



Application for Locals for Accessory Dwelling Units (ADUs) Incentive Program

Submission Date: _____

Property Owner Name: _____ Mailing Address: _____

Phone: () _____ - _____ Cell: () _____ - _____ Email Address: _____

Property Owner Consent: By signature hereon, the property owner acknowledges that City officials and/or employees may, in the performance of their functions, enter upon the property to inspect, post legal notices, and/or other standard activities in the course of processing this application, pursuant to Idaho Code §67-6507. The property owner is also hereby notified that members of the Planning and Zoning Commission and City Council are required to generally disclose the content of any *ex parte* discussion (outside the hearing) with any person, including the property owner or representative, regarding this application.

Property Owner's Signature: _____ Date: _____

Property Characteristics:

Legal Description of Property: Subdivision _____ Lot(s) _____, Block _____,

Street Address of Property: _____

Current Zoning of Property: _____ Year of original construction: _____

Locals for ADUs: This program – Locals for ADUs – is aimed to incentivize the construction, installation, or the conversion of Accessory Dwelling Units (ADUs) and limit rental to people who qualify for the previously created “Locals Only” Housing program, by providing a forgivable \$30,000 or \$15,000 grant to Property Owners who build, install, and/or convert such units and restrict rental to qualifying people working in the local economy. The grant would be forgiven after nine (9) years of restricting rental to a qualifying person or persons, and enforced in the interim, by a recorded Program Agreement, Deed of Trust, and Promissory Note. **Please note that issuance of all proceeds is at the sole discretion of the City of Hailey, and the Hailey City Council, limited by the annual budgeting process.**

Eligible Units. Please select the type of unit for this Application:

- _____ To be constructed ADUs,
- _____ Conversion of an existing ADU from a short-term rental to a long-term rental (within the last thirty-six (36) months - beginning May 2021).
- _____ All Tiny Homes on Wheels (THOWs) (within the last twelve (12) months (beginning March 2023).

Existing Conditions:

If the ADU or THOW exist, how are they utilized?

- _____ Short-Term Rental
- _____ Long-Term Rental
- _____ Guest Quarters
- _____ Other

Proposal:

If no ADU or THOW exists, how will the unit be utilized?

- _____ Short-Term Rental
- _____ Long-Term Rental
- _____ Guest Quarters
- _____ Other

Program Priority: Program Priority will be given to qualified individuals on a **first come, first served basis**. This includes the following:

- _____ Complete Application,
- _____ Property Owners/Units first to be deemed qualified, and
- _____ Unit has been built and is ready for issuance of an Occupancy Permit.

Applications and all supporting documentation shall be submitted together, in a timely manner. Incomplete applications will be returned to the Applicant and will not be considered until a complete application has been received. Please refer to the section “**Locals for ADUs – Checklist**” below for required documentation.

Locals for ADUs - CHECKLIST

The following items must be submitted with the application for the application to be considered complete (✓):

Accessory Dwelling Units (ADU) + Tiny Homes on Wheels (THOW)

- _____ Locals for ADUs Application
- _____ ADU/THOW Certificate of Occupancy/Compliance
- _____ City Approved Documentation certifying approval of ADU/THOW (i.e., FF of Administrative Review)
- _____ Short-Term Occupancy Documentation (i.e., registered ADU/THOW/unit + receipt of LOT payments)
- _____ Completed Program Agreement
- _____ Completed Acknowledgement and Acceptance Agreement
- _____ Completed Promissory Note
- _____ Completed Deed of Trust
- _____ Other information as required by the City of Hailey, or its Designees

City Review/Use Only:

_____ Submittal Date of Application

_____ Completed Application (date completed by)

_____ Missing Documentation

_____ Date Staff Notified Applicant

_____ Council Review & Approval Date

_____ Verify address/ownership

_____ Verify Zoning for ADU or THOW

_____ Verify Building Permit Status of ADU or THOW

_____ Verify Entitlement Application Approvals of ADU or THOW

_____ Verify Short-Term Rental of ADU or THOW