use:** Applicant to provide building energy use modeling study demonstrating that building energy consumption will be 10% - 25% OR greater than 25% less than efficiency standard described in the current Model National Energy Code for Buildings (MNECB). Applicant to provide energy modeling results with Building Permit application for verification.
- **Solar Hot Water, Space Heating:** Building is equipped with an approved solar thermal water system connected to hydronic space heating system.
- **Solar Hot Water, Domestic Use:** Building is equipped with an approved solar thermal water system connected to domestic hot water supply.
- **Solar Shading Devices:** Building is provided with solar shading devices to reduce the impact of solar penetration. Solar shading devices are made of any number of materials and configurations that are securely fastened to the exterior of a building in order to reduce solar heat gain and subsequently reduce cooling costs or replace the need for air conditioning.
- **Green Roof:** Minimum 30% of building footprint made up of approved intensive or extensive green roof system (at least 50 mm growing medium depth) supporting vegetation.

Waiver of Development Cost Charges (DCCs) Non-Profit Housing

For non-profit housing units, DCCs will be waived. Please complete this section only if your development includes units that are affordable housing units that will be managed by a non-profit organization.

Application Requirements	Comments	
	<i>*Fill out the Applicant column and refer to drawings</i>	
	Applicant	City of PG
Which units will be managed by a registered non-profit?		
Which units will be privately managed or sold?		
Which organization will be managing the non-profit units?		
Please provide a name and contact information for the non-profit organization:		
Will the non-profit units be owned by the non-profit housing organization?		
How will the non-profit units contribute to the affordable housing stock? (i.e. will they tenure be below market rentals, affordable seniors housing, etc.)		
Have you registered a covenant on title that restricts the non-profit housing portion of the development to that use for a period of at least 10 years?		

Template Letter from Registered Professional

[insert date]

City of Prince George
1100 Patricia Boulevard
Prince George, B.C. V2L 3V9

Re: Multi-Family Housing Incentives Application for [insert address]

To Whom It May Concern,

As the Registered Professional for the multi-family development located at [insert address], I certify that the eligibility requirements are met, as noted on the Multi-Family Housing Incentives Application and Checklist.

Sincerely

[signature]