



Town of Torbay Housing Accelerator Fund (HAF) Grant & Incentives Application

Program Description

SECTION 1

This program is intended to provide financial assistance to develop additional ‘missing middle’ and affordable dwelling units in Torbay, and to promote an increase in housing density and multi-unit housing options. The purpose of the grant is to increase housing options and affordability, and to promote an inclusive community. The eligible dwelling unit must comply with all applicable federal, provincial and municipal legislation, including Town of Torbay Development Regulations, Engineering Guidelines, National Building Code of Canada and ancillary Codes, and all applicable By-laws and regulations. The HAF Grant Program is not for repairs, modifications or improvements to existing dwellings, nor for new single dwellings.

This program offers a one-time grant of a maximum of \$10,000 per new ‘missing middle’ dwelling unit up to a maximum of \$125,000 per multi-unit development, and \$15,000 per new affordable housing unit up to a maximum of \$150,000 under the affordable housing incentive program. ‘Missing middle’ and ‘affordable housing’ grants may be stacked. A soft cost grant of \$1,000 per dwelling unit (for multi-unit developments with 5 or more dwelling units only) up to a maximum of \$12,000 per project may be available for the first 48 multi-units on a first-come, first-served basis. Grants are committed to applicant at footing permit / building permit stage and will be paid to the applicant at the Occupancy Permit stage. Grants will be paid subject to conditions and the signing of an agreement with the Town upon acceptance and approval of the grant application at construction permit stage.

Applicant Information

SECTION 2

Applicant Name _____

Business Name _____

Complete Mailing Address _____

Phone _____ Email _____

Property Information

SECTION 3

Property Owner(s) _____

Civic Address _____

Property Owner(s) Signature (if applicable) _____

Note: Where the applicant and property are not the same, the signature of the property owner will be required before the application can be accepted for processing.

Project Description**SECTION 4**

I am applying for a grant towards one of the following units A, B, C, D, or E (Please select from list below):

- A. **Secondary Suite:** means a separate dwelling unit constructed within, below, above or attached to a single dwelling, and subsidiary to the main dwelling unit.
- B. **Double Dwelling:** means one building containing two dwelling units, placed one above the other, side by side, or joined by a carport with separate lot areas and ownership dedicated to each unit, and does not include a single dwelling containing a secondary suite or in-law suite.
- C. **Row Dwelling:** means three or more dwelling units at ground level in one building, each unit separated vertically from the others.
- D. **Apartment Building / Condo / Multi-Unit / Mixed Use Building:** means a building containing three or more dwelling units but does not include a row dwelling or a single dwelling with a subsidiary apartment.
- E. **Affordable Housing Unit:** means a secondary suite, double dwelling, row dwelling, apartment/condo dwelling unit that meets the Affordable Rent Threshold. Affordable Rent Threshold means rent which is set at a 2025 rate not exceeding \$1,225.00 per month, POU, and which may increase by an amount not to exceed two percent (2.0%) per year.

Project Description Continued**SECTION 5**

Please provide a detailed description of your proposal including site location and proposed number of units, draft building and site plans, property survey, and deed of conveyance.

Program Conditions**SECTION 6**

Applications will be assessed on a first-come, first-served basis; subject to project readiness for construction during the current building season and HAF funding availability. Applicants must follow regular development approval and permit processes. The Town of Torbay Development Application must be completed in addition to the HAF Grant and Incentives Application. **Developments with footing/building permits issued on or after August 20, 2025, are eligible.**

Successful applicants will need to enter into a Grant Agreement with the Town of Torbay prior to the disbursement of any payment under this program. In the event a project qualifying under this grant is sold to another party prior to grant funding, the existing grant agreement would be nullified, and a new application would be required by the new owner or agent representing them.

Agreements will be executed and funds reserved, at the footing/building permit stage. The grant will be disbursed 100% at the Occupancy Permit Stage.

The Town of Torbay reserves the right to update or amend conditions to the grant and waiver of fees program as required, as the HAF Grant program rolls out. Properties with outstanding debts, taxes or obligations to the Town of Torbay are not eligible.

Agreement and Applicant Signature**SECTION 7**

In signing this HAF Funding Application, you enter into an agreement that:

- I/We hereby declare the information provided in this application to be complete and true in every respect and may be verified by the Town of Torbay by such inquiry as deemed appropriate. I/We hereby declare that I/we have read / understood the content of the Terms & Conditions document.
- Dwelling unit(s) will comply with all applicable federal, provincial and municipal legislation, including the Town of Torbay Development Regulations, Engineering Guidelines, National Building Code of Canada and ancillary Codes, and all applicable By-laws and regulations.
- Construction Permits (Footing/Building Permit) for eligible dwelling unit(s) must be issued by **December 18, 2027**.
- Failure to commence construction within 1 year of issuance of a footing/building permit will result in grants not being disbursed.

Applicants are advised that applications will be assessed on a first-come, first-served basis between the official launch of the program and December 2027, or until HAF funds are exhausted, whichever occurs first. An agreement will be signed at footing permit / building permit stage. The grant will be disbursed at Occupancy Permit Stage. Compliance with all program requirements is required for grant approval and payment.

Applicant signature _____ Date _____

Personal information collected on this form is protected by the Access to Information and Protection of Privacy Act, 2015 and will be used only to review and process your application. Inquiries about the use and protection of this personal information should be directed to the ATIPP Coordinator for the Town of Torbay, Kim Osmond kosmond@torbay.ca.

Please send completed application form to jschwarz@torbay.ca or jslade@torbay.ca

Office Use Only**SECTION 8**

Date Approved

Director of Planning & Development