



Town of Cobourg Community Improvement Program: Affordable and Rental Housing (Accessory Dwelling Units) – Application Checklist

PROGRAM CRITERIA:

Applicant must be able to check all boxes below to qualify for incentives:

- This application is being submitted prior to the commencement of any works or studies to which the incentive program applies.
- The accessory unit meets the floor area* guidelines.
- The number of bedrooms in the accessory unit does not exceed 2.
- The primary dwelling unit is owner-occupied.

*Not mandatory for applicants seeking Second Unit Planning and Building Fee Reduction

SUPPORTING DOCUMENTATION:

Applicants must provide the following documentation:

- Proof that the primary dwelling is owner-occupied.
- Photocopy of most recent Property Tax Assessment
- Proof of mortgage in good standing (statement from Mortgagor(s))
- Proof of property taxes being in good standing (statement from the Cobourg Finance Department)
- Documentation of funding from other sources (if applicable)
- Pictures of primary dwelling (for renovation/conversion projects)

ADDITIONAL CONSIDERATIONS:

The proposed accessory dwelling unit does not need to meet the Town of Cobourg's definition of affordability. However, the unit must be a rental unit for a minimum of 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.); violation of this condition will result in a repayment of all funds disbursed to the Town. Similarly, the home must be owner-occupied for the same duration. Applicants are encouraged to confirm requirements with the Town before applying.



CONTACT US:

For additional information, contact the Town of Cobourg Planning Department at 905-372-1005.

HOW TO APPLY:

Applications can be completed online via the Town of Cobourg website at www.cobourg.ca/cip

The deadline to submit applications for the 2023 Community Improvement Plan is August 31, 2023

** As per the Town of Cobourg's Accessory Dwelling Unit By-law (85-2003), the maximum floor area used for an accessory dwelling is 100 m² and shall not exceed 45% of the total floor area of the building (including basement or cellar). Additionally, the maximum number of bedrooms is 2.*