

### PROGRAM DESCRIPTION

Under its' Housing Action Plan, Town of Westlock has launched a Residential Development Grant program to incentivize the development of new housing units. The grant program involves two grant streams: new residential construction & suites. Residential home builders, contractors and home owners are all eligible to apply under this program.

#### New Home Construction Stream:

Available Funding: \$15,000 per unit grant

Eligible development: New construction of up to four (4) units per property

#### Suite Stream:

Available Funding: \$10,000 per suite grant

Eligible development: Secondary (within principal dwelling), garden and garage suites (maximum one (1) per property)

Applicants may "stack" both grant streams (ie. a new single-detached home with a secondary suite in the basement would qualify for funding under both grant streams). Grant funding is limited per calendar year.

### APPLICATION DEADLINES

Applications will be accepted on an open-intake basis until all available funding is allocated in a given calendar year. Applications are awarded and reviewed in the order they are received.

### SUBMISSION REQUIREMENTS

Completed applications should be submitted to the Program Review Officer at [planning@westlock.ca](mailto:planning@westlock.ca).

Inquiries may also be made to [planning@westlock.ca](mailto:planning@westlock.ca) or by phone at 780-349-4444.

In order for your application to be deemed complete and eligible for review, the following must be submitted:

- Completed Application Form
- Project Drawings/Renderings - Drawings/renderings should show the proposed development (see list below for specific drawing requirements)
  - New Home Construction: Site plan & building elevation drawings
  - Secondary Suites: Floor plan
  - Garage and Garden Suites: Site Plan, & building elevation drawings

### ADDITIONAL INFORMATION

- Work on approved projects must commence within three (3) months from approval and be completed within one (1) calendar year.
- If applying as a builder or contractor, applicants must possess a valid Town of Westlock Business license and be in good standing with the Town.
- The property must be located within Town limits and in a residential Land Use District.
- All required municipal and/or other governmental approvals must be in place prior to commencement of the development. Applicants must be in good standing with the Town and not be in arrears on taxes, utilities, fees, fines, or other amounts.
- Approved funding is provided as a one-time lump sum reimbursement at the following stages:
  - New Home Construction: Following completion of framing inspection
  - Suites: Following receipt of occupancy of suite
- Projects intended to make existing suites legal are eligible for funding under the Suite grant stream.

### OFFICE USE ONLY

Date Received: \_\_\_\_\_ Rec'd By: \_\_\_\_\_ Deemed Complete: \_\_\_\_\_ DC By: \_\_\_\_\_ Land Use District: \_\_\_\_\_  
Date Reviewed: \_\_\_\_\_ Decision:  Approved  Conditional Approval  Refused Grant Amount: \_\_\_\_\_

### APPLICANT INFORMATION

Applicant Name: _____				
Mailing Address: _____		City: _____	Province: _____	Postal Code: _____
Phone: _____	Cell: _____	Email: _____		

### PROJECT LOCATION

Municipal Address			Roll Number			
Lot: _____	Block _____	Plan _____	Section _____	Township _____	Range _____	Meridian _____

### PROJECT INFORMATION

Proposed Start Date: _____		Estimated Completion Date: _____			
<b>NEW CONSTRUCTION GRANT STREAM</b> Number of units constructed: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		<b>SUITE GRANT STREAM</b> Suite Type: <input type="checkbox"/> Secondary Suite (within Principal Dwelling) <input type="checkbox"/> Garage Suite <input type="checkbox"/> Garden Suite			
Dwelling Type: <input type="checkbox"/> Single Detached <input type="checkbox"/> Semi-Detached <input type="checkbox"/> Row-Housing <input type="checkbox"/> Stacked Row-Housing					

### APPLICANT DECLARATION

I understand that my submission of an application does not constitute a guarantee for funding under the Residential Development Grant Program. I certify that all information is true and accurate to the best of my knowledge, and if approved, the development will be commenced and completed in accordance with the terms and conditions of the resulting Contribution Agreement entered into with the Town of Westlock.

Applicant Signature _____	Date _____
Print Name _____	

### PROPERTY OWNER AUTHORIZATION *(if different than applicant)*

I/We \_\_\_\_\_, the owner of the subject property hereby authorize \_\_\_\_\_ to act on my behalf with respect to this application.

Property Owner Signature _____	Date _____
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#### Collection and use of personal information

Personal information is collected under the authority of s. 4(c) of the Protection of Privacy Act and will be used in the management and administration of the Town of Westlock economic development and granting processes. Information related to your grant application and/or any grant(s) approved may be disclosed as allowed or required by law or for promotional purposes. If you have any questions about the collection, use or disclosure of your personal information, contact the Access to Information and Protection of Privacy Coordinator at 780-349-4444.