

## Appendix A

### Affordable Housing Grant Application

#### SECTION 1 – Program Description

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This Program is intended for homeowners, **non-profit housing providers**, and for-profit developers interested in creating additional **affordable housing units** through new construction, **building conversions**, or the reuse of vacant buildings.

Note – this grant application form shall be read and completed in conjunction with the Affordable Housing Grant Policy.

#### ELIGIBILITY REQUIREMENTS

- Eligible properties must be located within the **Town** boundary and be a fully serviced lot pursuant to the Town’s Subdivision Bylaw.
- The eligible unit must:
  - comply with all applicable federal, provincial and municipal legislation, including zoning and building regulations;
  - be self-contained with a kitchen area and full bathroom; and
  - not be a short-term rental or per night rental unit.
- The applicant must reside at the subject property (applies to grants for **accessory dwelling units** only).

#### GRANT DETAILS

- This program offers a one-time grant.
- The Missing-Middle Affordable Housing Grant provides \$10,000 per eligible unit to a maximum total of \$50,000 per application per building.
- The Revitalizing Rental Stock Grant provides \$10,000 per eligible unit, to a maximum of \$50,000 per application, per building

#### GRANT DISBURSEMENT

Approved grants are issued in a single lump sum upon:

- issuance of a development and building permit; and
- confirmation of a completed framing inspection for new construction; or
- issuance of occupancy permits for **accessory dwelling units**, new units created from **building conversions**, or reuse of vacant buildings; and
- fulfillment of all other Program conditions required for payment.

## SECTION 2 – Applicant Information

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Applicant Name: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## SECTION 3 – PROJECT DESCRIPTION

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1. I am applying for a Grant under the following category:

**Missing-Middle Housing:** Examples include semi-detached and duplexes homes, triplexes, fourplexes, townhouses rowhouses, courtyard housing, apartment buildings with less than 4 storeys or **accessory dwelling units**.

Revitalizing Rental Stock: Renovation of existing housing stock into affordable units, or reuse of vacant buildings.

2. For **accessory dwelling units**, are you the current homeowner who resides at the subject property as your primary residence?  Yes  No

(Proof of residency at the property in form of a driver's license and utility bill will be required)

3. Attachments included:

Building Permit(s)

A project schedule with the following key milestones:

- Construction / project start date
- Estimated date of completion of framing inspection (Missing-Middle Housing applications only)
- Estimated date of project completion

Written Property Owner Authorization, if required

**Construction Cost Estimates**

Executed funding agreement from Province of Nova Scotia and/or the Government of Canada with identification of affordable housing units approved for funding. For more clarity, affordable housing units must be approved for funding under a **federal funding program** and/or the provincial **Affordable Housing Rental Program**.

## SECTION 4 – APPLICANT SIGNATURE

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In signing this application, the applicant understands and agrees that:

- **Affordable housing unit(s)** must:
  - comply with all applicable federal, provincial and municipal legislation, including the Town of Yarmouth Land Use Bylaw, the Town of Yarmouth Tax Policy and other applicable bylaws and regulations.
  - be self-contained.
  - not be used as a short-term rental or a per-night rental at any time throughout duration of the Agreement.
  - have an occupancy permit issued by the Town of Yarmouth on or before June 30, 2028, for ADUs and building conversions and vacant building reuse.
- Owner must obtain a valid Development and Building Permit for the eligible development from the Town of Yarmouth after January 22, 2025.
- **Affordable housing unit(s)** of new construction (excluding ADUs) must have a framing inspection completed and in full compliance on or before June 30, 2028.

Applicants are advised that applications will be assessed on a first-come, first-served basis, or until available funds in the **Affordable Housing Reserve** have been exhausted, whichever occurs first. The grant will be disbursed as a one-time sum subject to Section 12 of the Affordable Housing Grant Policy (Disbursement of Grant Funds). The applicant must comply with all program requirements to obtain grant approval and payment.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 5 – COLLECTION OF PERSONAL INFORMATION NOTICE

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Collection of Personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed to process your Permit Application. Questions about the collection and use of the information may be directed to the Town’s Municipal Clerk by email: [admin@townofyarmouth.ca](mailto:admin@townofyarmouth.ca) or by phone 902-742-8565.

Please send completed form to:

By email: [admin@townofyarmouth.ca](mailto:admin@townofyarmouth.ca)

By mail/in person:

400 Main Street, Yarmouth NS, B5A 1G2

Attn: CAO’s Office

Subject: AHAF Grant Application