



City of Regina Downtown Office to Residential Conversion Application

Section 1.0 Introduction

This form may be used to apply for capital grants to support conversion of non-residential buildings to residential dwelling units in Regina's City Centre under the Downtown Office to Residential Conversion Policy (see <https://www.regina.ca/business-development/land-property-development/office-to-residential-conversion/#> for the policy).

The property owner must enter into a legal agreement with the City to receive capital grants. The Housing Branch must be notified of project completion no later than October 31, 2027 to receive funding.

Applications may be made prior to acquiring a property and prior to a development/building permit being issued. Applications will not be accepted after construction has begun or where a project is receiving funding under another City program.

Applications are accepted and reviewed for completeness between January 1st and July 31st for each funding year. Applications are reviewed in May and August. If capital grant funding remains after the last evaluation period, funding may be awarded to eligible applications on a first-come basis until December 31. Applicants must be current on all property taxes, utilities, parking, and other charges owing to the City at the time of application to be considered for funding.

Complete this form and return by:

Mail/Drop off:

City of Regina
C/O Housing Branch, 14th Floor
Ambassador Desk, Main Floor, City Hall
2476 Victoria Avenue, PO Box 1790
Regina, SK S4P 3C8

OR

Email:

CHS@regina.ca

Section 2.0 Applicant Information

Applicant Name: (Include registered company name, including numbered companies)

Contact Information:

Name: _____
 Address: _____
 Phone: _____
 Email: _____

Please indicate one of the following:

- I am the landowner
- I am not the landowner but I have an accepted conditional agreement to purchase the land¹
- I am applying on behalf of the landowner² (*If not the landowner, please provide the contact information for the legal landowner and a statement authorizing an application on their behalf*)

Section 3.0 Project Information

Project Name: _____

Civic Address: _____

Legal Address: Lot: _____ Block/Parcel: _____ Plan: _____

Est. Development/Building Permit Date: _____ (dd/mm/yyyy) (if not yet obtained)

Est. Construction Start Date: _____ (dd/mm/yyyy)

Est. Completion Date: _____ (dd/mm/yyyy)

If you are applying for other funding sources and would like a support letter, please provide the following information:

Funder: _____
 Program: _____
 Address: _____

If the project has applied to receive or is already receiving incentives under another City program, please indicate which program:

¹ If you have an Agreement to Purchase, please provide it.

² If you are applying on behalf of the owner, please provide contact information for the legal landowner and a statement authorizing an application on their behalf. Only the landowner is eligible to receive the capital grant incentive. Payment may be made to a third party if an agreement between the owner and the third party is provided.

Square footage of non-residential space proposed for conversion to³:Dwelling units⁴: _____ sq ft.

Common areas or amenities: _____ sq ft.

Anticipated number of dwelling units to be created:

Bachelor: _____

1-Bedroom: _____

2-Bedroom: _____

3-Bedroom: _____

4-Bedroom: _____

Other: _____

The following information and attachments must be included (*all spreadsheets and templates can be found at <https://www.regina.ca/business-development/land-property-development/office-to-residential-conversion/#>):

A project summary including:

- Ground level uses and activation
- Provision of residential amenities such as enclosed or covered bicycle parking
- Proposed exterior renovations and improvements
- Sustainable design elements such as on-site renewable energy generation or energy efficiency (% achieved better than National Building Code)
- Any changes to site plan and/or public realm
- Any relevant site context including disclosure of any known structural or environmental concerns such as the presence of toxic substances within the building and/or contamination of the property or surrounding lands
- Status of, or plans related to, servicing requirements, development and/or building permits⁵

Preliminary architectural drawings, schematic plans, and rendering including⁶:

- Floor plans showing general layout of interior (i.e., walls, doors, windows, rooms identified)
- Site plans showing dimensions of site and structure
- Elevation plans showing dimensions of site and structure

Financial information demonstrating the applicant has the financial capacity to undertake the proposed project including:

- Financing plan and timelines to fulfill the financing plan

³ Square footage is based on the original gross floor areas of existing floor space that will be converted.

⁴ Dwelling unit means a self-contained living unit of one or more rooms containing cooking facilities, sanitary facilities, living quarters and/or sleeping quarters.

⁵ An approved building permit and a legal land title are required before the City can enter into an agreement.

⁶ Drawings must be approximately 40-60% complete and include all details required by *The Regina Zoning Bylaw, 2019*. It is strongly recommended applicants familiarize themselves with the regulations and engage a designer.

- The most recent audited financial statements of the applicant (its affiliates if the applicant is an ownership/management group)
- Financing commitment letter from any external financing financiers.
- Evidence that the people and organizations involved have delivered on projects with similar scope and complexity including:
 - A description of the project team and organizational structure
 - A description of the applicant's or ownership/management group's, architect's, and general contractor's development experience, as well as the experience of any other key roles. Experience should be demonstrated through examples of prior relevant projects, with a specific focus on conversion projects or projects of similar scope and/or scale. Examples should include information on:
 - Project scope and budget
 - The similarities between the sample project and the proposed conversion project
 - Strategies implemented to develop and manage the overall schedule of the project
 - Strategies for effectively managing schedule, quality management, and coordination with regulatory bodies
- Evidence the project can be executed in accordance with timelines, including:
 - A Class C estimate of project costs
 - A high-level project timeline including:
 - Expected timing of eviction of tenants (if applicable)
 - Expected timing of development permit and/or building permit application
 - Planned construction start, finish, and key milestones
 - Anticipated occupancy
 - Information regarding known time constraints, which may include environmental concerns, utility servicing plans or challenges, etc.
 - Information regarding ability to comply with current building codes and regulations, and any known variances required
- Proof of Ownership (Legal land title or signed purchase agreement)
- Project Budget
- Project Pro Forma
- ISC Registration (Certificate of Status or Profile Report, etc.)
- Property Owner Consent and Contact Information (if applying on behalf of owner)

The City may require additional information to confirm eligibility for incentives.

Section 4.0 Declaration

I hereby certify that the above information is correct and complete, and that the applicant and owner agree to the terms and conditions of the *Downtown Office to Residential Conversion Policy*. I acknowledge that the information collected on and within the application documents is handled and maintained in accordance with The Local Authority Freedom of Information and Protection of Privacy Act. It will be retained as a record of my application and may be used to contact the parties involved in this project. The application and the information contained therein may also be used by the City for compliance or other legal action pursuant to the *Downtown Office to Residential Conversion Policy*, *The Cities Act*, *The Construction Codes Act*, the City's *Building Bylaw*, *The Planning and Development Act* and any other bylaws, legislation, or regulations.

Applicant Name (Printed)
(Or authorized representative)

Applicant Signature
(Or authorized representative)

Date (dd/mm/yyyy)