



## ADDITIONAL DWELLING UNITS (ADUs) GRANT

Planning and Housing Policy Division  
 200 King Street West, 6<sup>th</sup> Floor  
 Kitchener ON N2G 4V6  
 519-741-2426; [HousingIncentives@kitchener.ca](mailto:HousingIncentives@kitchener.ca)  
[www.kitchener.ca/CIP](http://www.kitchener.ca/CIP)

## PURPOSE

To encourage the development of new affordable, energy efficient, and accessible housing units by removing barriers to developing Additional Dwelling Units (ADUs), as defined in the Missing Middle and Affordable Housing Community Improvement Plan (by-law 2025-155). This program offers grants to cover all or a portion of the development charges (DCs) associated with your new ADU(s) with flexible options to achieve affordable housing, energy efficiency measures to reduce utility bills and barrier-free unit design.

## GRANT PROGRAM DETAILS

- Grants for the first and second ADU (the second and third unit) cover 100% of the cost of applicable education (school board) development charges (DCs).
- Grants for the third ADU (which is the fourth unit) cover:
  - 50% of City, Regional and education DCs as base incentive; or
  - 100% of City, Regional and education DCs for units that commit to:
    - one affordable housing unit for 5 years; or
    - 2 energy efficiency measures; or
    - one barrier-free unit

## ELIGIBILITY CRITERIA

- a) The subject property must be located within the municipal boundaries of the City of Kitchener.
- b) Applies to ADUs, as defined in the zoning bylaw, associated with a single detached, semi-detached or street fronting townhouse dwelling unit.
- c) Incentives apply to the creation of new dwelling units with building permits issued on or after January 5, 2026.
- d) All proposed dwelling units must meet the definition of a dwelling unit in the zoning bylaw and meet applicable zoning regulations and requirements of the Ontario Building Code. Funded dwelling units may not be primarily used for short-term rental purposes.
- e) The creation of one or more ADUs (attached or detached) may take the form of adding new floor space or converting an existing space (e.g., attic, garage, basement) and may include legalizing an existing unit established without required permits.
- f) The applicant must be the owner of the property or those that have legal authority from the property owner to construct the proposed dwelling units on the subject lands.
- g) The applicant and/or property owner must not have any outstanding property tax arrears, utility payment arrears, or have other outstanding obligations to the City related to the subject property.

## SUBMISSION REQUIREMENTS

- ☐ Completed application form
- ☐ Conceptual site layout, if available and not previously submitted to the City through a zoning (occupancy) certificate or building permit application
- ☐ Proof of ownership or legal right to develop on lands:
  - Offer to purchase, option to purchase and/or property assessment notice

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- Copy of ownership details and all registered documents and encumbrances or agreements on title, if applicable (please include a recent parcel register)
  - Copy of purchase and sale agreement, if applicable
  - Copy of lease or lease agreement, if applicable
- ☐ If applying for funding for the third ADU in the energy efficiency stream and select 6.b).9 “Other innovative building systems that support energy efficiency to the satisfaction of the City”, provide plans and/or specifications for the proposed energy efficiency measure.
- ☐ Complete application package should be submitted by email only to [HousingIncentives@kitchener.ca](mailto:HousingIncentives@kitchener.ca) (maximum 10 MB). You may request a ShareFile link for submissions greater than 10MB.

## APPLICATION DETAILS

### 1. Registered Owner of Subject Property

Name(s): \_\_\_\_\_ Company (if applicable): \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### 2. Applicant (if not the Owner)

Name(s): \_\_\_\_\_ Company (if applicable): \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### 3. Property Information

a) Municipal address(es) of subject property (or legal description if address is unknown):  
 \_\_\_\_\_

b) Does the existing property have any mortgage or encumbrances?

No ☐ If yes, please describe: \_\_\_\_\_

### 4. Project Details

a) General description of proposal (Example: To build a backyard home, duplex, triplex or fourplex). **For a semi-detached dwelling, please include separate applications for each side.**

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b) Number of existing dwelling units to be demolished:

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c) Are there any existing rental units on site that will be impacted by this development and if so, what is your plan for accommodating existing tenants?

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d) Number of new Dwelling Units being created:

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## 5. Project Timelines

a) What is the current stage of your project?

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b) Have you submitted a building permit application? YES ☐ NO ☐:

Please provide status details below (not yet submitted, submitted, under review):

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If submitted, please provide the reference #: \_\_\_\_\_

If not yet submitted, what is the anticipated date for submission: \_\_\_\_\_

c) Have you submitted a zoning (occupancy) certificate application (if applicable)? YES ☐ NO ☐:

Please provide status details below (not yet submitted, submitted, approved):

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If submitted, please provide the reference #: \_\_\_\_\_

If not yet submitted, what is the anticipated date for submission: \_\_\_\_\_

d) In your project schedule, when do you anticipate building permit issuance:

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## 6. Type of Grant Requested

I/we are applying for the ADU Grant for the following (check all that apply):

Proposed ADU for the grant	Attached	Detached (e.g. backyard home)
First ADU (which is the second unit on a property), as applicable		
Second ADU (which is the third unit on the property)		
Third ADU (which is the fourth unit on the property) as follows:		
Base incentive (50% of development charges)		
To receive 100% grant select one of the following:		
Affordable housing unit (fill in following section a))		
Two or more energy efficient features (fill in following section b))		
Barrier free unit (refer to following section c))		

**The following section is only applicable to the third ADU (fourth unit) - for all other proposals skip to the Acknowledgement section at the end of this form.**

a) If proposing an **Affordable Housing** unit, which unit will be affordable? \_\_\_\_\_

i. Number of bedrooms in the unit: \_\_\_\_\_

ii. Rent rate for affordable unit: \_\_\_\_\_

For affordable units, the following shall apply:

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- *Proposed rents must meet the definition of affordable housing as defined in the Missing Middle and Affordable Housing Community Improvement Plan (by-law 2025-155). Rental rates must be at or below those listed in the [Affordable Residential Units for the Purposes of the Development Charges Act, 1997 Bulletin - Dataset - Ontario Data Catalogue](#) for Kitchener.*
  - *The applicant must commit to maintaining the affordable unit for a period of 5 years.*
- b) If proposing an **Energy Efficient** unit that exceeds the requirements of the Ontario Building Code, identify which of the following features will be incorporated. (must have 2 or more features – see below options in chart)
- i. Which of the below two or more features will you be including with this project?

**Energy Efficiency Options (must include 2 or more of the following):**

	Features	Eligibility Criteria
1	Heat Recovery Ventilator (HRV)	Minimum 75% SRE (Sensible heat-recovery efficiency)  Applicable <u>only</u> to compliance packages A5, A6, B2, B3 and C4
2	Energy Recovery Ventilator (ERV)	Minimum 80% SRE
3	Windows and Sliding Glass doors	(Double or Triple pane windows)  Maximum U-Value 1.05  Maximum 1.05 U-value for windows OR must be from the Energy Star Most Efficient list
4	Heat pump	Minimum 22 SEER (Seasonal Energy Efficiency Ratio)
5	Solar panels	To the satisfaction of the City in consultation with Enova
6	Walls Above Grade (existing buildings <u>only</u> )	Minimum 50% improvement in thermal resistance from existing but in no case less than R 14
7	Ceiling with Attic Space (existing buildings <u>only</u> )	Minimum 50% improvement in thermal resistance from existing but in no case less than R 50
8	Ceiling without Attic Space (existing buildings <u>only</u> )	Minimum 50% improvement in thermal resistance from existing but in no case less than R 31
9	Other innovative building systems that support efficiency to the satisfaction of the City	Provide details in your response and submit supporting plans or specifications

- c) If proposing a **Barrier-Free** unit, the unit must meet the barrier free requirements of Div. B. 3.8.2.1. (5) as well as barrier-free path of travel from the sidewalk or roadway to the unit entrance in alignment with Div.B.3.8.1.2. of the Ontario Building Code.

**Notes:**

1. The program is proposed to be applied across the city, accounting for varying DC rates while prioritizing funding commitments.

2. For equitable distribution of funds, the number of qualifying units or properties per applicant may be capped.
3. The ADU Grant program may be amended or discontinued at any time, at the City's discretion.
4. If approved, a legal agreement will be prepared by the City Solicitor and executed by all parties prior to the release of funding.

## ACKNOWLEDGEMENT

I acknowledge that confirmation of eligibility for this request does not guarantee incentives under the ADU Grant program. I understand that the information contained in this application is true and correct and will immediately advise the City of any changes that affect this application.

Signature of Applicant \_\_\_\_\_  
(must have authority to bind the corporation)