

## Notice to Applicants

Prior to completing this Application Form, please review the **Notice to Applicants**.

For further details and conditions, please review the Affordable Housing Community Improvement Plan (CIP) and Gentle Density Incentive Program Application Guide.

1. The Gentle Density Incentive Program is focused on bringing more housing choices to Mississauga's neighbourhoods by offsetting the cost of development fees for the creation of second, third, and fourth units.
2. There are two types of incentives available depending on the type of unit you are constructing:
  - a. **Building Permit Fee Rebate:** Building permit fees will be rebated for those building two, three, and/or four additional residential units (ARUs). This includes attached ARUs, such as a basement apartment, garage conversion, second floor conversion, or rear or side yard additions to accommodate new units. A new build with up to three ARUs, including garden suites, would also be eligible.
  - b. **Municipal Charges Grant:** Fourth units, including fourplexes, are subject to City Development Charges and Cash-in-Lieu of Parkland. Through the Gentle Density Incentive Program, the City will provide applicants with a grant on City Development Charges and Cash-in-Lieu of Parkland, provided the unit is maintained and rented as a rental unit for 25 years. Region of Peel, GO Transit, and School Board Development Charges are still applicable.
3. If you are creating a fourth unit and receive the Municipal Charges Grant, you will be required to enter a legal agreement with the City. The legal agreement commits you as the owner to maintain one of the four units as a rented residential dwelling for 25 years from the first day the unit is occupied. It also requires you to register a restrictive covenant on title, such that any sale of the property would require the City's consent, which will be given if the subsequent owner continues to participate in the program or repays the grant money.
4. If an agent is acting for the property owner, please ensure that the required authorization as provided, and the application form is completed and signed by the owner. Agreement(s) must be executed with the property owner and payments will only be made to the property owner.
5. If you find insufficient space on this form to respond to questions, please provide additional information on a separate page and attach to your completed Application Form.
6. Prior to submission, please ensure that the Application Form is completed in full, including all required signatures and supporting documents.
7. There is no application fee.
8. Submit your application by email to [housingincentives@mississauga.ca](mailto:housingincentives@mississauga.ca).

9. Submission of the application does not guarantee financial incentive approval, only that it will be reviewed by the City.
10. If you are a successful applicant to the Gentle Density Incentive Program, please email [housingincentives@mississauga.ca](mailto:housingincentives@mississauga.ca) once you obtain your Building Permit. If you do not proceed with construction after obtaining a Building Permit, you are required to inform the City.

The personal information on this form is collected under the authority of section 107 of the *Municipal Act*, 2001, S.O. 2001, c. 25. The information will be used for the purposes of evaluating your Multi-Rental Residential Incentive Program application which includes verifying the status of your property tax account, and administering the financial incentives if approved. Questions about the collection of personal information should be directed to [housingincentives@mississauga.ca](mailto:housingincentives@mississauga.ca).

The development proposal must comply with applicable policy and regulations. Additional project details may be required as part of the full application submission to demonstrate conformity with all relevant policy documents including Mississauga Official Plan, Zoning By-law 0225-2007, (both are accessible at <https://www.mississauga.ca/projects-and-strategies/strategies-and-plans/>) and any other applicable plans and documents.

Only units approved as an Additional Residential Unit (ARU) through an official Building Permit process are eligible for rebates or grants.

\_\_\_\_\_  
Applicant Initials

FOR CITY USE ONLY	
File Number	Date of Receipt

## PART A

All applicants to the Gentle Density Incentive Program must complete **Part A** of this form. **Part A** includes:

1. Programs
2. Property Owner Information
3. Property Information

### 1. Programs

Please check all incentives being applied for:

Program(s) Requested	Description
<input type="checkbox"/> Building Permit Fee Rebate Number of Additional Residential Units: _____	The City will provide the applicant with a rebate equivalent to the cost of the building permit fee for a second, third and fourth unit, if applicable.
<input type="checkbox"/> Municipal Charges Grant (Fourth Unit only)	If you are creating a fourth unit, the City will provide the applicant with a grant equivalent to municipal Development Charges and Cash-in-Lieu of Parkland, provided the unit remains as a rental unit and is rented for 25 years.

### 2. Property Owner Information

Name	Company		
Address	City	Province	Postal Code
E-mail	Phone No.	Additional Phone No.	

### Agent Information - if applicable

Name of Agent	Company		
Address	City	Province	Postal Code
E-mail	Phone No.	Additional Phone No.	

### 3. Property Information

Address/Legal Description
Assessment Roll Number
Building Permit Number

Existing Property Use (ex. single detached dwelling, X number of bedrooms):

Proposed Property Use (ex. number and location of proposed ARUs):

## PART B

If the project includes the creation of a fourth unit, please complete **Part B**. If the project does not include the creation of a fourth unit, please proceed to **Part C**.

Part B includes:

### 4. Eligibility Requirements

#### 4. Eligibility Requirements

To be eligible for the Gentle Density Incentive Program for the creation of a fourth unit, applicants must meet the general eligibility criteria below. Please read and confirm acknowledgement of the eligibility criteria:

Criteria	Yes	No	Explanation – if required
1. The fourth unit will remain rental tenure for a minimum 25-year period	<input type="checkbox"/>	<input type="checkbox"/>	
2. The fourth unit will not be converted to a condominium for a minimum 25-year period	<input type="checkbox"/>	<input type="checkbox"/>	
3. The applicant will enter into a legal agreement with the City to commit to the rental tenure period and conversion restrictions	<input type="checkbox"/>	<input type="checkbox"/>	

## PART C

All applicants to the Gentle Density Incentive Program must complete **Part C** of this form. **Part C** includes:

5. Property Owner Appointment and Authorization of Agent
6. Declaration of Agent/Applicant

### 5. Property Owner Appointment and Authorization of Agent - if applicable

If no agent is assigned, please check here: ☐

I, the undersigned, being the registered property owner of

*Address/Legal Description*

Hereby authorize

\_\_\_\_\_  
*Authorized agent's name/company*

as my agent for the purpose of submitting an Application Form to the City of Mississauga Planning and Building Department and acting on my/our behalf in relation to this application. The authority granted by this Agent Appointment and Authorization shall continue until I shall have revoked such authority in writing, and delivered such written revocation to the City of Mississauga Planning and Building Department. No such revocation shall, however, invalidate any action taken by my/our agent prior to the date the City of Mississauga Planning and Building Department received such written revocation.

I have the authority to bind the Corporation or Partnership, if applicable.

\_\_\_\_\_  
*Signature of property owner or signing officer*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

## 6. Declaration of Agent/Applicant

I, \_\_\_\_\_, of the \_\_\_\_\_ in the

*Name*

*City/Town*

*Region*

solemnly declare that all of the statements and attached documentation contained within the application are accurate and true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is the same force and effect as if made under oath, and by virtue of "The Canada Evidence Act".

DECLARED BEFORE ME

)

at \_\_\_\_\_ , )

*Agent/Applicant signature*

In the \_\_\_\_\_ , )

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ . )

*A commissioner, etc.*

*Name/Stamp of commissioner, etc.*

**The application must contain the stamp/seal of an individual that is authorized to administer oaths (such as: notary public, Lawyer or commissioner of oaths).**

A commissioner of oaths is available at the following location\*:

300 City Centre Dr  
2<sup>nd</sup> Floor, Clerks Office  
Mississauga, ON L5B 3C1

\* A reservation is required to meet with the Commissioner of Oaths. To book an appointment please visit:

[www.mississauga.ca/council/city-clerks-office/](http://www.mississauga.ca/council/city-clerks-office/)