



# Burlington Housing Community Improvement Plan Temporary Incentive Programs Application Form

The programs in this application form are temporary. Application submissions will be accepted from June 22, 2026, to Dec. 31, 2027, subject to funding availability, respective temporary program requirements and relevant caps and spending limitations. Temporary Program details can be found in Appendix B of the [Burlington Housing Community Improvement Plan](#) Additional Program Details and Eligibility Criteria.

## Notice of Collection

Personal information is collected under the authority of the Municipal Act, 2001, the Planning Act, and the City of Burlington Housing Community Improvement Plan to administer the Temporary Incentive Programs. Questions regarding the collection, use, and disclosure of personal information may be directed to: Development and Growth Management, Community Planning, City of Burlington, 426 Brant Street, Burlington, ON L7R 3Z6 | Phone: 905-335-7777 | Email: [TempCIP@Burlington.ca](mailto:TempCIP@Burlington.ca)

## Section 1 – Incentive Program Selection

Which incentive programs are you applying for? You may select more than one.

- Development Charge Reduction Grant – Purpose Built Rental
- Development Charge Reduction Grant – Ownership
- Missing Middle Municipal Fee Waiver Program
- Tax Increment Equivalent Grant (TIEG) – Purpose-Built Rental

\* the rental building must contain a minimum of 30 per cent or more two-bedroom or larger units and must meet minimum floor area sizes (see Program Eligibility Criteria).

### Check all that apply:

- Building meets the minimum requirement
- Affordability: Building includes a minimum of 15 per cent affordable rental units
- Accessibility: Building exceeds the Ontario Building Code minimum accessible unit requirement by 10 per cent.

### Accessible Design Grant Program (Optional Top-Up)

The Accessible Design Grant Program is only available in conjunction with one or more selected incentive programs and cannot be applied for as a standalone program.

- I would like to apply for the Accessible Design Grant Program top-up.



## Section 2 – Applicant/Owner/Developer Information

### Registered/Assessed Owner Information

Legal Name of Registered/Assessed Owner: \_\_\_\_\_

Corporation/Organization Name: \_\_\_\_\_

Business Number/Incorporation Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Primary Owner Contact Name: \_\_\_\_\_

Title/Role: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Applicant / Developer Contact (if different from owner)

Company Name: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Title/Role: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Authorization

- The applicant is the registered/assessed owner of the subject property.
- Written owner authorization is completed



Burlington Housing Community Improvement Plan  
**Temporary Incentive Programs Application Form**

**Section 3 – Property Information**

Municipal Address of Subject Property: \_\_\_\_\_

Current Use of Property: \_\_\_\_\_

Existing Number of Residential Units: \_\_\_\_\_

Proposed Number of New Residential Units: \_\_\_\_\_

Total Number of Units After Completion: \_\_\_\_\_

Is this part of a phased development?  Yes  No

If yes, total phases: \_\_\_\_\_ Current phase #: \_\_\_\_\_

**Please note:** For phased developments, lot severances or staged condominium registrations that divide a single development into multiple parts, each phase must qualify on its own for this program. Where a phase contains multiple built forms or buildings, each built form or building within that phase shall be assessed against its own applicable eligibility criteria. If a built form or building within that phase does not meet the applicable criteria, that portion of the development is not eligible for the program.

**Planning/Development Application Information**

**Please note:** Applications may only be submitted after certain approvals are in place:

- Projects with more than 10 units must first receive site plan approval under the Planning Act.
- Projects with 10 units or fewer must first submit a building permit application.

Application Type	File Number	Status
Official Plan Amendment		
Zoning Bylaw Amendment		
Site Plan Application		
Building Permit (e.g. Foundation or Shoring and/or Building Excavation Permit)		
Other		



## Section 4 – Project Information

### Unit Mix – include all planned units in development

Complete the applicable section(s) below for each building type included in the proposed phase of development. If your project has multiple building types, complete a separate section for each building type.

#### Missing Middle Housing (4 storeys or less)

Unit Type	Number of Units	Minimum Unit Size (sq ft)
Bachelor		
1 Bedroom		
2 Bedroom		
3+ Bedroom		

- Tenure Type: Ownership  / Rental
- Mixed-Use Development: Yes  / No
- Building Height (number of storeys): \_\_\_\_\_
- Total Units in Building: \_\_\_\_\_

#### Mid-Rise (5–11 storeys)

Unit Type	Number of Units	Minimum Unit Size (sq ft)
Bachelor		
1 Bedroom		
2 Bedroom		
3+ Bedroom		

- Tenure Type: Ownership  / Rental
- Mixed-Use Development: Yes  / No
- Building Height (number of storeys): \_\_\_\_\_
- Total Units in Building: \_\_\_\_\_

#### Tall Building (12+ storeys)

Unit Type	Number of Units	Minimum Unit Size (sq ft)
Bachelor		
1 Bedroom		
2 Bedroom		
3+ Bedroom		



# Burlington Housing Community Improvement Plan Temporary Incentive Programs Application Form

- Tenure Type: Ownership  / Rental
- Mixed-Use Development: Yes  / No
- Building Height (number of storeys): \_\_\_\_\_
- Total Units in Building: \_\_\_\_\_

## Expected Completion Date

The City will give priority evaluation of a CIP application to applications that demonstrate the ability to deliver units within program timelines, through issuance of a building permit by Sept. 1, 2026.

Expected date of building permit issuance: Click or tap to enter a date.

## Section 5 – Proposed Rental Fees

If applying for the Development Charge Reduction Grant – Purpose Built Rental program or the Tax Increment Equivalent Grant (TIEG) – Purpose-Built Rental program, complete this section.

Unit Type	Proposed Monthly Rent	# of Units
Bachelor		
1 Bedroom		
2 Bedroom		
3+ Bedroom		

## Section 6 - Affordability Stream

If applying for the Tax Increment Equivalent Grant (TIEG) – Purpose-Built Rental program, complete this section. The program requires a minimum affordability period of 10 years, secured through a legal agreement with the City.

**Please note:** Affordable rent limits are established annually by the Province of Ontario under the [Development Charges Act, 1997](#) and are tied to income-based thresholds to make sure units remain affordable. The following rates are the Ministry of Municipal Affairs and Housing affordable rents, published Oct 1, 2025, are subject to change annually.

### Affordable Housing Benchmarks for 2026

- Bachelor - \$1,464
- 1 Bedroom - \$1,733
- 2 Bedroom - \$2,008
- 3+ Bedroom - \$2,330



# Burlington Housing Community Improvement Plan Temporary Incentive Programs Application Form

## Affordability period:

10 years (minimum time under the program)

Other: \_\_\_\_\_ Section 7 – Accessibility Stream

If you are applying for the Accessible Design Grant Program, please complete this table:

Unit Type	Accessible Design Features	# of Units
Bachelor		
1 Bedroom		
2 Bedroom		
3+ Bedroom		

## Section 8 – Supporting Documents

Please submit these documents with your completed application form:

- Project schedule/timeline
- Proof of ownership

If applying to the Tax Increment Equivalent Grant (TIEG) program also include:

- Construction cost estimate from a qualified licensed contractor (consistent with the building permit)
- Description of proposed improvements

If applying for the Accessible Design Grant Program top-up program include:

- Proposed universal or barrier-free/accessible design plan

If you are not the property owner also include:

- Written owner authorization

Please include any other documents you consider helpful to support your application, such as your development pro forma.

## Form Section 9 – Applicant Acknowledgments, Consents and

### Declarations The applicant acknowledges that:

- Submission of an application does not guarantee funding approval and financial incentives are subject to
- funding availability and Council approval.
  - costs incurred before the adoption of the Temporary Programs are not eligible. Financial incentives will not be retroactively applied to work commenced prior to approval of an application for incentives under this Plan.
  - failure to maintain affordability or accessibility obligations, where applicable, or meet program conditions may result in repayment obligations and/or cancellation of the property tax assessment-based grant program, where applicable.
  - application information may be subject to public disclosure in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
  - any false or misleading information may result in cancellation, repayment obligations or disqualification from the program.

### The applicant consents to:

- adjustment of incentives based on final approved plans, permits, eligible costs or funding.
- availability where required, registration of agreements and/or charges on title.
- City audit and verification requests.
- City requests for additional information at any time.

### The applicant declares that:

- I have read the Housing Community Improvement Plan in detail, including the sections pertaining to the temporary programs. Any questions have been directed at Burlington city staff for response before proceeding with an application.
- the information provided in this application and supporting documentation is true and complete to the best of my/our knowledge.



Burlington Housing Community Improvement Plan  
Temporary Incentive Programs Application Form

**Section 10 –Signature**

Applicant Name: \_\_\_\_\_

Title/Role: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Additional Applicant (if applicable) Name: \_\_\_\_\_

Title/Role: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Application Submission**

Please submit the completed application form and all required supporting documentation electronically to:

[TempCIP@Burlington.ca](mailto:TempCIP@Burlington.ca)

Applications will be accepted from **June 22, 2026, to Dec. 31, 2027**, subject to funding availability, program eligibility requirements, applicable program caps and available budget allocations.

Incomplete applications will not be processed until all required information and supporting documentation have been received. City staff may contact applicants to request additional information or clarification as part of the application review process.