

DISTRICT OF CARLETON NORTH MULTI-UNIT RESIDENTIAL DEVELOPMENT INCENTIVE POLICY

POLICY NO: ED-03

Category:	Economic Development
Policy Number:	ED-03
Effective Date:	
Approval by Council:	
Supersedes:	District of Carleton North Policy ED-02

OUTLINE

1. OBJECTIVE:

This Housing Development Incentive Policy is designed to support the development of high demand housing units in the District of Carleton North by partnering with housing developers. The Grant is available for developers only, for the purpose of increasing housing options and affordability, and promoting an inclusive community within District of Carleton North.

2. BENEFIT:

A Grant amount of up to a maximum of four thousand dollars (\$4,000) per multi-residential unit is available to successful applicants that have entered a Grant Agreement with the District of Carleton North and meet the eligibility criteria and conditions listed in this policy.

Grant payments are issued to successful Applicants in two (2) equal disbursements over two (2) years. 50% year 1, 50% year 2.

3. BUDGET:

The total yearly allocation of this grant may fluctuate as per the discretion of Council and the annual budget.

ELIGIBILITY CRITERIA & CONDITIONS

1. NEW CONSTRUCTION:

Private sector housing developers who construct multi-unit residential buildings, including duplexes, townhouses and apartments are eligible for the incentive.

2. CONVERSION TO MULTI-RESIDENTIAL UNITS

Private sector housing developers who convert an existing single-family home into multiple units or construct secondary suites are eligible for this incentive

Applicants must also:

- be the owner of the property on which the development will occur
- be proposing a development consisting of a minimum 2-bedroom dwelling unit
- obtain a building permit within six (6) months of the approved application, for the creation of the new multi-unit residential development
- start and complete the development within two (2) years of receiving said building permit.
- shall not be subject to any outstanding work orders or any other enforcement procedures of the District or government authority.
- shall not be in a position of property tax arrears. All property taxes owing shall be paid prior to the disbursement of any potential grant.
- respect any existing heritage site requirements for the property or adjacent properties.

Developers can apply for: A maximum amount of four thousand dollars (\$4,000) per new multi-residential unit created, for a maximum amount of fifty thousand dollars (\$50,000) per development. **Minimum number of units constructed must be two (2).**

APPLICATION EVALUATION

Additional consideration will be given if the applicant's proposed development meets the following focus areas for the District of Carleton North.

1. Accessibility – will the new development offer accessibility conveniences to its tenants as well as special considerations for seniors.
2. Energy Efficiency – will the developer take an efficiency approach to its construction regarding lighting, HVAC and building envelope.
3. Site Planning – will the developer consider additional enhancements to the landscaping of the surrounding area.

INELIGIBILITY

1. Individuals or contractors building their own owner-occupied homes are not eligible to apply for the grant.
2. The incentive shall only be available to the registered owner of the property at the time the application is submitted. Subsequent owner(s) are not eligible.
3. If the applicant's account with the municipality (which in the case of a company, would include the owners and officers of the company) is in arrears, the applicant is not (or no longer) eligible to receive the rebate.

APPLICATION PROCESS

The District of Carleton North will receive and accept incentive applications at any time throughout the year.

- Applications will be reviewed and awarded on a first-come first-served basis
- Applicants must submit all documents from the checklist. Incomplete submissions may delay consideration of your request for funding.
- **Forward completed applications to:**
District of Carleton North
19 Station Road,
Florenceville-Bristol, NB E7L 3J8
Attn: Rayma Rediker

APPLICATION CHECKLIST

- ☐ An original signed copy of Multi-Unit Residential Development Incentive Application Form. If the applicant requires more space than provided on the form, applicant may attach a separate sheet.
- ☐ One copy of each related building permit
- ☐ One copy of the Building Inspector's final report
- ☐ One copy of the property tax assessment sheet for the property
- ☐ Proof that the applicant's tax account is up to date (i.e. that taxes for the year in question have been paid in full)
- ☐ Building Site Plan

All eligible properties shall be represented in one application.

The owner may submit an incentive application up to two (2) years from the day the last unit in the development is available for occupancy.

Completed Housing Development Incentive Applications shall be submitted to the Administration Coordinator/Assistant Clerk who will review it with the CAO and make a recommendation to Council within 90 days of application receipt by the District.

If approved, a letter of award shall be issued to each applicant, accordingly, outlining any terms and conditions.

CERTIFICATIONS AND UNDERTAKINGS

I/WE HEREBY APPLY for a grant under this program.

I/WE HEREBY AGREE that the Development associated with this application remains fully committed to the terms and obligations agreed upon and signed under the applicable Provincial Government, Federal Government, or CMHC Financing Program.

I/WE HEREBY AGREE AND ACKNOWLEDGE that confirmation of participation in the Grant only occurs when the District provides a fully executed Grant Agreement between the Applicant and the District.

I/WE HEREBY AGREE that entering into a Grant Agreement does not guarantee receipt of funding. Funding remains contingent upon the District's receipt and continued availability of funding and subject to the Applicant's continued compliance with all eligibility requirements and the terms and conditions set out in the application and the Grant Agreement.

I/WE HEREBY GRANT PERMISSION to the District, or its delegates, to make inquiries with the proposed tenant(s) of the new affordable dwelling units indicated on the lease (and we will facilitate this process by providing contact particulars for such tenants) to confirm the bona fides of the lease(s) presented in support of the Grant.

I/WE HEREBY GRANT PERMISSION to the District, or its delegates, to inspect my/our property and Development prior to, during, and after environmental remediation, site rehabilitation, and Development construction.

I/WE HEREBY CERTIFY that the Development for which this application is submitted follows all District of Carleton North zoning provisions, as identified in the Municipal Plan, Zoning By-Law and any other applicable municipal by-laws.

I/WE HEREBY CERTIFY that the property and Development is not subject to any outstanding work orders or any enforcement procedures of any governmental authority.

I/WE HEREBY CERTIFY that no real property and Development that I/We own within the boundaries of the District of Carleton North, including the property for which this application is submitted, is in property tax arrears.

I/WE HEREBY CERTIFY that no real property or Development that I/We own within the boundaries of the District of Carleton North, including the property for which this application is being submitted, is in municipal water/sewer arrears.

I/WE HEREBY CERTIFY that no prior building permit exists for the new housing units as part of the Development proposed under this application.

I/WE HEREBY CERTIFY that no property damage claim has been filed, no insurance claim proceeds, and no other sources of funding other than allowed Provincial Government, Federal Government, or CMHC affordable housing programs have been received with regard to the housing units associated with the Development proposed under this Grant application.

I/WE HEREBY CERTIFY that the information contained in this application is true, correct, and complete in every respect and may be verified by the District of Carleton North by such inquiry as it deems appropriate, including inspection of the property for which this application is made.

I/WE HEREBY AGREE that the program for which this application has been made herein is subject to cancellation and/or change at any time by the District of Carleton North in its sole discretion, subject to the terms and conditions specified in the program.

I/WE HEREBY AGREE that the District of Carleton North reserves the right to refuse any application for the Grant if it determines that the application, Applicant, or Development does not meet the objectives of this policy or that it is unreasonable, and that there will be no negotiations between the Applicant and the District on the interpretation of this Grant program.

Dated at the _____ (day), of _____

Name of Applicant: _____

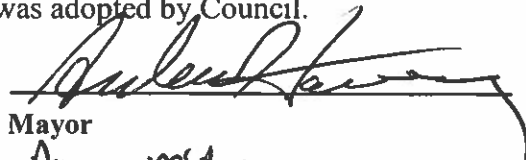
Signature of Applicant: _____

Signature of Authorized Agent (if applicable): _____

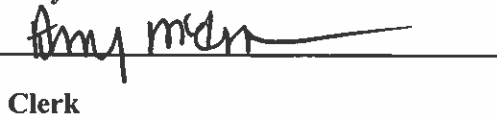
This policy repeals District of Carleton North Policy ED-02

Certification for District of Carleton North Multi-Unit Residential Development Incentive Policy:

I certify that this Multi-Unit Residential Development Incentive Policy, as indicated above, was adopted by Council.



Mayor



Clerk

August 25, 2026
Date of Council Resolution

August 25, 2026
Date Policy in Effect



Schedule A: MULTI-UNIT RESIDENTIAL DEVELOPMENT INCENTIVE APPLICATION

Instructions:

- Use this cover sheet as the first page of your application.
- Please submit all documents from the application checklist. Incomplete submissions may delay consideration of your request for funding.
- If you do not have enough space to answer a question, please attach a separate sheet.
- The policy governing the District of Carleton North Multi-Unit Residential Development Incentive is available at www.carletonnorth.com/policies or by contacting the Town at: (506) 392-6763
- Please forward completed application to:
District of Carleton North
19 Station Road
Florenceville-Bristol, NB E7L 3J8
Email : rayma.rediker@carletonnorth.com
Fax: 506-392-5211

Application Checklist:

- ☐ An original signed copy of the Multi-Unit Residential Development Incentive Application Form and additional sheets if required,
- ☐ One copy of each related building permit
- ☐ One copy of the Building Inspector's final report
- ☐ One copy of the property tax assessment sheet of the property
- ☐ Proof that the applicant's tax account is up to date
- ☐ Building Site Plan

PART A: APPLICANT INFORMATION

Applicant Contact Information

Name of Registered Property Owner:

Mailing Address of Property Owner:

Contact Phone:

Contact Email

Housing Development Incentive Application

Agent Contact Information (if applicable):

Name of Agent Applying on Behalf of
Property Owner:

Mailing Address:

Contact Phone:

Contact Email

PART B: PROPERTY INFORMATION

Property Civic Address:

Property Identification Number (PID)

Property Account Number (PAN)

Legal Description of Property
(Lot and Plan Number):

Pre-existing Building Description on
Property

Housing Development Incentive Application

Confirmation that the Property is connected to municipal water and sewer systems:

Please provide a detailed description of the proposed Development taking place on the site. This should include dwelling size and type and quantities for each, construction materials, preliminary plans, cost estimates, provision of any other type of funding received for the Development, etc. Please clearly identify the Qualifying Units under this Grant. We ask that you please attach any relevant documents/details to this application form, for example detailed construction drawings, plans, estimates, contracts, other funding agreements, if available:

[illegible]

DECLARATION

The information provided on this application form and accompanying documentation is accurate to the best of my knowledge. I hereby give the District of Carleton North authority to verify any and all information pertaining to this application.

Application prepared by:

Signature

Print Name _____

Date _____

Schedule B: DISTRICT OF CARLETON NORTH CHECKLIST

1. Eligibility & Submission Checklist

Requirement	Y/N	Requirement	Y/N
Applicant Eligible		Building Permit(s) Provided	
Application Complete		Inspector's Final Report Provided	
Property Assessment Attached		Proof Taxes Paid/Not in Arrears	
Building Site Plan Attached		No Outstanding Work Orders	
Property Owner Confirmed		Minimum Two (2) Units Proposed	

2. Development Information

Applicant/Developer Name	
Property Address	
PID/PAN	
Number of Units Proposed	
Total Grant Request	

3. Application Evaluation (additional considerations will be given if applicants proposed developments meet the following focus areas)

Evaluation Criteria	Y/N	Comments
Accessibility Features/Senior-Friendly Design		
Energy Efficiency Measures		
Site Planning & Landscaping Enhancements		

Housing Development Incentive Application

4. Review & Recommendation	
Recommend for Approval	☐ Yes ☐ No
Recommended Grant Amount	\$
Year 1 Payment (50%)	\$
Year 2 Payment (50%)	\$
Conditions of Approval	
Additional Comments	

District of Carleton North approval:

☐ Application approved for: \$ _____ For year _____

To the following developer: _____

☐ Application denied

Chief Administrative Officer

Date

Details of terms and conditions (if any)
