



CITY OF SASKATOON AFFORDABLE HOUSING PROGRAMS

APPLICATION FOR DIRECT SALE OF CITY-OWNED LAND

1. Applicant Information

a. Contact Information

Organization Name		Address:		
Contact Name	Contact Title	Phone	Fax	Email

b. Corporate Status – check the description that applies
(Proof of corporate status must be provided)

<input type="checkbox"/>	Non-Profit	<input type="checkbox"/>	Co-operative
<input type="checkbox"/>	For-Profit	<input type="checkbox"/>	Other:

2. Project Information

a. Housing / Shelter Units

Housing Type (e.g. townhouses, single family dwellings, apartment style, boarding house, etc.)				Total number of housing units		Number of housing units for low-income residents	Density of units (units per acre of land)
Tenure	Rental	Condominium	Freehold Ownership	Life Lease	Transitional	Crisis Shelter	Other (specify):
No. Units							

b. Support Facilities – Please describe the composition of your housing project including housing units, support service facilities, common areas, etc.

Facility		Description	Total Area		Capital Cost
			ft ²	%	
1	Housing Units				
2					
3					
4					
5					
TOTAL PROJECT				100	

c. Affordability

(Note: The City of Saskatoon defines a housing unit as “affordable” if annual household income of the residents falls below the Provincially-set Maximum Income Limits. These limits differ depending on the household type and are subject to change. Contact the City of Saskatoon or Saskatchewan Housing Corporation for information.)

Resident Income Levels (annual household income)	Housing Cost Per Unit (monthly cost for rental, transitional, etc.; sale price for homeownership)
Income Verification Please show how accountability and/or verification will be provided to the City of Saskatoon to demonstrate the units’ affordability. (e.g. income statements, income tax records, mortgage documents, etc.)	

3. Site Requirements

a. General site requirements:

Date Required	Zoning Designation Required	Site Area Required	Location Required (if applicable) (neighbourhood, sector, etc.)

b. Specific site(s) (if known). If more than one, please list by order of preference:

	Lot	Block	Parcel	Plan	Zoning	Address Neighbourhood	Area	Price (if known)
1								
2								
3								

4. Financial Details and Timing

a. Project Costs

Cost Description	Cost	Notes
Land Acquisition Costs		
Construction Costs		
Other Costs (specify) e.g. legal fees, training costs, contingency, etc.		
TOTAL PROJECT COSTS		

b. Funding – Please indicate the expected sources of capital funding for this project including grants from the City of Saskatoon and other levels of government, equity contribution, mortgage financing, etc.

Funding Source	Amount	Requested / Committed / Received
TOTAL		

c. Timing

Planned Project Start Date	Planned Project Completion Date

5. Attachments

Please ensure the following support materials are included with this application form:

- Concept Plans (if available)**
- Proof of Incorporation**
- Business Plan (see attached template for guidelines)**

I hereby certify that the above information is correct and complete, and that _____ agrees to the terms and conditions of the Request For Proposals process.

Authorized Representative of Sponsoring Organization

Date

Proposal Submissions or Information:

Attn: Housing Analyst
Community Services Department
222 – 3rd Avenue North
Saskatoon, SK S7K 0J5

Phone: 306.975.7693
Fax: 306.975.3185
Email: housinginfo@saskatoon.ca



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The following template is a suggestion of some elements you might wish to include in the business plan that is to accompany your application for direct sale of land. The template is intended only as a guide. It is recommended that you tailor the details to suit your organization and the specific project.

BUSINESS PLAN TEMPLATE

Purpose and Objectives

Background

- Describe your organization.
 - History
 - Ideals, philosophy
 - Previous experience (housing, other development experience)
- Assess the need for housing (particularly in relation to the housing you plan to provide)
 - Describe the housing situation in the city and/or in a specific area such as a neighbourhood or sector
 - Identify what area(s) are lacking

Project

- Overview: describe the project
- Describe what priority area the project will address (What needs will it meet?)
- Describe which individuals/groups this project is directed towards
 - Income levels
 - Family situation
 - Age
 - Care needs
 - etc.
- Explain the tenure of the housing (e.g. rental, ownership, crisis shelter, transitional, etc.)
- Describe the housing units (e.g. area, features, etc.)
- Describe other features/services the project will include
- Provide physical details about the project:
 - Expected unit density (units/acre)
 - Site coverage
 - Building dimensions
 - Required parking
 - etc.
- Project timeline

Financial

- Provide an estimate of the total capital investment and detail the costs that make up the total
- Explain the sources of funding for the project, how much, and whether this funding is confirmed
- Explain the plan for ongoing sustainability of the project if applicable (e.g. operating budget)
- Expected price charged for each unit (cost to operate per unit for subsidised housing)

Conclusion

Attach:

- Capital budget
- Operating budget (if applicable)