

Town of O'Leary

Application for Housing Grant

Application Details

Grant Type				
<input type="checkbox"/> Accessory Dwelling Unit (ADU) Grant <input type="checkbox"/> garden suite <input type="checkbox"/> secondary suite	<input type="checkbox"/> Affordable Housing Grant Program stream: <input type="checkbox"/> new housing units <input type="checkbox"/> preservation & rehabilitation of existing affordable units	<input type="checkbox"/> Growing Home Equity Program stream: <input type="checkbox"/> Program Development <input type="checkbox"/> Creation of Missing Middle Units		
<input type="checkbox"/> Commercial Conversions Grant	<input type="checkbox"/> Land Disposal Grant (include with Proposal responding RFP for disposal of Surplus Municipal Land)	<input type="checkbox"/> Tiny Homes Grant		
Property Information				
Parcel ID	Lot # (if applicable)		Subdivision Name (if applicable)	
Civic Number		Street Name		
Pre-existing Development on Property:				
Type of New Development:				
Grant amount requested:				
Organization Name & Type (if applicable):				
Contact Information				
Registered Property Owner	Name			
	Mailing Address			
	Email			
	Phone			
If different from above:				
Applicant/Agent	Name			
	Address			
	Email			
	Phone			

Authorization

I _____ am the owner of the land that is subject of this Application, and I hereby authorize our agent / solicitor _____ to make this Application and to act on my behalf in regard to this Application.

Dated, this _____ (day) of _____ (month), _____ (year)

 Name of Owner:

 Signature of Owner

Undertaking

I/WE HEREBY APPLY for a grant under the Policy associated with the Grant Program identified in this Application.

I/WE HEREBY AGREE that I/we have read and understand the Policy associated with the Grant Program and agree to abide by the terms and conditions of the Policy for the Grant Program identified in this Application.

I/WE HEREBY CERTIFY that the information contained in this Application is true, correct, and complete in every respect and may be verified by the by such inquiry as it deems appropriate, including inspection of the property for which this application is being submitted.

I/WE HEREBY CERTIFY that the property for which an Application has been submitted, is not in violation or contravention to any bylaw and is not subject to any outstanding work orders or any other enforcement procedures of the or any other governmental authority.

I/WE HEREBY CERTIFY that the property for which an Application has been submitted is not in a position of sewer utility or municipal fee arrears. All fees owing shall be paid prior to the disbursement of any fee-related grant.

I/WE HEREBY CERTIFY that at any time the occupation, use, development and/or improvement of the property for which an Application has been submitted, is non-compliant with the bylaws of the and such condition of breach continues for a period of 30 days following written notification by the Town to the landowner, the Chief Administrative Officer, or designate thereof, at their discretion and without prejudice to any other remedy which may be available, cancel remaining disbursement/grant payments and/or refuse the approval of any subsequent grant funding Applications under the *Grants Program* or any other program of the Town.

Dated this _____ (day) of _____ (month), _____ (year).

Owner's signature:	
Owner's name (please print)	
Date:	

Authorized agent's signature:	
Authorized agent's name (please print)	
Date:	

Submission checklist

- Completed application form
- Completed application for development permit or approved development permit
- Supplementary Information (refer to table below for list of required information by Grant type)

Note: As of March 31, 2020, all construction projects, unless exempt under the Building Codes Act Regulations, are required to receive a building permit from the Province of Prince Edward Island before commencing construction. **It is the responsibility of the applicant to ensure they are in possession of any required permits.** A copy of the Regulations and information regarding project exemptions can be found online at www.princeedwardisland.ca. If, after reviewing this information, you are still unsure as to whether or not a Building Permit is required, you can contact Inspection Services at 902-368-5280 for more information.

For Office Use	
Application Number	
I have reviewed the application and hereby approve disbursement of the <i>Grants Program</i> funds in the amount of _____.	
Chief Administrative Officer or Designate, thereof (signature)	Date
Development permit # (if applicable)	Provincial Building Permit # (if applicable)
Notes:	

Supplementary Information					Land Disposal Grant
Accessory Dwelling Unit (ADU) Grant	Affordable Housing Grant	Commercial Conversions Grant	Growing Home Equity	Tiny Homes Grant	Land Disposal Grant
Project description, timeline, and budget;					Information is presented in Proposal responding to an RFP re Surplus Municipal Land – See Land Disposal and Grant Policy for more details
Proof of ownership or long-term lease of the property and approval of the property owner to make application regarding the property;					
Information on how the project satisfies the Program's eligible projects and costs;					
Overview of compliance with the O'Leary Land Use Bylaw.					