

SECONDARY SUITE DEVELOPMENT INCENTIVE PROGRAM APPLICATION

SECTION 1: APPLICANT INFORMATION

Applicant(s) Name(s):

Address:

Mailing Address (if different):

Phone No.:

Email:

The applicant is the *current* Registered Property Owner:

☐ Yes Provide a Certified Copy of Title (within the last 6 months)

☐ No

SECTION 2: PROPERTY INFORMATION

Municipal Address:

Roll No.:

Land Use District: ☐ RE - Residential Estate District

☐ R1A - Residential - Single Detached District

☐ R1B - Single Detached - Small Lot District

☐ R2 - Residential - Duplex District

☐ RMX - Residential Mixed-Use District

☐ Other:

Legal Description Lot(s): _____ Block: _____ Plan: _____

or Part Section: _____ Twp.: _____ Range: _____ Meridian: _____

Type of secondary suite (select one): ☐ Basement (located within the basement of the current dwelling)

☐ Garage (located either above or attached beside of a garage)

☐ Garden (located within a permitted accessory building on the property)

Is the secondary suite a new dwelling?

☐ Yes

☐ No

Is the secondary suite an existing dwelling?

☐ Yes

☐ No

If yes, is work being done to upgrade the existing suite?

☐ Yes

☐ No

Has the work to this dwelling already commenced or completed?

☐ Yes

☐ No

SECTION 3: DECLARATION OF APPLICANT

I/we _____ hereby declare that I/we have reviewed and understand the conditions/terms of the City of Cold Lake Secondary Suite Development Incentive Program Policy No. 237-AD-24 and that the property identified in this application adheres to the program requirements and eligibility provisions.

Applicant Signature: _____

Date: _____

Applicant Signature: _____

Date: _____

SECTION 4: SECONDARY SUITE INCENTIVE PROGRAM CHECKLIST

For the property to be deemed eligible for the program, the following requirements must be met as per the City of Cold Lake Secondary Suite Development Incentive Program Policy No. 237-AD-24:

- ☐ **Property is located within the City of Cold Lake**
- ☐ **The applicant is the current owner**
- ☐ **Property is not in tax arrears**
- ☐ **Application includes the following documentation:**
 - ☐ **Description of the proposed work being completed**
 - ☐ **Approved permits**
 - ☐ **Certified copy of Title for the property**

5513 48 Avenue, Cold Lake, AB • T9M 1A1 • Ph: 780-594-4494 • Fax: 780-594-3480

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OFFICE USE ONLY			
Received By:		Date Received:	
Roll No.:		Land Use District:	
Reviewed By (print name):		Title:	
<input type="checkbox"/> Approved <input type="checkbox"/> Refused	Date:	Signature:	

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