Community Improvement Plan
Housing Incentives Application Form

Please complete all of Part A and relevant sections of Part B.

Please submit the completed form and attached documents to planningteam@saugeenshores.ca.

OFFICE USE ONLY. To be completed by the Town of Saugeen Shores.			
Received by:			
File Number:		Date Received:	
Deemed Complete:	○ Yes	○ No	
Staff Signature:			

FOR MORE INFORMATION, PLEASE CONTACT THE PLANNING TEAM:
E-mail: planningteam@saugeenshores.ca

I have completed a **mandatory** Intent to Apply form with the Town:

☐ Yes Date Submitted to Town: _____

PART A – GENERAL SUBMISSION REQUIREMENTS

1. Owner Information

Applicant Name: _____

Street No. and Name: _____ Unit No.: _____

Town: _____ Postal Code: _____

E-mail: _____ Tel. No.: _____

Applicant Information (if different from above – Owner Authorization Required)

Applicant Name: _____

Relation to Property (Owner, Tenant, Agent, etc.): _____

Street No. and Name: _____ Unit No.: _____

Town: _____ Postal Code: _____

E-mail: _____ Tel. No.: _____

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2. Property Information

Property Legal Description:
Property Size: ○ sq ft ○ sq m
Existing Property Use (e.g. Agricultural, Residential, etc.):
If known, list any previous uses:

3. Project Description

Please describe your project and include any Building Permit and or Planning Act Application (i.e., Site Plan Control, Zoning Amendment, etc.) file numbers.

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4. Grant Selection (fill out Part B accordingly)

Programs	Application	Estimated Total Cost of Proposed Work**	Possible Future Applications
1: Purpose Built Rental DC Grant *(page 4)*	☐	$	☐
2: Additional Residential Unit Grant *(page 5)*	☐	$	☐
3: Affordable Missing Middle Grant *(page 6)*	☐	$	☐
4: Municipal Fees Grant (2 options) *(page 7)*	☐ Site Plan Control Fee Grant	$	☐
	☐ Building or Demolition Permit Fee Grant	$	☐

***Costs could include site work, building-related works, demolition costs, construction costs, or others such as design, all fees and permits, signages, engineering, construction financing, legal and other professional services.*

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PART B – PROGRAM-SPECIFIC SUBMISSION REQUIREMENTS

Please complete only the sections for which you're applying.

1. Purpose-Built Rental Development Charge (DC) Grant

The Development Charge (DC) Grant Program is designed to encourage Purpose-Built Rental Housing development by decreasing the cost of development related to DCs and providing a grant equivalent to a portion of the DC.

The maximum grant value available under this program is 50% reduction of DCs levied by the Town or up to a maximum of $150,000.

Please complete the following section to the best of your knowledge.

You may be eligible to apply to this program, if:

- ☐ You meet the general eligibility criteria identified in Section 5.1 of the CIP and additional eligibility criteria (as applicable) identified in Schedule E: Section 4.
- ☐ Your property is within the designated settlement area, serviced and zoned to allow residential use.
- ☐ You are a property owner or developer seeking development, redevelopment, or adaptive reuse of a property for residential purposes.

Please note that this program cannot be combined with the ARU Grant program.

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2. Additional Residential Unit (ARU) Grant

The Additional Residential Unit (ARU) Grant Program aims to incrementally increase the supply of rental housing in Saugeen Shores by encouraging the construction of a basement apartment, garden suite, upstairs apartment, or living space within one accessory building on a property.

The maximum grant value available under this program is $30,000 for up to three ARUs, subject to the following funding parameters. Maximum assistance is structured as follows:

- one (1) unit – $5,000
- two (2) units – $7,500 per unit; and
- three (3) units – $10,000 per unit

Please complete the following section to the best of your knowledge.

You may be eligible to apply to this program, if:

- ☐ You meet the general eligibility criteria identified in Section 5.1 of the CIP and additional eligibility criteria (as applicable) identified in Schedule E: Section 4.
- ☐ Your property is within the CIPA, serviced and zoned to allow ARUs (subject to servicing provisions).
- ☐ The primary unit on the property is owner-occupied and falls under one of the following three contexts:
  - ○ Within a newly constructed residential dwelling;
  - ○ Within an existing residential dwelling; or
  - ○ As a detached accessory building located on the same lot as an existing residential dwelling

Please note that this program cannot be combined with the Purpose-Built Rental Development Charge Grant program.

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3: Affordable Missing Middle Grant

This program provides grants to help property owners offset upfront construction costs, making it more financially viable to develop Affordable Missing Middle housing, such as semi-detached homes, duplexes, triplexes, fourplexes, townhouses, and low-rise multi-unit dwellings, in Saugeen Shores.

Grant funding provided on a per unit basis covers 100% of eligible costs, up to a maximum amount of $250,000 per project. Per unit maximums include:

- Rental Unit at Affordable rate – up to $50,000 per unit.
- Ownership Unit at Affordable rate – up to $30,000 per unit.

Please complete the following section to the best of your knowledge.

You may be eligible to apply to this program, if:

- ☐ You are a private sector landowner/developer actively seeking the development, redevelopment, or adaptive reuse of properties to deliver Affordable Missing Middle housing forms.
- ☐ You meet the general eligibility criteria identified in Section 5.1 of the CIP and additional eligibility criteria (as applicable) identified in Schedule E: Section 4.
- ☐ Your property is within the CIPA, serviced and zoned to allow ARUs (subject to servicing provisions).
- ☐ The project is a new construction or adaptive reuse of an existing building (i.e., converting a single-detached dwelling into multiple units).
- ☐ The project aligns with the definition of Missing Middle housing (as per Schedule E: Section 1.4 of the CIP).
- ☐ The proposed development creates a minimum of three (3) new Affordable Missing Middle housing units.
- ☐ The project includes new rental and/or ownership units and is proposed to be **no more than four storeys in height.**

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4: Municipal Fees Grant

Under the municipal fees grant program, grants may be offered to Eligible Property owners or developers for eligible Purpose-Built Rental Housing or mixed-use development (rental housing with commercial at grade) projects.

If at least 20% of the rental units are Affordable in nature, any Building Permit Fees associated with those Affordable units will be reimbursed in full (100%) in the form of a grant. This is *in addition* to the maximum grant values indicated below. **The Town has complete discretion in determining the maximum amount to be provided to each applicant.**

Please complete the following section to the best of your knowledge.

You may be eligible to apply to this program, if:

- ☐ You are a non-profit or private-sector property owner or developer seeking development, redevelopment, major expansion, or adaptive reuse of eligible properties to accommodate Purpose-Built Rental Housing.

The following grants can be applied to remaining market rate units (please select the program you are applying to):

- ◯ **Site Plan Control Fees Grant**

Maximum grant of $5,000 per property or the cost of the eligible Site Plan Control application fees, whichever is less. This grant will be issued at the time of Site Plan approval.

- ◯ **Building or Demolition Permit Fees Grant:**

Maximum grant of $30,000 per property or the cost of the combined eligible building permit fees, whichever is less. For Building, this grant will be issued at achievement of substantial occupancy. For Demolition Permit Fees, this grant will be issued at completion of demolition.

Please note that there is a maximum of 1 grant per property (or combined properties if subject to the same application).

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Declaration of Applicant

☐	The property taxes for the subject property are up to date. This will be verified by Town Staff.
☐	I have read the program guidelines included in the CIP and in this form, and my project meets the minimum requirements for program eligibility.
☐	I authorize Town Staff to enter upon the subject property and take photos of the project area for the sole purpose of this application.
☐	I **may be** required to enter into an agreement with the Town, subject to the program I am applying to and at the Town's discretion. Agreements may be registered on title of the subject property, to obtain grant payment.
☐	Where applicable, I understand that I must not start any project work until I have received written notification from the Town about the decision regarding my application and any applicable agreement.
☐	I understand that the completed project must be consistent with the proposed project that was approved and detailed in the application form and supporting documentation. The Town retains the right to reduce or cancel the disbursement of funds in instances of non-compliance.
☐	I understand that for the duration of the agreement with the Town, no residential units shall be used as Short-Term Rental Accommodation (STRA) that are receiving funding through the Community Improvement Plan. A STRA is defined as the rental of, or part of, a residential unit for less than 28 consecutive days, and includes rentals through platforms such as Airbnb or VRBO.
☐	**I confirm that the information contained on this form is true, accurate and complete and I agree to provide all documentation requested by the Town.**

Applicant and/or Agent Signature(s) _____

Date: _____

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