



TOWN OF PASADENA

AFFORDABLE & MISSING MIDDLE HOUSING DEVELOPER GRANT PROGRAM APPLICATION FORM

SUBMISSION INSTRUCTION

This form must be submitted alongside the Town of Pasadena *Development and Building Permit Application*. Project description, construction value, site plan, and construction drawings are collected through the Building Permit Application and do not need to be repeated here.

Submit Application to: cway@pasadena.ca

SECTION 1: APPLICANT INFORMATION

Organization Name: _____

Representative Name: _____

Email Address: _____

Phone Number: _____

Mailing Address: _____

Property Address (proposed development site): _____

SECTION 2: APPLICANT TYPE

☐ For-Profit Developer/Private Property Owner

☐ Non-Profit Organization

SECTION 3: ELIGIBILITY CONFIRMATION

I acknowledge the following requirements:

☐ I am the registered owner of the property within the Town of Pasadena, OR I have written authorization from the registered owner to apply on their behalf.

☐ I understand that my project must meet the Affordability Requirements.

☐ I understand that short-term rental of any unit is prohibited during the first 5-years.

SECTION 4: PROPOSED DEVELOPMENT & GRANT AMOUNT

Use the two rightmost columns in the table below to describe your proposed development. First, indicate which types of buildings you intend to develop by inputting how many of each (for example, 1 fourplex and 2 sixplexes).

An additional grant is available for each accessible-ready (\$5,000) or enhanced accessibility (\$8,000) unit constructed beyond code requirements – see Program Conditions. This means:

- Any accessible unit in a 2- to 4-unit building
- 2nd and any additional accessible units in a 5- to 10-unit building
- 3rd and any additional accessible units in a 11- or 12-unit building

Use the next column to indicate whether you intend to include additional accessible units in each building, how many, and which accessibility standard (for example, 1 accessible-ready unit beyond code requirements in each of the sixplexes = 2 eligible units @ \$5,000).

Building Type	Units	Grant Per Building	Minimum Number of Affordable Units	Proposed Development (Input quantity of each building type)	Accessible Units Beyond Code Requirements
Duplex (Semi-Detached)	2	\$38,000	1		
Townhouse (i.e. multiplex, rowhouse) or Apartment Building	3	\$46,000	1		
	4	\$54,000	1		
	5	\$74,000	1		
	6	\$82,000	2		
	7	\$90,000	2		
	8	\$98,000	2		
	9	\$106,000	2		
	10	\$114,000	3		
	11	\$122,000	3		
	12	\$130,000	3		

Grant Calculation Summary:

Base Grant <i>Grant Per Building x Number of buildings for each Building Type</i>	\$
Accessible Unit Top-Up (if applicable) <i>\$5,000 for accessible-ready OR \$8,000 for enhanced accessibility per unit beyond code requirements</i>	\$
Total Grant Requested	\$

Maximum total grant across all applications per Applicant = \$250,000

SECTION 5: AFFORDABILITY COMPLIANCE METHOD

Describe how you intend to meet the Affordability Requirements for each proposed building – see Program Conditions.

For example, 2 units in each sixplex will be rented below the CMHC Average Rent for NL as outlined in the Program Conditions; 3 units in the fourplex will be sold at market rate and 1 will be reserved at 80% below market rate for an income-qualified buyer.

Building Type	Units	Minimum Number of Affordable Units	Proposed Method of Achieving Affordability
Duplex (Semi-Detached)	2	1	
Townhouse (i.e. multiplex, rowhouse) or Apartment Building	3	1	
	4	1	
	5	1	
	6	2	
	7	2	
	8	2	
	9	2	
	10	3	
	11	3	
	12	3	

SECTION 6: REQUIRED DOCUMENTATION

The following documents are required in addition to those already submitted with your Building Permit Application:

- ☐ Articles of Incorporation and/or Provincial Registration Number
- ☐ Certificate of Insurance
- ☐ Proof of property ownership (property deed or title) or written authorization for the proposed project from the registered owner of the property
- ☐ **For non-profit applicants only:** Confirmation of Financing/Balance of Funds (letter from financial institution or other funding provider confirming funds are in place to complete the project)

SECTION 7: APPLICANT DECLARATION

By signing below, I/We confirm that the information provided in the application is true and accurate to the best of my/our knowledge. I/We understand that this application does not constitute approval of the project or guarantee of funding.

I/We agree to adhere to all terms and conditions of the Town of Pasadena Affordable & Missing Middle Developer Grant Program, including the Affordability and Long-Term Rental Requirements. I/We understand that the Town of Pasadena reserves the right to deny any application for any reason or request additional information before making a determination.

Applicant Signature: _____

Printed Name: _____

Date: _____

Organization: _____