



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

### Suite Renovation Grant Form:

#### Development Property:

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

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

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

Suite to be legalized or renovated (eg: Upper or Unit A): \_\_\_\_\_

#### 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: \_\_\_\_\_

#### Housing Development

Watson Lake's Suite Renovation Grant:  Legalize existing suite  
 Renovate legal suite

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

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

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

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
- Building Permit and Development permit from initial creation of legal suite
- Copy of current tenancy agreement if suite is occupied at time of application

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, authorized agent of the owner of the subject property and hereby make application for a suite renovation grant subject to the provisions to the Suite Renovation Grant 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 housing development 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 if inactivity is occurring 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 suite to receive funding for construction is/are not to be used for short term rental.

I/We acknowledge that if a tenant currently occupies the suite to be legalized or renovated, the Development Agreement will set out conditions and limitations on rental rates post project completion, as well as other conditions deemed necessary by the Town to ensure project completion and consider impacts to the tenant(s).

I/We acknowledge that funding is intended to be put towards actual, eligible costs associated with the legalization or renovation of suite and if the total of the Suite Renovation Grant, plus any additional grants received is greater than the total amount spent on the construction of housing, the final disbursement of the Suite Renovation 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: \_\_\_\_\_