



## **CITY OF MIRAMICHI DOWNTOWN HOUSING INCENTIVE PROGRAM**

**JUNE 9, 2020**

The following represents an outline of the Downtown Housing Incentive Program referred to in **Economic Development Incentive Policy #111**

### **The Program Goal:**

1. To attract and retain downtown residents by incentivizing the creation of new housing in the Business Improvement Areas
2. To assist in stimulating the development of more value-added businesses, services and activities.
3. To Increase economic, employment and entertainment opportunities in the downtown
4. To financially assist qualified property owners and investors to construct self-contained dwelling units in the BIAs

### **The Amount of Grant:**

1. Successful applicants will be eligible up to \$10,000.00 per qualified dwelling unit
2. Grants will be awarded on a “first-come, first-served” basis
3. Grants will be available until the budgeted amount of this program has been depleted for any calendar year.
4. Grant applications that reflect design elements outlined in the Downtowns Miramichi Master Plan will be given a priority under this program
5. Grant applications received and approved following the exhausting of the program budget may be held over to the next calendar year or until such time as additional money is budgeted for the program.
6. The amount awarded cannot be combined with any other grant programs of the City of Miramichi

### **The Eligible Projects:**

1. Projects must be located within the Business Improvement Area (BIA)
2. Projects shall consist of the construction of new self-contained residential units with a minimum area of 55.7 m<sup>2</sup> (600 ft<sup>2</sup>) and an average area of 74.3 m<sup>2</sup> (800 ft<sup>2</sup>) within the project.
3. Projects can include new buildings or existing buildings however the incentive will be applicable to the creation or addition of new self-contained units only.
4. Projects must not be underway prior to the approval of the incentive application.
5. Projects where the rent or sale value of the property is subsidized by any other government program, a non-profit organization or a cooperative are ineligible for this incentive.
6. Properties outlined in the application must not be in arrears in taxes, municipal utilities or any other municipal charges.
7. Projects must meet or exceed all requirements of the City of Miramichi Zoning Bylaw #91 and building code requirements as determined by the GMRSC – Planning Services
8. If the project includes a commercial property, then the BIA Levy for the subject property (PAN) must be up to date and paid in full for the previous taxation year.
9. The subject property identified in the PROPERTY ACCOUNT NUMBER (PAN) must not have received money from this program during the previous two (2) calendar years.

### **The Eligible Applicant:**

1. All applicants must have a registered ownership interest in the property named in the application based on the Service NB Property Account Number (PAN)
2. One owner may submit one application per PROPERTY ACCOUNT NUMBER (PAN)

### **The Application Procedure:**

1. All projects under this initiative must submit a completed application with all support documentation and obtain final approval prior to the commencement of any work related to the application.
2. Contact the City of Miramichi, Department of Economic Development & Tourism as directed below to discuss the program and determine pre-eligibility.
3. Complete a signed Application form provided by the Department including all necessary supporting documentation as required on the application.
4. All applicants will be informed of the final status of their application within 20 business days of the receipt of all necessary documentation.
5. Upon approval, projects will be placed in a project queue which will reserve the approved funding until final completion of the project.
6. If any development or building safety code permit lapses, project eligibility for funding can cease resulting in the projects loss of place in the projects que. This will occur at the sole discretion of the Department of Economic Development & Tourism.

### **The Payment Procedure**

1. Successful applicants are required to provide a progress report when the project is 80% complete. (If indicated in the Letter of Offer)
2. The successful applicant must allow the Department of Economic Development & Tourism Department access to the site upon completion of the project to conduct a final inspection prior to the disbursement of funds.
3. Incentive grants under this program will be payable upon 100% completion of the project, including any applicable deficiencies, as determined by the City of Miramichi Department of Economic Development & Tourism in consultation with the GMRSC – Planning Services.
4. Successful applicants must present the following documentation to the City of Miramichi, Department of Economic  
  - a. A signed certificate of completion of the project
  - b. Copies of all applicable permits obtained for this project
  - c. Any other documentation indicated in the Letter of Offer

### **For additional information concerning this program contact:**

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