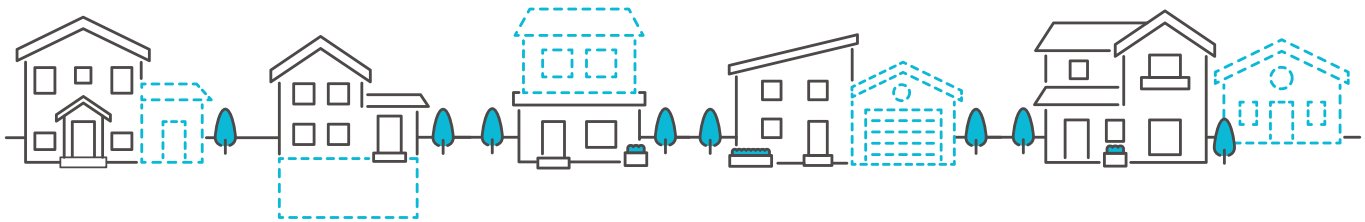


City of St. Catharines

Community Improvement Plan (2020CIP)

Accessory Dwelling Unit (ADU) Program Guidelines



On Nov. 16, 2020, the City adopted a new Community Improvement Plan (2020CIP). The 2020CIP offers a one-time grant to help offset project costs to support a greater mix and size of housing types in the city and increase the availability of affordable rental housing accommodation. On Aug. 26, 2024, the grant value and requirements were amended. The incentive is provided after project completion.

A maximum of two accessory dwelling units are permitted with a detached dwelling unit, semi-detached dwelling unit or townhouse dwelling unit and may be located within a principal dwelling unit (Interior Accessory Dwelling Unit) or within an Accessory Structure thereto (Detached Accessory Dwelling Unit). Visit stcatharines.ca/zoning for information on size, height, setbacks, parking, and the updated standards for detached accessory dwelling units.

The following guideline provides an overview of the Accessory Dwelling Unit (ADU) Program, including eligibility, criteria, process and program timelines, application submission requirements, and requirements to commence payment of the incentive. Prospective applicants are encouraged to read the 2020CIP for more specific program details prior to making an application.



The application form for the ADU Program can be found at:
stcatharines.ca/ADUForm



1. PROGRAM OVERVIEW

The ADU Program provides grants to help offset project costs for the construction of an accessory dwelling unit after the project is completed.

The value of the grant is up to 70 per cent of eligible project costs incurred, to a maximum of \$40,000 for interior accessory dwelling unit(s), and to a maximum of \$80,000 for exterior accessory dwelling unit(s).

The property owner may submit more than one ADU application. The total cumulative value of the City ADU incentive(s) claimed shall not exceed \$80,000 per property.

The grant is disbursed only after completion of the project.

2. ELIGIBLE PROPERTIES

- i) The ADU Program provides a one-time grant to help offset project costs for:
 - an accessory dwelling unit within, or as an addition to, an existing principal dwelling unit that is five years in age or older at the time of complete application;
 - an accessory dwelling unit within an existing or new detached accessory structure, or for a prefabricated accessory dwelling unit placed on the property.
- ii) Only properties within the Urban Area Community Improvement Project Area (Urban Area CIPA) are eligible for the ADU grant.
- iii) Only on properties in compliance with the location and regulatory use permissions established in the Official Plan and Zoning By-law for accessory dwelling units are eligible;
- iv) The property owner shall not be in arrears of any property taxes, local improvement charges or any other arrears or charges from the City, Region, or Province.

3. ELIGIBLE COSTS

- i) Only eligible project costs that are consistent with, and incurred after the Building Permit for the accessory dwelling unit has been issued by the Chief Building Official, may be claimed for the ADU grant;
- ii) Eligible Project Costs include building materials, labour costs, and new or upgraded HVAC systems and plumbing where required under the Building Permit to facilitate construction of the accessory dwelling unit;
- iii) Ineligible costs include but are not limited to, household appliances, decorative amenities, financing, consulting fees, and fees to prepare building permit plans.

4. NO RETROACTIVE APPROVAL

Prospective applicants should not commence ADU construction prior to formal approval by the municipality. Project costs incurred prior to approval of an ADU grant are not eligible for the grant.

5. APPLICATION SUBMISSION REQUIREMENTS

Applications that do not meet all submission requirements will be deemed incomplete and not processed further or considered for approval.

Applicants are encouraged to consult with municipal staff prior to application submission.

A complete ADU Program application must be made within 90 days of a Building Permit issued by the Chief Building Official for the accessory dwelling unit. Applications will be reviewed on a first-come, first-served basis.

The following is required to be submitted for a complete application:

- Copy of Building Permit plans approved by the Chief Building Official;
- Current pictures of the proposed building area;
- Declaration of other incentives;
- Declaration of no arrears on subject property;
- Detailed Estimate of Total and Eligible Project Costs
 - An itemized estimate of total project costs, and component project costs, including proposed service providers. The estimate must be broken down to address each of the eligible project costs.
- Detailed site plan with Building Dimensions and Setbacks (only for an Exterior ADU).

6. PROCESS / REQUIRED TIMELINE

- i) Applications are processed on a first-come, first-served basis and are subject to available program budget allocation.
- ii) The Director of Planning and Building Services, or their delegate, is the approval authority for an ADU grant.
- iii) An approved project must be completed to the satisfaction of the municipality within 12 months from the date of issuance of the applicable Building Permit.
- iv) To commence the grant payment, the applicant must:
 - provide written notice to the municipality within 30 days after project completion requesting to trigger the grant payment; and,
 - satisfy all requirements of the ADU program, and those set out in Section 7 below.





7. GRANT COMMENCEMENT REQUIREMENTS

- i) That all municipal property taxes levied on the property are paid in full;
- ii) A final inspection has been made, and the Building Permit issued by the municipality for the accessory dwelling unit has been closed;
- iii) Picture documentation of the accessory dwelling unit, taken at the time of project completion;
- iv) Submission of an Eligible Costs Form setting out in itemized detail all project costs incurred by the property owner, and broken down by project components, including but not limited to detailed invoices, contracts, service / material provider, materials supplied, purchase orders, and proof of payment;
- v) Declaration of any grants or financial incentives that have been secured, or received conditional approval, for the same project from other government agencies, non-profit groups, or other agencies and associations. The amount, duration and provider of the incentives must be set out in the declaration; and
- vi) A Municipal Compliance Audit and confirmation of no tax arrears, outstanding work orders, local improvement charges or any other charges of the City or other agencies, property standards compliance, and may include third-party review or audit of eligible project costs at the expense of the property owner.

8. OTHER INCENTIVES

Financial incentives may be available from other agencies. Where other incentives, combined with the City grant, are greater than total project costs incurred, the value of the ADU grant will be decreased accordingly to ensure that all incentives provided do not exceed total project costs incurred.



Contact Information

All information about the ADU grant program can be found at stcatharines.ca/CIP

For inquiries about the grant program and eligibility, contact cip@stcatharines.ca
905.680.7197

For inquiries about Building Code and Zoning Compliance, contact pbs@stcatharines.ca
905.688.5600 ext. 1660