

DEVELOPER CHECKLIST

Use this checklist to help you plan your affordable housing development.

<p style="text-align: center;">Land</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that the location of your project is well situated, in proximity to services and community facilities that future residents may need <input type="checkbox"/> Ensure that the zoning fits your proposed development or apply for rezoning <input type="checkbox"/> If you are searching for land, consider looking for underutilized properties (e.g., faith-based organizations, service groups, commercial buildings, municipal or federal lands) that could be converted to housing
<p style="text-align: center;">Design</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that you design with the needs of prospective residents in mind (e.g., appropriate unit sizes, amenity spaces, green spaces, adequate parking spaces) <input type="checkbox"/> Ensure that you design with the existing community in mind (e.g., ensuring your development fits in with the character of the neighbourhood, engaging with community members early on) <input type="checkbox"/> Review any design requirements (e.g., energy efficiency, accessibility, affordability) that are tied to funding programs you may apply for <input type="checkbox"/> Consider partnering with community organizations and employers on your development; engage collaborators early in the process
<p style="text-align: center;">Financing and Funding</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Review federal, municipal, and other funding programs that your project may be eligible for; contact the Housing Services Manager for more information and guidance on applying for funding <input type="checkbox"/> Review any municipal incentives your project might be eligible for
<p style="text-align: center;">Planning and Approvals</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Get to know the planning and approvals process for the municipality in which you're building; get in touch with key contacts early in the process <input type="checkbox"/> Identify which studies may be required prior to construction
<p style="text-align: center;">Construction and Pre-Occupancy</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Get to know the building permit and inspection process; plan ahead to ensure that all requirements are met <input type="checkbox"/> Ensure that accessibility and sustainability standards are met by engaging the appropriate consultants <input type="checkbox"/> Ensure your marketing plan reaches your target customers; contact the Housing Services Manager for assistance with lease-up