

ACKNOWLEDGEMENT LETTER

TO: The Municipality of Niagara Region
Attention: Niagara Development Charges Team

Email: RegionDC@niagararegion.ca

FROM: **[Insert name]**

[Insert address]

Telephone No.: **[insert telephone number]**

Email Address: **[insert email address]**

Building Permit No.: **[insert number]**

RE: Acknowledgement Letter (section 26.1 of the Development Charges Act) – to be provided and acknowledged on/before building permit issuance

Under the Development Charges Act, 1997 (the Act) section 26.1 and O.Reg 454-19, the development located at _____ **[Insert address]** (reference building permit # _____ **[Insert number]**), has been identified as:

- Institutional Development
- Non-Profit Housing Development
- Rental Housing Development (4 or more dwelling units only)

As such, the development shall receive a deferral in payment of development charges.

The first annual development charge installment will be due at occupancy with the remainder payable in **[Insert number]** equal annual installments.

Calculation of the Niagara Region portion of the payable development charges will be based on section 26, 26.1 and 26.2 of the Act and will follow approved policy. Installment payments are subject to interest.

The person required to pay development charges (owner/developer) shall, unless the issued an occupancy permit under the Building Code Act, 1992, notify the Region in writing within five (5) business days of the first building being occupied. Notification can be emailed to RegionDC@niagararegion.ca.

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A Schedule of Installment Payments will be calculated and provided by the Region upon notification of occupancy.

If the person required to pay development charges wishes to pay on an accelerated payment schedule, an Early Payment Agreement is required under section 27 of the Act.

The undersigned as an authorized representative or owner of the property is acknowledging receipt of the letter outlining the eligibility legislative requirements for DC Installment payments under section 2.61 of the Act.

Declared at _____ (city), in the Province of Ontario, this _____ day of _____, 20____.

(Signatures)

Name:

Title:

Witness Name:

Title:

I have authority to bind the Recipient.