



## ACCESSORY DWELLING UNIT GRANT APPLICATION

**Deadline: August 1, 2022**

The Accessory Dwelling Unit Grant program is a locally offered pilot program developed to increase the availability for affordable residential units in the Town of Kittery. The grant is funded by the American Rescue Plan Act (ARPA).

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. Program Rules are on page 5 of this application. To setup a pre-application meeting and/or for questions, please contact the Department of Planning and Development at 207-475-1304.

### Applicant Information

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

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

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

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

How did you hear about this program?

Town website

Town Council Meeting

E-Alert Email

Newspaper

Social Media (FB, Twitter, etc.)

Flyer

Word of Mouth

Other: \_\_\_\_\_

### 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, 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 2020 Federal Income Tax Return filing): \$ \_\_\_\_\_

If you **do not** file a Federal Income Tax Return, please complete the following for amounts  
received in 2020:

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

Retirement Plan Benefits: \$ \_\_\_\_\_ (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"/> Asian or Pacific Islander | <input type="checkbox"/> White or Caucasian      |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> Multiracial or biracial |
| <input type="checkbox"/> Prefer not to answer      | <input type="checkbox"/> Other                   |

To which GENDER do you MOST IDENTIFY?

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Female               | <input type="checkbox"/> Gender Fluid |
| <input type="checkbox"/> Male                 | <input type="checkbox"/> Other        |
| <input type="checkbox"/> Gender Nonconforming |                                       |
| <input type="checkbox"/> Prefer not to answer |                                       |

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

- |   |                             |
|---|-----------------------------|
| <input type="checkbox"/> Yes                  | <input type="checkbox"/> No |
| <input type="checkbox"/> Prefer not to answer |                             |

Which of the following BEST DESCRIBES YOUR AGE?

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

Which of the following BEST DESCRIBES YOUR MILITARY STATUS?

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

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

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

## ADU Grant Pilot Program Rules

### Grant Stipulations:

- Homeowner applicant (grantee)
  - Homeowner must be a resident of the property.
  - Household must be at 80% of Area Median Income (AMI), or less, as defined by MaineHousing for the York-Kittery-South Berwick HMFA and as adjusted periodically.
  - The Town will verify income qualification at the time of application.
  - The applicant must be able to build a code complaint ADU on their property, as verified by the Kittery Planning Staff prior to application.
  
- ADU Tenants
  - Tenant household must be at 80% of AMI, or less, as defined by MaineHousing for the York-Kittery-South Berwick HMFA and as adjusted periodically.
  - 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.
  - 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.
  - Every initial lease with a tenant must be for a minimum of 1-year, but may transition to a month-to-month thereafter.
  
- Rents
  - Rent must remain at or below the voucher payment standard, as defined by MaineHousing for the York-Kittery-South Berwick HMFA and as adjusted periodically.
  - Town must confirm each new lease is in compliance with the grant stipulations for income qualifications and duration.
  
- Finding a tenant
  - Grantees may advertise their rental unit as they see fit, but must include information on income restrictions.
  - Local social service agencies may also assist the homeowner in identifying potential tenants.
  - The homeowner is the sole decision maker on who they choose as tenant, so long as the tenant meets the income stipulations outlined above.
  - 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](#).
  
- 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).

### Use of Funds:

- Grant up to \$50,000 per applicant for design, permitting and construction costs to create an

Accessory Dwelling Unit on their property.

- There will be two grants available in the pilot year, for a total allocation of up to \$100,000.
- The newly created ADU can be inside the existing structure, attached to the existing structure, or a separate structure on the property.
- The ADU must comply with Title 16 and all other zoning regulations.
- The grantee must comply with all town inspection and code enforcement regulations and processes.

**Funding Award:**

- The initial pilot program will be awarded via a random lottery process.
- Applicants may only have one entry per eligible property.
- After the application deadline, staff will hold a drawing to randomly select two separate properties to be awarded grant funds from all completed and eligible applications.

**Proposed timeline and process for distributing funds:**

- 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).
- The grantee must have all permits, and construction must begin within 1-year of the grant award.
- The ADU must be completed within 2-years of the grant award.
- Grant funds will be disbursed as direct payments to the designer and/or contractor.
- 10% of funds may be paid up front for materials costs, with itemized bill from contractor.

**\*\*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