



Hamilton

## DEVELOPMENT APPLICATION GUIDELINES

# Housing Report

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### **PURPOSE:**

This document explains the guidelines for the preparation of a Housing Report which may be required for the submission of an application under the *Planning Act*. All Housing Reports shall follow the guidelines referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

The purpose of a Housing Report is to demonstrate how a residential development contributes to meeting housing policies and targets in the Urban Hamilton Official Plan, and to assist the City in tracking tenure, unit types, unit sizes, and unit affordability levels of proposed developments. Housing Reports may be requested for larger residential development proposals located within the City's urban area.

### **PREPARED BY:**

Where a Housing Report is required, the required information should be incorporated into a Planning Justification Report as a separate section. Planning Justification Reports are required to be prepared by a Registered Profession Planner (RPP) or Certified Planning Technician (CPT).

### **CONTENTS:**

A preliminary consultation with staff may be required prior to preparing a Housing Report to confirm the terms of reference for the report. A Housing Report shall contain the following information:

#### **1. Housing Information**

- Total number of residential units.
- Description of building type(s) (E.g. detached, street townhouse, stacked townhouse, low-rise, mid-rise, or high-rise multiple dwelling, etc.).
- Proposed tenure (purpose-built rental, freehold ownership, condominium).
- Number of units by unit type (I.e. bachelor, 1-bedroom, 2-bedroom, 3-bedroom. 3+ bedrooms).
- Gross Floor Area range of units, for each unit type.

## Housing Report – Development Application Guidelines

- Anticipated price range or rent level range of units, for each building type and unit type (only required for Site Plan Control and Draft Plan of Subdivision applications).
- Secondary Dwelling unit potential.

### **2. Identification of any Additional Housing Considerations**

- Use of flexible unit designs (e.g. adaptable layouts where number of bedrooms can be changed).
- Inclusion of affordable housing or housing with supports.
- Financial or land contributions towards affordable housing.
- Innovative rent-to-own models.
- Proposed demolition or conversion of existing rental units.

### **3. Planning Rationale**

- An explanation of how the proposed development addresses relevant Provincial housing policies.
- An explanation of how the proposal represents good planning and contributes to meeting the housing policies in Chapter B, Section 3.2 of the Urban Hamilton Official Plan.

#### **REVIEWED and APPROVED BY:**

Development Planning Section, Planning and Economic Development Department

#### **CONTACT:**

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