Community Development Department
Planning 707-838-1021
adu@townofwindsor.ca.gov
www.townofwindsor.ca.gov

Town of Windsor ADU Rebate Program Application

General Information

Applicant name: _____

Property address: _____

E-mail address: _____ Phone number: _____

Is the property currently owner occupied? Yes ☐ **OR** No ☐

If yes, does the owner plan to continue to live at the property after the construction of the ADU? Yes ☐ **OR** No ☐

Program Information

Select the rebate you are applying for:
____Up to $20,000 for units 500 square feet or smaller
____Up to $30,000 for units between 501-850 square feet
____Up to $40,000 for units between 851-1,200 square feet

____I'm also applying for the additional rebate, up to $5,000, to include Universal Design features. Click this link for information about this program.

What type of ADU are you interested in creating?
Attached ☐ **OR** Detached ☐ **OR** Conversion of existing space ☐ **OR** Undecided ☐

If approved for this program, and if you intend to rent the ADU, do you agree to only rent to a tenant whose household income does not exceed 80% of area median income at an affordable rent for a minimum period of five years in accordance with the Accessory Dwelling Unit Rebate Program? Refer to section of zoning code

Yes ☐ No ☐

Note that the Program requires recordation of a deed restriction.

Have you read the Program Guidelines? Yes ☐ **OR** No ☐

How did you hear about the Program?_____

Owner/Co-Owner Information

Please complete the following information for all current owners of the property.

*Owner's full name_____

Co-Owner's full name _____

Type of Owner

☐ Individual homeowner **OR** ☐ Trust or LLC

Note that the Program is available to individual homeowners only.

Acknowledgements

As an ADU Rebate Program applicant, 'Applicant' for the Town of Windsor, you hereby agree to the following conditions (<u>you must initial each item</u>):

_____ If approved, the rebate amount will be reserved for you but is not paid until the ADU is complete and the building permit is finaled. Your ADU building permit must be issued within 6 months from your rebate application date and the ADU construction must be completed with the building permit finaled within 18 months of the building permit being issued, otherwise the rebate will be forfeited. Extensions may be rebated for good cause as determined by the Town.

_____ The timelines provided above notwithstanding, to receive the Rebate, the Final inspection and all invoices must be filed by March 31, 2028.

_____ It is the responsibility of the applicant to notify the Town when their building permit is issued and finaled to avoid forfeiture of rebate.

_____ I, applicant, have a building permit application forthcoming or in the "Applied" or "Review" status. Rebates are not available for building permits that have already been issued.

_____ I, applicant, agree to record a 5-year deed restriction on the property title to rent the ADU to a tenant whose household income does not exceed 80% of area median income at an affordable rent in accordance with the Accessory Dwelling Unit Rebate Program prior to receiving the rebate funds.

_____ I, applicant, have not applied for or received an ADU rebate on another property in the Town of Windsor and I understand that only one rebate is allowed per individual or entity.

_____ I, applicant, am an individual homeowner, not part of a trust or LLC, and I am applying for a low-income restricted ADU rebate.

_____ Only one rebate is allowed per single-family residential lot or parcel.

_____ Rebate applicants should consult with a tax professional before accepting the rebate to determine how it will impact your financial situation.

_____ I understand that a personal affiliation to a vendor used in my project must be disclosed to the Town of Windsor, as it could be considered a conflict of interest.

_____ I understand that all costs associated with my project must be incurred after the date of the Award Letter in order to be an eligible expense or reimbursement.

_____ By signing below, I, the undersigned, agree to the above terms and conditions

Applicant's signature: _____ Date: _____

Owner's signature: _____Date: _____
(if owner is different than the applicant)
*Note, the Property Owner Authorization Form must also be submitted with this application. Click this link to access the form.

Agreements
The Town of Windsor offers rebates to create accessory dwelling units to expand the affordable rental stock as described in the Town's Accessory Dwelling Unit Rebate Program. I acknowledge and agree that I have received a copy of, have read, and understand, the Guidelines.

If requested, I agree to release financial information regarding my income (such as employment and income history, present income, credit history, bank account balances, mortgages and other similar financial information) to the Town if verification of income status is needed.

I understand that the submission of this application does not constitute approval by the Town and does not guarantee that I will receive an ADU rebate. I further understand that my participation in the Program is subject to the availability of funds for the Program. I hereby certify that to the best of my knowledge, all information provided in this application is true and complete.

Owner's signature: _____Date: _____

Co- Owner's signature: _____Date: _____