Town of Lunenburg

Affordable Housing Grant Application

This application is submitted in accordance with the Town of Lunenburg **Note: An application is not considered complete until all required documents have been received.**

1. Applicant Information

Applicant Name (Legal): _____

Business Name (if applicable): _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

3. Eligible Applicants Must

- ☐ Have a minimum (2) years property management experience or engage a professional third party property management firm acceptable to the Town, **OR** are the resident owner of the property of the accessory dwelling is being added.
- ☐ Have no outstanding fees, liens, or taxes on the property to be developed or converted.
- ☐ Are a private entity, non-profit society, charity, community land trust, or housing cooperative registered and in good standing with Joint Stocks in any Canadian province or territory and authorized to do business in Nova Scotia**, OR** are a homeowner whose primary residence is located in the Town of Lunenburg.
- ☐ Have successfully completed a similar project on time and on budget **OR** engage a qualified general contractor with demonstrated experience delivering similar projects under a fixed-price contract.

4. Eligible Projects Must

- ☐ Create or preserve Long-Term Housing within the Town of Lunenburg.
- ☐ Provide at minimum one Eligible Unit.
- ☐ Involve new construction, addition to an existing home or primary residence, conversion of a non-residential building, or preservation of an existing vacant multi-unit building.

☐ Meet Building Code minimum standards, inclusive for energy efficiency and accessibility.

☐ Not to be located in any area prone to subsidence, flooding, or similar natural hazards or risks.

☐ Be in compliance with the Town of Lunenburg planning documents, Heritage Conservation Plan & By-law, meet Municipal Specifications standards, and any other applicable policy or by-law requirements of the Town of Lunenburg.

All Submissions Must Include:

- A full project proposal outlining the details for the project including but not limited to:
- Property description and proof of ownership or authorization by the registered owner to make the application on their behalf.
- Number of units to be offered at the Base Level Affordability.
- Type of units provided (Bachelor, 1-Bed, etc).
- Project Pro Forma demonstrating project viability with Base Line Affordability units and overall funding strategy.
- Estimated project timelines and milestones.
- Construction or renovation details inclusive of a site plan, building layout, and elevations.
- A description of how the applicant meets the requirement of being an Eligible Applicant, inclusive of: Organizational profile, including current list of Board of Directors, audited financial statements (past (3) years).
- Demonstration that the applicant understands the requirements of the Land Use By-law, Heritage Conservation Plan & By-law (where relevant) and requirements for servicing connection to the Lunenburg Electric utility, Lunenburg Water Utility, and any other necessary service connections.
- Any other documentation required to determine the applicant's eligibility or the eligibility of the project.

4. Base Level Affordability

The Affordable Housing Grant Program sets a base level of affordability (80% of weighted average market rents- See table 1.0 below-which may be updated from time to time) for unit type. Applicants must meet this threshold to simply be considered for the program. If an applicant is able to provide deeper affordability, then a higher grant allocation can be considered. Grants can range from $10,000 to $25,000 depending on affordability offered.

	Average Market Rent	80% of AMR
Bachelor	$982	$786
1-Bed Unit	$1,018	$814
2-Bed Unit	$1,326	$1,061
3-Bed Unit	$2,280	$1,824

☐ I certify that the Eligible Unit will comply with the Base Level Affordability Criteria.

5. Signature

By submitting this application electronically, the Applicant acknowledges that an electronic signature is legally binding and confirms their agreement with the declarations and terms outlined in this application.

Name: _____

Signature: _____

Date: _____

☐ I certify that the information provided is accurate and complete

Submission Information

Completed applications and supporting documents may be submitted by email, mail, or in person:

- Email: permits@townoflunenburg.ca
- In person: Lunenburg Town Hall (119 Cumberland Street, Lunenburg, NS)
- Mail: P.O. Box 129 Lunenburg, Nova Scotia, Canada, B0J 2C0

The Town may request additional information or documentation where necessary to determine compliance with the By-law.

Grant disbursement will occur upon the Town receiving a verified copy of an occupancy permit for the development.