



Community Improvement Plan (CIP) Program 5 Checklist

Second Units in Existing Housing Rebate

If you are an applicant, please place a checkmark in the applicable boxes below.

Program 5 Criteria:

The property has never received funding under Program 4 AND

The property is within the eligible area (see Part 3, CIP) AND

The second unit meets the gross floor area (G.F.A.) guidelines AND

Application is received in writing at the time of making the application for a Building Permit approval AND

Proof is provided to the City that the primary dwelling unit is owner-occupied AND

Rebate 1:

The required drawings or studies being claimed for Rebate 1 are submitted to the City in support of a Building Permit application for the legal second unit AND

Proof of paid invoices for the professional fees for required drawings or studies for the legal second unit have been submitted to the City within one (1) year of the latest invoice date AND/OR

Rebate 2:

Proof of paid invoices for the construction of the legal second unit which demonstrate a total investment of no less than \$30,000 in eligible costs, submitted to the City within one (1) year of substantial occupancy

Proof that the rental unit is occupied (copy of signed lease agreement, and a copy of cleared cheques for first and last month's rent, and contact information for the tenant) have been submitted to the City within one (1) year of the latest invoice date

Additional Considerations:

The second unit does not need to meet the description of affordable contained within this document. The second unit must be a bonafide rental housing unit for five (5) years and must not be marketed as short-stay accommodation (i.e., must not be listed on a website such as AirBnB, Tripping.com, VRBO, etc.) or the rebate will have to be repaid



to the City. Similarly, the home must be owner-occupied for the same duration, or the rebate will have to be repaid to the City

The City may establish a guideline on the maximum G.F.A. for different types of second units (e.g., studio, one bedroom, two bedroom, and three bedroom second units, as well as basement apartments and garden suites) eligible for the rebate. Applicants are encouraged to confirm requirements with the City before applying.

Applicant/Agent Signature: _____

Date: _____