



# GRANT APPLICATION FORM FOR NEW SECONDARY SUITE

Finance Department  
City of Victoria  
1 Centennial Square  
Victoria, BC V8W 1P6  
250.361.0224

## APPLICANT INFORMATION:

Applicant Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

City/Province/ Postal Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

## REQUIREMENTS AND PROCESS

1. Applicants should contact the Planning and Development Department regarding zoning and other requirements for a new secondary suite on their property before proceeding with this application.
2. Applicants must be the owner and occupant of the single family detached house within the City of Victoria for which the grant is requested, and the property must be the owner's principal residence.
3. The property must not have any outstanding property taxes (after the property tax due date) or other fees or charges in arrears to the City of Victoria.
4. The applicant is required to comply with all permits and bylaws related to the construction of a new secondary suite.
5. The grant must be for construction of a new secondary suite and does not apply to renovation or upgrading of a legal or illegal existing suite.
6. The grant only applies to building permits applied for after March 30, 2009.
7. The City of Victoria reserves the right to refuse an application. The City will advise in writing of the applicant's eligibility and the conditions that must be satisfied to receive the grant.
8. An occupancy permit must be issued within 12 months of application for a building permit in order to qualify for grant monies.
9. The property owner must enter into a Partnering Agreement with the City of Victoria. The terms of the Partnering Agreement must substantially comply with the terms authorized under the Partnering Agreement (Rental Accommodation) Authorization Bylaw.
10. Original receipts must be submitted to the City of Victoria for verification before payment of the grant. Applicants should familiarize themselves beforehand with eligible expenses.
11. The owner must consent to public notification that will include their name, address and grant amount.
12. The Secondary Suite Grant Incentive program is a one-time incentive program that is available on a first-come, first serve basis.

Declaration:

I/we verify ownership and occupancy of this property as my/our principal residence. I/we have read, understand and consent to the requirements and the process outlined above.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date: