



PID Nbr: \_\_\_\_\_

Roll Nbr: \_\_\_\_\_

# APPLICATION FOR SECONDARY SUITE INCENTIVE PROGRAM

I/We \_\_\_\_\_  
(Name of Applicant)

\_\_\_\_\_  
(Mailing Address)

Submit this application for a Secondary Suite Grant.

## 1. Subject Property

Civic Address \_\_\_\_\_, Kitimat, B.C., V8C \_\_\_\_

Legal Description \_\_\_\_\_

Lot Block District Lot RP

Zone \_\_\_\_\_ Property Area \_\_\_\_\_ ha.

## 2. Requirements and Process

1. Applicant should contact the Community Planning & Development Department regarding zoning and other requirements for a new secondary suite on their property before proceeding with this application.
2. The applicant is required to comply with all permits and bylaws related to the construction of a new secondary suite. This includes a Building Permit from the District of Kitimat, an application which can be submitted in parallel with this application.
3. The grant must be for the construction of a new secondary suite in an existing house, and does not apply to the renovation or upgrading or an existing suite, or construction of a suite in a new dwelling.
4. The grant only applies to building permits applied for after July 21, 2014
5. The District of Kitimat reserves the right to refuse an application. The District will advise in writing of the applicant's eligibility and the conditions that must be satisfied to receive a grant.
6. An occupancy permit must be issued within 12 months of application for a building permit in order to qualify for grant monies.
7. The property owner must enter into a Partnering Agreement with the District of Kitimat. The terms of the Partnering Agreement must substantially comply with terms authorized by Kitimat Council.
8. Original receipts must be submitted to the District of Kitimat for verification before payment of the grant. Applicants should familiarize themselves beforehand with eligible expenses.
9. The owner must consent to public notification that will include their name, address, and grant amount.
10. The Secondary Suite Incentive Program is a one-time incentive program that is available on a first-come, first-serve basis.

## 3. Type of Grant

All approved applications are eligible for up to \$2,500, or up to 33% of eligible construction costs. Indicate below if you intend to apply for further grants:

- Accessible Suite (meeting BC Housing Design Guidelines) eligible for additional \$2,500;
- Affordable Suite (meeting CMHC Level 1 rent levels) eligible for additional \$5,000, or up to 50% of construction costs;
- Affordable Suite (meeting CMHC Level 2 rent levels) eligible for additional \$7,500, or up to 66% of construction costs;

## 4. Proposed Suite location

Please attach a site sketch indicating location of suite in relation to house, including suite entrance and parking area for future tenant(s).

**5. Suite Information**

What is total estimated costs for this suite? Eligible expenses include building materials; contracted services; and permit fees. Ineligible expenses include volunteer labour; owner's labour; tools; and appliances. What is estimate of eligible expenses?

\$ \_\_\_\_\_  
(Total)

\$ \_\_\_\_\_  
(Eligible Expenses)

**6. Declarations**

a. Property Owner

Where the applicant(s) is/are not the registered property owner(s), the following statement must be signed by the registered owner(s) or the owner's(s)' agent.

This application is made with my/our full knowledge and consent.

\_\_\_\_\_  
Name(s) Date

\_\_\_\_\_  
Mailing Address (incl Postal Code) Authorized Signature(s)

\_\_\_\_\_  
Phone Email Fax

b. Applicant

I/We declare that statements and information submitted in support of this application are, to the best of my/our knowledge, true and correct.

\_\_\_\_\_  
Signature(s) Date

\_\_\_\_\_  
Phone Email Fax

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**FOR OFFICE USE:**

\_\_\_\_\_  
Yes No Application Details Attached? (Date) Initials of Official

Suite added to Register Yes No Bldg Permit Application Rcvd? Yes No Suite previously existing

FIO Circulation: Building Engineering Fire

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