



Additional Residential Unit (ARU) Incentive Program

In fall 2024, the Town of Georgina submitted a successful application to the federal government's Housing Accelerator Fund program (HAF), which provided funding to support the development and delivery of an incentive program to encourage Additional Residential Unit (ARU) construction by homeowners.

On Nov. 19, 2025, the Town adopted Bylaw Number 2025-0071 and 2025-0072 to designate the entire town as a Community Improvement Project Area and approved the Community Improvement Plan (CIP) focused on housing and economic development. The CIP introduced two financial incentive programs to support ARUs.

This application form is for the purpose of accessing the Town's Additional Residential Unit (ARU) Incentive Program only. Applicants and property owners are responsible for obtaining any required planning approvals or permits, ensuring compliance with the Town's Zoning Bylaw and the Ontario Building Code and adhering to any other relevant Town policies and standards in order for the application to be considered for approval. A site and/or building inspection may be requested by the Town prior to the submission or acceptance of an application, and there must be no outstanding Ontario Building Code stop work orders or orders to comply for any other work on the property.

Prior to completing this form, applicants are encouraged to review the Georgina CIP ARU Guide available at [georgina.ca/ARUGuide](https://www.georgina.ca/ARUGuide).

Application form

The following information is required to be submitted as part of the application:

Pre-application meeting

- Prior to completing the application form, applicants are strongly encouraged to contact the Development Services Department and request a pre-application meeting to discuss the proposed project, eligibility criteria and complete submission requirements.
- Contact planning@georgina.ca by email to schedule a pre-application meeting.

Complete application form

- Complete and sign the attached application form and submit it to the Development Services Department.

Submission of quotes for the proposed improvement work

- A minimum of two quotes from qualified professionals or contractors with a breakdown of all associated costs for the proposed improvement.

Photographs

- Include digital photos of the current condition of the property/site/building which is the subject of the application(s).
- Include any additional photos as outlined by Town staff during the pre-application process, if applicable.

Drawings

- Submit drawings of the proposed works which may include site concept plan, elevations, floor plans, design details, etc.
- Include any drawings as outlined by Town staff during the pre-application process, if applicable.

Property tax assessment

- Submit a recent tax assessment showing no outstanding arrears for the property.

Additional information (if applicable)

- Include any additional information as outlined by Town staff during the pre-application process, including but not limited to, any relevant historical information and photos, approved minor variance, etc.

All applications deemed complete by Town staff will be assigned a file number and this number should be used in all communications.

If additional supporting material or documentation is required, or becomes necessary during the processing of this application, the applicant will be contacted and informed of the additional required information.

Part A Owner, applicant, property information

Applicant information

Full name: _____

Address: _____

City: _____ Province: _____ Postal code: _____

Phone number: _____ Email: _____

Applicant is Registered Owner Agent

Owner information (if different from above)

Full name: _____

Address: _____

City: _____ Province: _____ Postal code: _____

Phone number: _____ Email: _____

Property contact Registered Owner Agent

Mortgage information

Name of mortgage holder _____

Address: _____

City: _____ Province: _____ Postal code: _____

Pre-application

Date of pre-application meeting (if applicable): _____

Subject property information

Municipal Address: _____

City: _____ Province: _____ Postal code: _____

Legal description: _____

Assessment roll number: _____

Property size: (Lot area in square metres or hectares) _____

Existing zoning: _____

Heritage designation: _____

Description of property, present use(s) and proposed use:

Part B: Project Information

Indicate the financial incentive program for which you are applying (select all that apply):

ARU Creation Incentive

ARU Renovation Incentive

Describe the proposed project and how it provides an additional unit or units (attach additional pages if needed): _____

Number of proposed units: _____ Unit size (s) in square metres: _____

List any known or required planning approvals (Minor Variance, Zoning Bylaw Amendment):

Building permit application date: _____

Approximate construction start date: _____

Approximate construction timeline or end date: _____

Estimated total project costs: _____

Estimated total funding request (maximum of 50% of total project costs or the upset grant limit, whichever is less): _____

Office use only

File number: _____ Date received: _____ Date complete: _____

Part C: Acknowledgment and authorization

Acknowledgement and agreement of owner/applicant

The owner/applicant hereby agrees that the Town of Georgina is not responsible for the costs associated with preparing this application or costs related to the anticipation of an incentive grant prior to grant approval.

The owner/applicant acknowledges and declares that the information provided in this application is accurate and complete to the best of their knowledge. The owner/applicant understands this submission does not guarantee approval and that additional documentation may be required.

The owner/applicant hereby authorizes members of Council (or a representative thereof), Town staff, consultants retained by the Town of Georgina and relevant external agency staff, to enter upon the property for the purposes of performing inspections and evaluating the merits of this application and fully indemnifies the Town for any and all claims or damages arising or resulting from such access.

The owner/applicant hereby provides consent, for the purpose of the Municipal Freedom of Information and Protection of Privacy Act, to the Town of Georgina to use and disclose personal information to any person or public body that is collected under the authority of the Municipal Act, Planning Act and/or the Ontario Building Code Act for the purposes of this application.

The owner/applicant hereby declares that I have read and understand the information set out in this application:

Date: _____ Signature: _____

Authorization of Owner for Applicant to make the application

I/We _____ being the registered owner(s) of the subject lands, hereby authorize _____ to submit the enclosed application to the Development Services Department, to provide any information or material required by the Development Services Department relevant to the application, and to provide any of my personal information that will be included in this application or collected during the processing of the application under the Municipal Freedom of Information and Protection of Privacy Act.

Date: _____ Signature: _____