



## City of Regina Housing Incentives Application: Pre-development Grants

### Section 1.0 Introduction

This form may be used to apply for grants to support the undertaking of activities necessary to determine the feasibility and details of a housing project and to support application for a development permit, building permit, or other planning permission. The grant is provided under the Housing Incentives Policy (HIP) (see <https://www.regina.ca/home-property/housing/housing-incentives/> for the policy). **Refer to the Pre-development Grants Pilot section of HIP for eligibility criteria, details on grant amounts, and requirements.**

Pre-development grants are available to non-profit housing providers city-wide, and private developers in City Centre, North Central, and Heritage neighbourhoods. There is no requirement for the pre-development work to proceed to a complete project, nor is there a requirement that final units be affordable. Pre-development grants may be used to support an application for other incentives under the HIP.

The applicant must enter into a legal agreement with the City to receive pre-development grants. To enter into an agreement, the applicant must be current on all property taxes, utilities, parking, and other charges owing to the City. The Housing Branch must be notified of project completion no later than October 31, 2027 to receive funding.

Applications are accepted and reviewed on a first-come basis. Applications may be made prior to acquiring a property, though permission from the property owner to undertake pre-development work may be required. **Applications may be accepted after a development or building permit has been applied for if the City requests pre-development work as part of a permit application. Applications will not be accepted once a permit has been issued. Pre-development activities that have already been completed are not eligible.**

Complete this form and return by:

**Mail/Drop off:**

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

OR

**Email:**

[CHS@regina.ca](mailto:CHS@regina.ca)

## Section 2.0 Applicant Information

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

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**Contact Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Corporate Status:**

- Charitable Non-Profit
   
  Membership Non-Profit (affidavit must be provided)<sup>1</sup>  
 Private Sector or Individual
   
  Other

**Please indicate one of the following:**

- I am the landowner  
 I am not the landowner (*Please provide the contact information for the legal landowner and a statement authorizing the applicant to undertake pre-development activities on any properties of interest. Also provide any agreements to purchase the properties, if applicable.*)  
 I am applying on behalf of the landowner<sup>2</sup> (*Please provide the contact information for the legal landowner and a statement authorizing an application on their behalf*)

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<sup>1</sup> To be considered as a Non-Profit Housing Provider under the Housing Incentives Policy, all membership non-profit corporations must submit an affidavit with its application confirming that the corporation provides housing primary for the benefit of the public at large instead of its members. If the affidavit is not provided it will be considered a Private Sector application.

<sup>2</sup> 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.

## Section 3.0 Project Information

### Property of Interest (if any):

Civic Address: \_\_\_\_\_ Lot: \_\_\_\_\_ Blk/Par: \_\_\_\_\_ Plan: \_\_\_\_\_  
 (If there is more than one property, identify in a separate document)

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

Funder: \_\_\_\_\_

Program: \_\_\_\_\_

Address: \_\_\_\_\_

### If you have applied for a development or building permit, or are preparing to, please provide the following information:

Project Name (if any): \_\_\_\_\_

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)

### The following information and attachments must be included (\*all spreadsheets and templates can be found at <https://www.regina.ca/home-property/housing/housing-incentives/>):

- A completed Pre-development Activities Checklist
- ISC Registration (Certificate of Status or Profile Report, etc.)
- Statutory Declaration Template (If membership non-profit)
- Property Owner Consent and Contact Information (if not the owner)

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

### Please submit a project summary (max 3 pages) with the following details (if available):

- Why do you want to undertake the proposed activities?
- How will the project address Regina's affordable housing needs?
- How many units does the project include? (affordable and market)
- What is the type of housing provided? (e.g., affordable, transitional, supportive, etc.)
- Who is the target population? (see Design & Development Scorecard for priority groups)
- Are there support services?
- How will the financial viability of the project be ensured?
- What are the characteristics of the neighbourhood?
- How accessible is the project to nearby amenities and services?

## 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 Housing Incentives 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 Housing Incentives 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.

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**Applicant Name (Printed)**  
(Or authorized representative)

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**Applicant Signature**  
(Or authorized representative)

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**Date (dd/mm/yyyy)**