

Town of Lunenburg

Affordable Housing Tax Relief Program

This form is to be completed in accordance with the *Affordable Housing Tax Relief Policy*



1. Applicant Information

Applicant Name / Business Name: _____

Primary Contact Person: _____

Mailing Address: _____

Phone: _____

Email: _____

2. Property Information

Civic Address(es): _____

PID(s): _____

AAN Assessment Account Number (*if available*) – *This 8-digit number appears on your property tax bill or PVSC assessment notice:* _____

Property Owner Name (if different from applicant): _____

Type of Development:

New Construction

Conversion (non-residential to residential)

Substantial Renovation

Please attach Development Permit

3. Project Description

Please provide the following details about your development. Note: This project must include at least three affordable units or 20% of total units, whichever is greater.

Project Summary

Total Number of Dwelling Units: _____

Number of Affordable Units: _____

Unit Types and Quantities: (such as 4 × 1-bedroom, 6 × 2-bedroom):

Timeline

Estimated Construction Completion Date: _____

Expected Occupancy Date (Affordable Units): _____

Note: The tax credit will begin in the taxation year following the issuance of an Occupancy Permit for the affordable units and the first reassessment of the property by the Property Valuation Services Corporation (PVSC) that reflects the completed development.

Building Standards

Energy Efficiency Compliance: Meets Exceeds Nova Scotia Building Code minimum standards

Accessibility Compliance: Meets Exceeds Nova Scotia Building Code minimum standards

(Attach documentation or certification if available)

Other Affordable Housing Programs

Is the project receiving support from any other affordable housing programs or funding sources? If yes, please list all:

4. Affordability Plan

This section describes how your project will meet and maintain affordability requirements.

Please complete all parts below or attach a detailed plan.

Affordability Model

Check which model your project uses:

- Income-Based: Rent is set as a percentage of tenant income.
- Below Market Rent: Rent is set below the local Average Market Rent (AMR).

Target Rent Levels

For each affordable unit type (1-bedroom, 2-bedroom, etc.), list below or attach:

- The monthly rent amount you plan to charge (for example, \$1,000 per month);
- Whether the rent is below market rent or based on income; and
- How the rent compares to affordability measures:
 - If below market rent, state how many percent below the local Average Market Rent (AMR) it is (for example, *20% below AMR*);
 - If income-based, state what percentage of the median renter income the rent represents (for example, *rent equals 30% of median renter income*).

Maintaining Affordability

Explain how the affordable units will remain affordable for the full 10-year period. Do not include personal tenant information. Include:

- Tenant eligibility: How tenants will be selected and how income will be verified.
- Rent reviews: How and when rents will be reviewed or adjusted to remain affordable.

5. Supporting Documentation Checklist

Applicants must include:

- Copy of valid Development Permit
- Ownership Information (title or authorization letter if applicant is not owner)
- Affordability Plan (see Section 4)
- Projected Rent Roll (showing all affordable units and proposed rent levels; an updated rent roll will be required annually during the affordability period)

6. Declarations

- I acknowledge that:
 - I have read and understood the Affordable Housing Tax Relief Policy.
 - The information provided is true and complete.
 - I agree to enter into a Tax Adjustment Agreement with the Town of Lunenburg if this application is approved.
 - I understand that submitting this application does not guarantee approval of tax relief.
 - I understand the affordability period is 10 years and that annual reporting and compliance are required.

- I understand that if my application is approved, the Tax Adjustment Agreement will be registered on the property title to ensure the affordability requirements remain binding for the full term.
- I am in good standing with the Town, with no outstanding taxes, fees, or orders.

Signature of Applicant/Authorized Representative: _____

Date: _____

Completed Forms

Completed forms should be submitted using one of the following methods:

- Email: permits@townoflunenburg.ca
- In person: Lunenburg Town Hall (119 Cumberland Street, Lunenburg, NS)
- Mail: P.O. Box 129 Lunenburg, Nova Scotia, Canada, B0J 2C0

Office Use Only

Date application was received:

Reviewed by Community Development: Complete Incomplete Requires Revisions

Reviewed by Finance: Yes

Reviewed by CAO: Yes

Application decision

Approved (CAO) Not Approved Deferred

Date of Approval: _____

Approving Signature: _____

Comments/Conditions