



# ACCESSORY DWELLING UNIT GRANT APPLICATION

**Deadline: May 1, 2024**

The Accessory Dwelling Unit Grant program is a locally offered program developed to increase the availability for affordable residential units in the Town of Kittery. The grant is funded by a variety of sources including the American Rescue Plan Act (ARPA) and the Town's affordable housing in-lieu fees.

A pre-application meeting with the Planning Department staff is required prior to submitting this application. The pre-application meeting will help identify zoning code requirements and options for creating a new ADU on the proposed parcel. To setup a pre-application meeting and/or for questions, please contact Town Planner Maxim Zakian at 207-475-1323 or [mzakian@kitteryme.org](mailto:mzakian@kitteryme.org).

## Applicant Information

Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

How did you hear about this program?

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Town website  | <input type="checkbox"/> Town Council Meeting               | <input type="checkbox"/> Town Website E-Alert Email |
| <input type="checkbox"/> Newspaper     | <input type="checkbox"/> Social Media (FB, Instagram, etc.) | <input type="checkbox"/> Other: _____               |
| <input type="checkbox"/> Word of Mouth | <input type="checkbox"/> Flyer                              | _____   |

## Property Information

Map and Lot number as it appears on Tax Bill: Map: \_\_\_\_\_ Lot: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Square footage of existing primary residence: \_\_\_\_\_

Is the property connected to public sewer and water?  Yes  No

If No, describe water and wastewater systems: \_\_\_\_\_

Is the property on a public road?  Yes  No

If No, provide road access and name: \_\_\_\_\_

Is the property subject to any deed restrictions, covenants, or Home Owners Association?

Yes  No

If Yes, please explain: \_\_\_\_\_

\_\_\_\_\_

### **Accessory Dwelling Unit (ADU) Information**

Square footage of proposed ADU: \_\_\_\_\_

ADU type:  Attached  Detached

Will the ADU be rented to:  Tenant  Family member  Unsure/Don't know

Are there completed design plans for the ADU?  Yes  No

If Yes, please attach plans.

Do you require funds for planning & design?  Yes  No

Are you using a contractor?  Yes  No

If Yes, list contractor contact info: \_\_\_\_\_

\_\_\_\_\_

### **Household Income**

Enter the combined annual household income for all residents of the primary residential unit (use most recent Federal Income Tax Return filing): \$ \_\_\_\_\_

If you **do not** file a Federal Income Tax Return, please complete the following for amounts received last year:

Social Security Benefits: \$ \_\_\_\_\_

Retirement Plan Benefits: Income (pensions, annuities, IRAs): \$ \_\_\_\_\_

\_\_\_\_\_

All Other Income: \$ \_\_\_\_\_

Description of Other Income: \_\_\_\_\_

\_\_\_\_\_

Do you currently have a mortgage?  Yes  No

Do you currently have home owners' insurance?  Yes  No

## **Certifications**

By submitting this application, I agree to or certify the following:

- All information provided is accurate to the best of my knowledge;
- Applicant is the owner of record for the subject property;
- Applicant is current on all taxes and fees owed to the Town;
- There are no outstanding zoning or code violations on the subject property;
- This grant program requires certain income restrictions for the property owner and any tenants;
- Applicant agrees to a one-time, initial income verification for the primary residence household and agrees to facilitate an annual income verification for the tenant household;
- Any rents charged must remain at or below the voucher payment standard as defined by Maine Housing for the York-Kittery-South Berwick HMFA, as adjusted periodically;
- Rent restrictions will remain in place for 10 years from the date of initial ADU occupancy;
- A pre-application zoning verification meeting is required prior to submitting this application.

\_\_\_\_\_

**Applicant Signature**

\_\_\_\_\_

**Date**

The Town of Kittery does not discriminate on the basis of race, color, age, disability, national origin, gender, sexual orientation, or religion. To better develop and articulate the Town's goals and expectations for a diverse, equitable, and inclusive community, the Town is including the following **optional** questions for applicant. **You are not obligated to complete this section** and your participation has no bearing on the selection of applications.

**Which of the following BEST DESCRIBES YOU?**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Native American           | <input type="checkbox"/> Hispanic or Latino           | <input type="checkbox"/> Multiracial or biracial |
| <input type="checkbox"/> Asian or Pacific Islander | <input type="checkbox"/> White or Caucasian           | <input type="checkbox"/> Other                   |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> Middle Eastern/North African | <input type="checkbox"/> Prefer not to answer    |

**To which GENDER do you MOST IDENTIFY?**

- |  |   |
|--|---|
| <input type="checkbox"/> Female                | <input type="checkbox"/> Gender Fluid                       |
| <input type="checkbox"/> Male                  | <input type="checkbox"/> Prefer not to answer               |
| <input type="checkbox"/> Gender Non-conforming | <input type="checkbox"/> Prefer not to self-describe: _____ |

**Do you identify as a person with a DISABILITY or ACCESSIBILITY NEEDS?**

- Yes
- No
- Prefer not to answer

**Which of the following BEST DESCRIBES YOUR AGE?**

- |   |   |
|---|---|
| <input type="checkbox"/> 18 to 30 years old | <input type="checkbox"/> Over 60 years old    |
| <input type="checkbox"/> 31 to 45 years old | <input type="checkbox"/> Prefer not to answer |
| <input type="checkbox"/> 46 to 60 years old |   |

**Which of the following BEST DESCRIBES YOUR MILITARY STATUS?**

- |                                   |   |
|-----------------------------------|---|
| <input type="checkbox"/> Enlisted | <input type="checkbox"/> Prefer not to answer |
| <input type="checkbox"/> Veteran  |   |
| <input type="checkbox"/> Civilian |   |

**What is the HIGHEST DEGREE or LEVEL OF EDUCATION you have completed?**

- |  |   |
|--|---|
| <input type="checkbox"/> High School       | <input type="checkbox"/> Ph.D. or higher      |
| <input type="checkbox"/> Bachelor's Degree | <input type="checkbox"/> Prefer not to answer |
| <input type="checkbox"/> Master's Degree   |   |

## ADU Grant Program Rules

**Purpose:** The purpose of this grant program is to incentivize construction of new ADUs that will be affordable to lower-income households by assisting Kittery property owners with the costs to design, permit, and construct new ADUs on their properties. Any eligible property owner who is interested in building an affordable ADU on their property is encouraged to apply. The Committee may grant up to \$75,000 per applicant for design, permitting, and construction costs to create an Accessory Dwelling Unit on their property.

**Background:** The Town of Kittery encourages construction of Accessory Dwelling Units (ADUs) to provide context-sensitive affordable housing in existing neighborhoods. However, new ADUs made available for rent may remain unaffordable for certain households because of high construction costs and rising area median rents. Kittery's Housing Committee administers this grant program to offset some of those costs to encourage development of affordable housing in our community.

### **Grant Stipulations:**

A “new ADU” is defined as any qualified ADU that does not have an occupancy permit at the time grants are selected by the Committee.

#### A. Homeowner applicant

1. Homeowner must be a resident of the property.
2. Household must be at 120% of Area Median Household Income (AMI) or less, as defined by MaineHousing for the York-Kittery-South Berwick HFMA and as adjusted periodically.
3. Please note: the committee may prioritize lower income household applicants during the grant award process.
4. The Town will verify household income qualification at the time of application. Household income includes adjusted gross income filed on federal/ state tax returns for all household members aged 18 and older.
5. The applicant must be able to build a code compliant ADU on their property, as verified by Kittery Planning staff prior to application.

#### B. ADU Tenants

1. Tenant household must be at 60% of AMI or less, as defined by MaineHousing for the York-Kittery-South Berwick HMFA and as adjusted periodically.
2. Tenants' household income may increase to a maximum of 110% of AMI over the course of their tenancy, at which time they will be given one year to find an alternative housing placement.
3. The Town will verify tenant household income on a yearly basis. The grantee is responsible for assisting in the verification process by providing information for this purpose. If the grantee does not comply with this stipulation, they will be responsible for paying back a pro-rated portion of the grant.
4. Every initial lease with a tenant must be for a minimum of 1-year, but may transition to a month-to-month lease thereafter.

C. Rents

1. Rent must remain at or below the monthly rates deemed affordable for a tenant household earning 60% AMI, as established by MaineHousing for the York-Kittery-South Berwick HMFA and as adjusted periodically. (See attached table from Maine Housing, page 8 of this application).
2. Town must confirm each new lease is in compliance with the grant stipulations for income qualifications and duration.

D. Finding a Tenant

1. Grantees may advertise their rental unit as they see fit, but must include information on income restrictions.
2. Local social service agencies may also assist the homeowner in identifying potential tenants.
3. The homeowner is the sole decision maker on who they choose as tenant, so long as the tenant meets the income stipulations outlined above.
4. If the homeowner chooses to rent to a household with a voucher, they will benefit from additional incentives through Fair Tide's Landlord Engagement Initiative.

E. Condition(s)

All stipulations will be in place for 10 years and enforced through a deed restriction executed and recorded with the grant award, and municipal liens (as may be allowed by State law), subject to exceptions granted by the committee for extenuating circumstances.

F. Use of Funds

1. The number of grants available per year is dependent on Town funds available for the program.
2. The newly created ADU can be inside the existing structure, attached to the existing structure, or a separate structure on the property.
3. The ADU must comply with Title 16 and all other zoning regulations.
4. The grantee must comply with all Town inspection and Code Enforcement regulations and processes.

G. Funding Award

1. Projects do NOT need to meet all of the selection criteria to qualify for this program.
2. The committee may vary the amount of grant funds allocated to individual applicants based on an applicant's household income, construction costs for the proposed ADU, or any of the other selection criteria listed below.
3. Grants will be awarded by Committee selection process. In the event that the number of qualified projects/ applicants exceeds the number of projects that can be funded in the current cycle, projects will be evaluated and selected based on the following criteria.

- a. Owner household income; households reporting lower earnings may be prioritized for selection or selected for larger grant awards. Properties owned by recognizable individuals, couples, or families may be prioritized for selection over properties owned in trusts or other other shared estates.
- b. Estimated project cost: projects which are demonstrably less costly than others to design and construct due to factors such as ADU location, utilities, or site conditions may be prioritized for selection.
- c. Fairness in distributing public funds: Projects which would result in one (1) ADU on a property may be prioritized for selection over projects which would result in multiple units.
- d. Availability of public utilities: ADUs that will be serviced by public water and sewer facilities may be prioritized over projects for which public water or sewer facilities are not available.
- e. Projects located in Targeted Growth Area in Comprehensive Plan may be prioritized over projects located in Limited Growth Areas.
- f. Proximity of project to Services, Businesses, Employment. Projects located closer to workplaces, commercial services, or transit facilities may be prioritized for selection.
- g. Project understanding and capacity: applicants who demonstrate a clear understanding of, and commitment to, the actual costs and procedures for designing, permitting, and constructing an ADU may be prioritized for selection. Evidence of understanding may include (but is not limited to) design plans, written advice from permitting agent(s), agreements or cost estimates from contractors, project schedule, or documentation of project funding.
- h. Other factors presented by the applicant or selection committee members which are related to the program's purpose as stated above.

#### H. Proposed timeline and process for distributing funds

1. The grantee must have the ADU design completed and a contract with a builder within 6 months of grant notification and/ or obtain a building permit (if performing the work on their own).
2. The grantee must have all permits, and construction must begin within 1-year of the grant award.
3. The ADU must be completed within 2 years of the grant award.
4. Grant funds will be disbursed as direct payments to the designer, contractor or vendor upon verification of services or materials provided.
5. 10% of funds may be paid up front for materials costs, with itemized bill from contractor (or vendor if applicant is performing work on their own).

Questions? Contact Maxim Zakian, Kittery Town Planner: [mzakian@kitteryme.org](mailto:mzakian@kitteryme.org); 207-475-1323

# Income Limits - 120% Median Income Limits by Family Size

(Effective May 18, 2023)

## Maine State Housing Authority Well Water Abatement Program

Any household whose income is less than or equal to 120% of the local median income is eligible for consideration in the program.  
Limits vary by location and household size.

County	Household Size							
	1	2	3	4	5	6	7	8
<b>(Androscoggin) Lewiston-Auburn MSA</b>								
Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	\$70,812	\$80,928	\$91,044	\$101,160	\$109,253	\$117,346	\$125,438	\$133,531
<b>(Cumberland) Portland HMFA</b>								
Buxton, Cape Elizabeth, Casco, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Hollis, Limington, Long Island, North Yarmouth, Old Orchard Beach, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth	\$99,372	\$113,568	\$127,764	\$141,960	\$153,317	\$164,674	\$176,030	\$187,387
<b>(Penobscot) Bangor HMFA</b>								
Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	\$72,324	\$82,656	\$92,988	\$103,320	\$111,586	\$119,851	\$128,117	\$136,382
<b>York/Kittery/So. Berwick HMFA</b>								
Berwick, Eliot, Kittery, South Berwick, York	\$102,312	\$116,928	\$131,544	\$146,160	\$157,853	\$169,546	\$181,238	\$192,931
<b>Other Areas</b>								
Aroostook	\$63,672	\$72,768	\$81,864	\$90,960	\$98,237	\$105,514	\$112,790	\$120,067
Cumberland (excluding HMFA)	\$78,036	\$89,184	\$100,332	\$111,480	\$120,398	\$129,317	\$138,235	\$147,154
Franklin	\$63,672	\$72,768	\$81,864	\$90,960	\$98,237	\$105,514	\$112,790	\$120,067
Hancock	\$71,400	\$81,600	\$91,800	\$102,000	\$110,160	\$118,320	\$126,480	\$134,640
Kennebec	\$68,208	\$77,952	\$87,696	\$97,440	\$105,235	\$113,030	\$120,826	\$128,621
Knox	\$69,972	\$79,968	\$89,964	\$99,960	\$107,957	\$115,954	\$123,950	\$131,947
Lincoln	\$71,568	\$81,792	\$92,016	\$102,240	\$110,419	\$118,598	\$126,778	\$134,957
Oxford	\$63,672	\$72,768	\$81,864	\$90,960	\$98,237	\$105,514	\$112,790	\$120,067
Penobscot (excluding HMFA)	\$63,672	\$72,768	\$81,864	\$90,960	\$98,237	\$105,514	\$112,790	\$120,067
Piscataquis	\$63,672	\$72,768	\$81,864	\$90,960	\$98,237	\$105,514	\$112,790	\$120,067
Sagadahoc	\$77,700	\$88,800	\$99,900	\$111,000	\$119,880	\$128,760	\$137,640	\$146,520
Somerset	\$63,672	\$72,768	\$81,864	\$90,960	\$98,237	\$105,514	\$112,790	\$120,067
Waldo	\$64,092	\$73,248	\$82,404	\$91,560	\$98,885	\$106,210	\$113,534	\$120,859
Washington	\$63,672	\$72,768	\$81,864	\$90,960	\$98,237	\$105,514	\$112,790	\$120,067
York (excluding HMFA)	\$81,060	\$92,640	\$104,220	\$115,800	\$125,064	\$134,328	\$143,592	\$152,856



**MaineHousing - Rent Restricted Programs**  
**Income Eligibility Limits and**  
**Maximum Rent Levels**

Income and Rents Effective 5-15-2023

FedHOME Rents Effective 6-15-2023

Housing Trust Fund Income and Rents Effective 6-15-2023

	% Median Income - Adjusted by Family Size								Maximum Gross Rents				
	One	Two	Three	Four	Five	Six	Seven	Eight	0BR	1BR	2BR	3BR	4BR
<b>York-Kittery-So. Berwick HMFA:</b> Berwick, Eliot, Kittery, South Berwick, York													
HERA 30%	26,160	29,880	33,630	37,350	40,350	43,350	46,320	49,320	654	700	840	971	1,083
HERA 40%	34,880	39,840	44,840	49,800	53,800	57,800	61,760	65,760	872	934	1,121	1,295	1,445
HERA 50%	43,600	49,800	56,050	62,250	67,250	72,250	77,200	82,200	1,090	1,167	1,401	1,618	1,806
HERA 60%	52,320	59,760	67,260	74,700	80,700	86,700	92,640	98,640	1,308	1,401	1,681	1,942	2,167
30% AMI	25,600	29,250	32,900	36,550	39,500	42,400	45,350	48,250	640	685	822	950	1,060
50% AMI	42,650	48,750	54,850	60,900	65,800	70,650	75,550	80,400	1,066	1,142	1,371	1,583	1,766
60% AMI	51,180	58,500	65,820	73,080	78,960	84,780	90,660	96,480	1,279	1,371	1,645	1,900	2,119
80% AMI	66,300	75,750	85,200	94,650	102,250	109,800	117,400	124,950	1,657	1,775	2,130	2,461	2,745
Low HOME	42,650	48,750	54,850	60,900	65,800	70,650	75,550	80,400	1,066	1,142	1,371	1,583	1,766
High HOME	51,180	58,500	65,820	73,080	78,960	84,780	90,660	96,480	1,115	1,247	1,642	2,024	2,239
HTF	25,600	29,250	32,900	36,550	39,500	42,400	45,420	50,560	640	685	822	950	1,060
FMR Effective 10-1-2022									1,115	1,247	1,642	2,263	2,797

For all NL, SHP, LIHTC and Tax Exempt Projects that were Place in Service before 1-1-2009, use the HERA Income and Rent Limits.

The 30% AMI Income Limits for the Section 8 Program are different than those included in this chart.

HOME designated units should use the lower of the applicable rent or the appropriate HOME rent.

HERA does not apply to the following Counties: Kennebec, Oxford, Penobscot, Piscataquis and Somerset.

**\*\*TOWN OF KITTEERY USE ONLY \*\***

Property is applicant's Primary Residence:  Yes  No

Outstanding zoning violations or code enforcement actions:  Yes  No

Outstanding taxes or fees owed by property owner:  Yes  No

Income Verification:  Yes  No

Type:  Federal Tax Return  Other

Pre-application zoning verification meeting held: \_\_\_\_\_ (date)

\_\_\_\_\_  
**Town Manager**

\_\_\_\_\_  
**Date**