

Multiplex/Additional Residential Unit Affordable Rental Grant

A Community Improvement Plan (CIP) is a tool under the *Planning Act*, that allows the Town to designate a specific area(s) and offer targeted incentives to encourage investment in that area(s) for community improvement. The Town's Affordable Housing CIP contains a range of incentives to encourage the development of new affordable rental housing while diversifying housing types and affordability within the urban area of the Community of Stouffville.

The Multiplex/Additional Residential Unit (ARU) Affordable Rental Grant Program is available to landowners to offset costs incurred to construct an ARU — integrated or ancillary; or for a new multiplex dwelling. This program has been developed to support the creation of new affordable rental housing within the urban areas of the Community of Stouffville. The [Town's Zoning By-law](#) establishes where ARUs and multiplex dwellings are permitted and their associated regulations (ex. setbacks). Generally, two ARUs (which may include one ancillary ARU) are permitted on a municipally serviced lot that contains a single detached dwelling, semi-detached dwelling, or townhouse dwelling within the Community of Stouffville.

Program funding is limited and is provided on a first-come first-served basis to eligible applicants.

Project Funding Streams

This grant covers eligible costs incurred to construct an affordable ARU or multiplex dwelling where permitted. The eligible costs are broken down by building type as follows:

For renovating an existing rental ARU to bring it up to building code, the maximum value of the grant is \$10,000 per unit.

For new construction of a multiplex or ancillary rental ARU, the maximum value of the grant is \$11,000 per unit.

*The value of the grant shall not exceed the development costs for the project streams as listed above.

Application Instructions

To be considered a complete application, please attach all the applicable documents listed below to the submitted application:

- Completed and Signed Application Form

Supporting documents, including*:

- A statement describing how the proposed project meets the Affordable Housing CIP goals and objectives;
- Proof of land ownership (Transfer/Deed or current parcel register); or copy of fully executed Agreement of Purchase Agreement and Sale, or copy of fully executed Lease Agreement;
- Photographs of the existing buildings or property condition;
- Where available, historical drawings or photographs;
- If available, a building permit or site development application (see Additional Information)
- Design drawings, rendering, elevation, grading, or any other specifications of the proposed project, as determined by the Town and prepared by a qualified professional;
- Provide a minimum of two** of the most **recent consecutive** invoices and/or receipts of paid mortgage, property insurance, and property taxes;
- A minimum of two cost estimates** for the proposed project work, done by a licensed consultant or contractor;
- A detailed budget** for the proposed project;
- A project schedule/Gantt Chart** for the proposed project;
- Certificate of Insurance** that insures the full project construction period.
- Any additional documentation or information deemed necessary by the Town's Plan Administrator.

*The Town reserves the right to require further supporting documents as may be required to confirm eligibility.

Completed forms shall be submitted to multiplexarugrant@townofws.ca

Section 1 – Applicant Eligibility Requirements

A registered landowner of a property located within the boundaries of the urban area of the Community of Stouffville (as shown on Map 1 below). All registered owners must be a party to the Application;

Must be up to date with property taxes, mortgage, and home insurance payments;

All property mortgages and any other financing registered on title, plus the program funding, cannot exceed the market value of the home, as determined by the assessed value of your property shown on your Municipal Property Assessment Corporation (MPAC) Notice of Assessment;

Must not have completed any construction/building prior to application approval (any construction/building done prior to application approval will not be reimbursed);

The proposed project must align with one of the eligible program funding streams; and

The newly created unit must be **rented at an affordable rate for a minimum period of two (2) years** (see Affordability Commitment).

Additional Information

If an application is approved, the applicant will receive a Letter of Financial Agreement and the applicant must apply for a **building permit and/or any required planning applications, within 120 days**;

The applicant will have **12-18 months** to complete all project construction and rent the newly created affordable unit, from the time of receiving an approved building permit;

All work must meet the requirements of the Ontario Building Code and the Town's Zoning By-law;

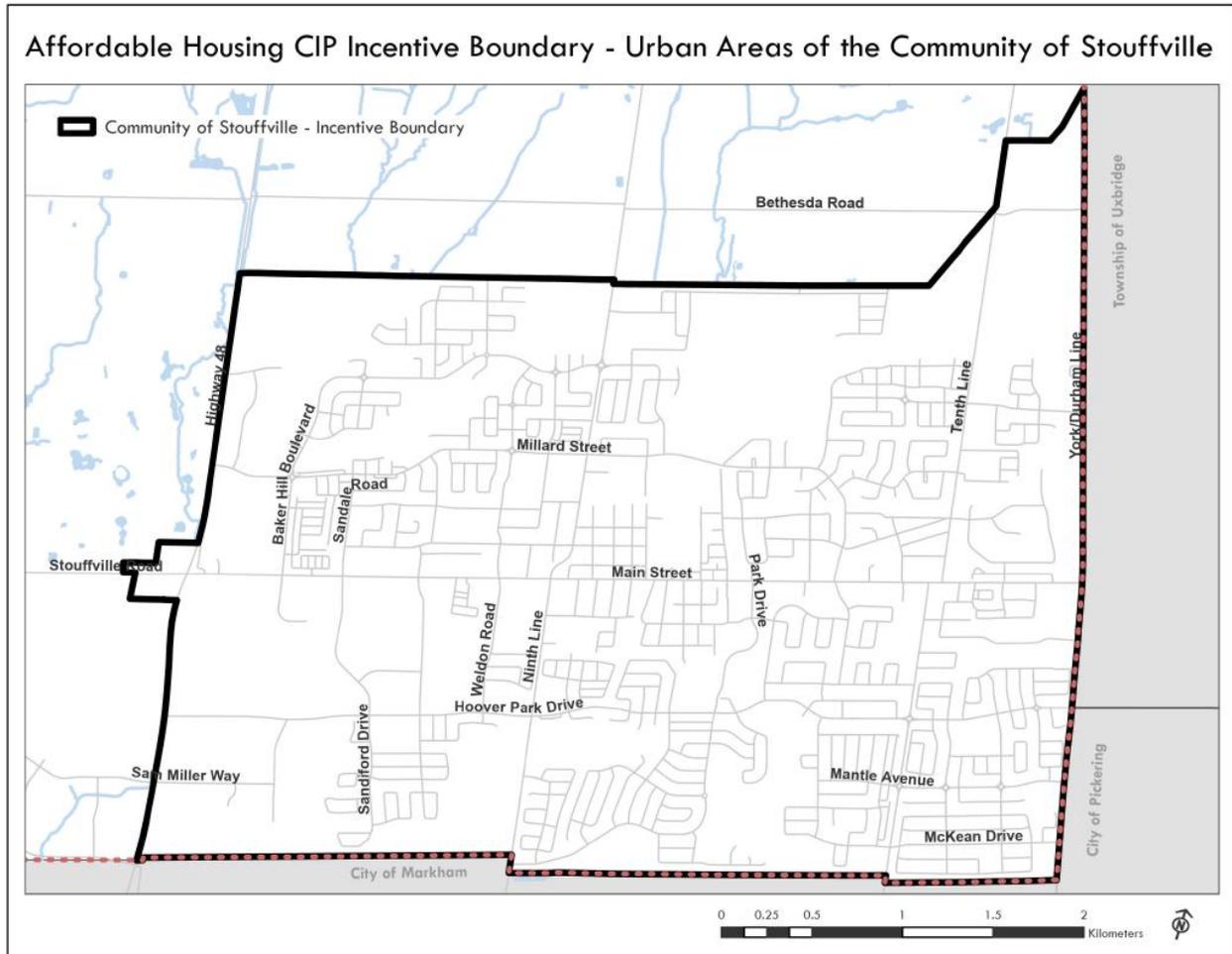
The applicant must also provide a copy of the fully executed **Lease Agreement** as evidence that the new unit is **rented at an affordable rate** (see Affordability Commitment) to the Plan Administrator;

Program funding will be payable to the applicant **upon proof of completion**;

The Town can reduce, delay, cancel and/or demand grant repayment, if construction is not to the satisfaction of the Town, rent is not maintained at an affordable rate for a minimum period of two (2) years, or for breach of agreement (see Applicant Agreement);

The Town shall not be held liable for any damages sustained by the applicant(s)/owner(s) for any such cancelled, reduced, delayed, or repayment of grant funding.

Map 1: Affordable Housing CIP Incentive Boundary - Urban Area of the Community of Stouffville



Section 2 - Applicant Information

Please specify the primary contact for this application:

Registered Owner of the Application Property

Applicant/Agent representing the Registered Owner

	Agent Information (if applicable)	Owner Information
Name(s):		
Company Name (if applicable):		
Telephone Number:		
Mailing Address:		
E-Mail Address:		

If being submitted by the Registered Owner(s), please fill out this section:

I/We, _____, confirm that I/we understand that as the applicant for this document and, for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, my/our information will be collected under the authority of the *Planning Act*. I/We consent to the use or disclosure of the information provided to any person or public body for the purpose of processing this application.

Applicant Signature: _____

Applicant Signature: _____

Applicant Signature: _____

Date: _____

If being represented by an Agent, please fill out this section:

I/We, _____, as the applicant am hereby authorizing my agent _____ to act on my/our behalf regarding this application, including for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*. I/We understand that my/our information will be collected under the authority of the *Planning Act*. I/We consent to the use or disclosure of the information provided by my/our agent to any person or public body for the purpose of processing this application.

Applicant Signature: _____

Applicant Signature: _____

Applicant Signature: _____

Date: _____

Section 3 – Property and Project Details

Property Municipal Address: _____

Property Assessment Roll Number: _____

Property Description: Single Detached Semi-Detached Townhouse/Row House Other

Current Home Occupants: Homeowner Renter/Tenants Other

Have you received previous construction or renovation program funding? (e.g. Canada Mortgage and Housing Corporation Homeowner Residential Rehabilitation Assistance Program (RRAP), Ontario Renovates Program, etc.) Yes No

If yes, provide the following information below and documentation of approved funding:

Program Name: _____

Funding Amount \$: _____

Date Received: _____

Will you be seeking funding from other sources for construction/repairs/renovation/accessibility modifications? (e.g. grants, consumer rebates, etc.) Yes No

If yes, please identify source:

Have you confirmed with the Town Development Services Commission that an ARU (integrated or ancillary) and/or a multiplex dwelling may be permitted on the subject property?

Yes No

Please select one of the eligible project streams

Renovate an existing rental ARU (integrated) to bring it up to Ontario Building Code or;

new construction of a rental multiplex or; ARU (ancillary)

How many bedrooms will the rental multiplex or ARU create?

studio 1-bedroom two-bedrooms 3-bedrooms

Approximate Construction/Building Start Date: _____

Approximate Construction/ Building End Date: _____

Section 4 – Affordability Commitment

A condition of the Town’s funding is that units through the program are rented at affordable rates. For the purposes of the Town’s Affordable Housing Community Improvement Plan, **Affordable Housing** means in the case of rental housing, a unit for which the rent is at or below 125% of the average market rent of a unit in the regional market area, by bedroom type.

Table 1: 2025 Affordable Rental Rates by Unit Type for York Region

2025 Affordable Rental Rates (Monthly)	
Studio	\$1,480
1 Bedroom	\$2,013
2 Bedroom	\$2,385
3 Bedroom	\$2,756

Provide a copy of the fully executed lease agreement as evidence that the newly created unit(s) are being rented at an affordable rate as outlined above.

I/We shall rent out the newly created unit at an affordable monthly rental rate as outlined in this Affordability Commitment for a **minimum period of two (2) years**. I/We acknowledge that funding shall not be provided until a copy of the lease agreement has been provided to the Town with all other required information and approvals.

I/We understand that if I/we am/are found to be in breach of this agreement, the Town reserves the right to cancel and/or demand grant repayment (see Applicant Agreement).

*The Town reserves the right to contact applicants to verify if the newly created unit continues to be rented at an affordable rate for a period of two (2) years.

Applicant Signature: _____

Applicant Signature: _____

Applicant Signature: _____

Date: _____

Section 5 – Municipal Fee Waiver Program (Minor Variance) (Optional)

A minor variance is a planning application process that allows property owners to seek permission to make minor changes to the Zoning By-law to accommodate alterations and developments on their property that do not conform to the Zoning By-law (ex. setbacks).

Landowners applying for the Multiplex/ARU Grant may qualify to waive minor variance application fees associated with an affordable rental multiplex or ARU project through the Municipal Fee Waiver Program. Minor variance applications would require a separate planning application and would proceed through a formal *Planning Act* process.

As part of this application, I/we would like to apply for the Municipal Fee Waiver which may waive the fee to apply for a Minor Variance. I/we acknowledge that payment is not guaranteed.

Section 6 – Accessible Design Top-Up Rebate (Optional)

Applicants applying for the Affordable Multiplex/ARU Grant are eligible to apply for the Accessible Design Top-up Rebate. The rebate can cover up to \$3,000 of the costs incurred on accessible or barrier-free designs and construction for an affordable unit.

As part of this application, I/we would like to apply for the Accessible Design Top-up Rebate which will cover up to \$3,000 of the costs incurred on accessible or barrier-free designs and construction of an affordable unit. I/we acknowledge that payment is not guaranteed.

As part of the Accessible Design Top-Up Rebate, indicate the proposed accessibility upgrade(s) costing estimates and attach a copy of any estimates or receipts.

Eligible Cost Item	Actual/ Estimated Cost

Total funding requested from the Town: \$ _____

Application Agreement

I/We, the applicant (undersigned), declare that the information provided in this application is true and correct to the best of my/our knowledge. I/We have read and understood the information provided in this application, as well as the provisions of the Affordable Housing CIP.

I/We understand that if I/we have provided any untrue or misleading statements, or if I/we have not submitted the required documentation, my/our application may be rejected or not approved.

I/We understand that if I/we do not complete the work to the satisfaction of the Town, or if there is a breach of agreement, the grant may be cancelled, reduced, delayed, or required to be repaid. If repayment is required, the total value of the grant will be placed on the property tax roll for the subject property. The Town shall not be held liable for any damages sustained by the applicant(s)/owner(s) for any such cancelled, reduced, delayed, or repayment of grant money.

All properties will be inspected by the Town upon completion of the project.

I/We understand that grants are awarded to applicants based on the sole discretion of the Town and available program funding, and that no award of funding is guaranteed.

Applicant Signature: _____

Applicant Signature: _____

Applicant Signature: _____

Date: _____