

The Purpose of the Accessory Dwelling Grant Program (ADGP) is to assist market homeowners, whose land use area(s) allows for accessory dwellings, to have access to grant funding to complete the same and thereby increase the supply of safe rental housing availability in the Town of Canmore.

**1. GENERAL INFORMATION**

**Number of Applicants:** Adults (18+) \_\_\_\_\_

APPLICANT 1	APPLICANT 2
<b>2. CONTACT INFORMATION</b>	
Legal Name:	Legal Name:
Phone:	Phone:
Email:	Email:
Current Address:	Current Address:

**3. DWELLING ADDRESS**

All Applicants must demonstrate that they are the legally registered owner of the property where the accessory dwelling is located and that the applicant(s) are not in arrears of their municipal taxes or utilities.

Address of Dwelling:

**Documents Required:**

- Certified Copy of Title
- Utility and Tax documentation

**4. DWELLING TYPE AND BUDGET**

All applicants must provide CCH with a budget to complete the work required and must be able to demonstrate that they have the capacity to pay for their portion of the costs associated with the construction.

<input type="checkbox"/> New construction of Accessory Dwelling	<input type="checkbox"/> Improvements to existing Accessory Dwelling
How many bedrooms?	Total Square Footage of unit?
Budget: \$	*Anticipated Grant Amount: \$

*\*Grant amount is 75% of total budget not to exceed \$20,000*

**Documents Required:**

- Detail Budget
- Proof of capacity to pay for Owner Portion

**5. FOIP NOTIFICATION**

The personal information you provide on this form is being collected under the authority of Section 33(c) of **Alberta's Freedom of Information and Protection of Privacy Act**. This information will be used by Canmore Community Housing to determine eligibility for and to administer the Vital Housing program in Canmore. The privacy provisions of the Freedom of Information and Protection of Privacy Act protect your personal information. If you have any questions about the collection of this information please contact CCH's FOIP Coordinator at 203, 600A 9<sup>th</sup> Street, Canmore, AB, T1W 2T2.

**6. AUTHORIZATION**

I/We agree and give consent to CCH

- Contact the Town of Canmore on behalf of the Owner to confirm that an accessory dwelling can be constructed at their property.

Signature:	Signature:
Date:	Date:

For Office Use Only: Town of Canmore Confirmation, Accessory Dwelling allowed in LUB:  Received Date:

# Document Checklist

Please use the checklist below to ensure all your documents are in order. All applications must include the items listed below the heading "Documents Required".

## Documents Required

- Application completed in full, signed and dated
- One piece of Government issued ID with photo for all applicants listed
- Certified Copy of Title for dwelling
- Municipal Utility statement, demonstrating applicant is not in arrears of utility payments
- Municipal Tax Statement, demonstrating applicant is not in arrears of property tax payments
- Detailed Build Budget
- Proof of Capacity to pay for owner portion of project, this could be, but not limited to:
  - Bank account statement demonstrating enough money in accounts to cover costs above and beyond the grant funding requested
  - Line of Credit
  - Loan Documentation

*Note: Applications received and that are not fully completed, or do not provide all the supporting documentation will be returned and not processed.*

*Please contact CCH for acceptable alternatives should any of the above documents not be available.*