

## Whitby Green Standard Pilot Financial Incentive Program - 12-Step Process

The following steps outline the process the developer and the Sustainability Division will complete once a developer indicates that they would like to participate in the incentive program:

**Step 1:** Interested developer/builder complete the Whitby Green Standard Checklist and provides the required project specific information (location, number and type of units, anticipated permit date, anticipated completion date).

**Step 2:** Whitby sends draft incentive agreement to Developer for review and comments.

**Step 3:** Sustainability Division reviews project with applicant (application review).

**Step 4:** Developer confirms project details and acceptance of the terms of the agreement. Agreement is amended to ensure that it reflects the confirmed project details.

**Step 5:** Incentive agreement is signed, and incentive payment is issued for the project (payment).

**Step 6:** Developer notifies Sustainability Division that the building permit drawings/documents are fully prepared and ready for submission.

**Step 7:** Sustainability Division reviews project with applicant (preliminary compliance check).

**Step 8:** Developer applies for the building permit application (with confirmation of Sustainability Division preliminary compliance check required) and notifies Sustainability Division.

**Step 9:** Following building permit issuance, builder notifies Sustainability Division that project is underway.

**Step 10:** Sustainability Division tracks project with Developer, Developer submits as-built documents (where applicable).

**Step 11:** Developer confirms home built, signs compliance form, and submits to Sustainability Division (final compliance).

**Step 12:** For a project that does not complete within the program timeline or is materially non-compliant, a refund of incentive is requested from builder.