



FINANCIAL PLANNING, ADMINISTRATION AND POLICY DEVELOPMENT CHARGES, PROGRAM AND POLICIES

Development Charges Deferral Agreement Application Form

This application form is to be used to request the deferral of Development Charges under the City of Hamilton's Discretionary Development Charges Deferral Program ([Section 34 of By-Law 19-142](#)).
Developments eligible for legislated instalment payments should instead complete the [Development Charge Instalment Declaration Form](#).

Applications for deferral of City Development Charges (DCs) are accepted for industrial, non-residential, and high-density residential developments with a minimum City Development Charge payable of \$50,000. Application does not guarantee approval. For approved developments, it takes approximately 3-4 months from application to execute the agreement.

APPLICATION FEE PAYABLE
(Fee set via 2024 Tax Supported User Fees Report FCS24003)
\$814.32

APPLICATION INSTRUCTIONS

Please complete the Application Details Section of the Application Form in Full

The \$780 Non-Refundable Application fee is Payable by Cheque to the "City of Hamilton"

Please return the completed application and application fee to:

City of Hamilton
Attention: Ailish Brooke, 1st Floor Finance
71 Main Street West
Hamilton, ON
L8P 4Y5

AND

send a scanned copy to
DCRequest@hamilton.ca

DEFERRAL PROGRAM DETAILS

Interest

Industrial Developments:	Interest shall be charged on DC Deferral Agreements based on the City's Five Year Debenture Rate for the month the relevant building permit is issued.
	1st to 4th priority on title: +0.25% administrative fee + 0.75%
	5th priority on title: Not Eligible
Non-Industrial Developments:	Interest shall be charged on DC Deferral Agreements based on the City's Five Year Debenture Rate for the month the relevant building permit is issued.
	1st or 2nd priority on title: +0.25% administrative fee + 3.0%
	3rd priority on title: +0.25% administrative fee + 4.5%
	4th priority on title: +0.25% administrative fee + 6.0%
	5th priority on title: Not Eligible
ERASE DC Deferrals:	A development approved by the City for an Environmental Remediation and Site Enhancement Redevelopment (ERASE) Grant, may be permitted to defer City development charges with no interest. In addition, there is no application fee applicable to ERASE DC Deferral applications.

APPLICATION DETAILS

Applicant Information

Application Date: _____

Property Owner: _____

Individual or Company Name

Signing Authority: _____

Individual to Bind the Company including Position/ Title

Majority Shareholder: _____

Individual to enter into Personal Guarantee

Mailing Address: _____

General Phone Line: _____

Contact Person: _____

Name

Phone Number

Email Address

Legal Representative Information

Note: Lawyer must be able to register the agreement as a mortgage on title (member of Teranet)

Lawyer's Name: _____

Law Firm: _____

Address: _____

Phone: _____

Email: _____

Development Information

Name of Development: _____

Address of Development: _____

Legal Description of Land: _____

Type of Development: _____

e.g. 60,000 square foot industrial building, 320 unit apartment building, etc.

Building Permit Number: _____

Expected Building Permit Issuance Date: _____

Note: execution of approved deferral agreements can take 3-4 months. Building Permits will not be issued until DCs have been paid or a deferral agreement has been executed.

Requested dollar value of DCs to be Deferred: \$ _____

Note: only City DCs are eligible for deferral.

APPLICATION RECEIPT

For DCPD Use Only

Staff Initials

Application Number: _____

Date Application Received: _____

Date Application Fee Received: _____

DC Deferral Amount: _____

Date Application Approved: _____