



710 Adela Trail  
Box 590, Watson Lake, Yukon Y0A 1C0  
Phone: 867-536-8000  
Email: [housing@watsonlake.ca](mailto:housing@watsonlake.ca)

## Residential Conversion Grant Form:

### Development Property:

Municipal Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Legal Description: Lot: \_\_\_\_\_ Block/Quad: \_\_\_\_\_ LTO Plan: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

### Property Owner Information:

Owner Name(s): \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### Agent Information: (if different from owner)

Agent Name(s): \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### Owner Authorization:

If the registered owner(s) of the subject property elects to have someone act on their behalf in the submission of this application this section must be completed.

As owner(s) of the land described in this application, I/we hereby authorize \_\_\_\_\_  
\_\_\_\_\_ to act as the agent regarding this grant application. I/We acknowledge that this means all communication will be directed through the agent.

Signature of owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

### Residential Conversion

Watson Lake's Residential Conversion Grant:  Residential Unit(s)

Watson Lake's Development Incentive:  Yes  No

Proposed number of Units: \_\_\_\_\_

Total estimated cost of project: \_\_\_\_\_

Total request of grant funding: \_\_\_\_\_

Estimated Building Permit application date: \_\_\_\_\_

(Note - If the building permit is received from Yukon government prior to September 30, 2026, a bonus grant of \$4,000 may be awarded per dwelling unit)

Estimated Construction start date: \_\_\_\_\_

Estimated Construction end date: \_\_\_\_\_

**Attachments:**

- Development Permit
- Site Plan of Development
- Certificate of Title
- Current Property Tax Bill (with receipt of payment for previous year's tax bill)
- Photographs of property and/or building prior to commencement of construction.

Personal information is collected directly under Section 15(c)(i) and indirectly under Section 16(2)(a) of the *Access to Information and Protection of Privacy Act*, for the purposes of determining eligibility for funding. For further information, contact the Town of Watson Lake.

**Declaration:**

I/We hereby certify that I/we are the registered owner or authorized agent of the owner of the subject property and hereby make application for a residential conversion grant subject to the provisions to the Residential Conversion Policy and in accordance with the plans and supporting information submitted herewith and which forms part of this application.

I/We certify that the information given on this form and any other documents submitted is full and complete and is, to the best of my/our knowledge, a true statement of the facts relating to this application for a residential conversion grant.

I/We hereby grant permission to the Town of Watson Lake to carry out necessary inquiries to verify accuracy of information contained herein.

I/We hereby authorize an inspection of the subject property at any reasonable time by the Development Officer, with the appropriate advanced notice.

I/We acknowledge that developments that receive funding may be reviewed and altered or cancelled due to inactivity during the program timeframe.

I/We certify that a Building Permit will be obtained prior to the commencement of construction, along with any other necessary permits as is required by existing bylaws and legislation.

I/We hereby certify that the property and/or structure(s) to be converted to residential use have been underutilized or vacant at least 12 months prior to this policy coming into effect.

I/We hereby certify that the housing unit(s) to receive funding for construction is/are not to be used for short term rental.

I/We acknowledge that funding is intended to be put towards actual, eligible costs associated with the construction of housing and if the total of the Residential Conversion Grant, plus any additional grants received is greater than the total amount spent on the construction of housing, the final disbursement of the Residential Conversion Grant may be held back or modified.

I/We acknowledge that if a false declaration is made, funding may be revoked.

Signature(s) of Owner(s) or Agent authorized: \_\_\_\_\_

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