

# CBJ Homeowner Accessory Apartment Incentive Grant Program

---

The Accessory Apartment Incentive Grant program is intended to provide encouragement for homeowners to add an accessory apartment to their home. This incentive is a \$6,000 grant per new apartment created. Funding for this pilot program is provided by the Juneau Affordable Housing Fund (JAHF).

---

## Preliminary Eligibility to Apply

- One grant per person
- One grant per property
- Applicant must be the property owner and at least 18 years of age.
- Outstanding Code Enforcement cases must **not** exist on the subject property.
- Only new accessory apartment units are eligible for this incentive program. Building permit must have been issued after the program launch date.
- Building permit and grant application must be compliant with Title 19, Title 49, CBJ Engineering Code, and incentive grant criteria.

## Eligibility for Award

- Pass final inspection within one year of issuance of associated building permit.
- Receive a full Certificate of Occupancy within 1 year from date building permit was **issued**. A Temporary Certificate of Occupancy is insufficient.
- Have no outstanding or active code enforcement cases on subject property.
- Property taxes and assessments, including bonds, must be in good standing.

## Application and Disbursement Process

Property owners shall complete an Accessory Apartment Incentive Grant application concurrently with a Building Permit application for an Accessory Apartment. Applications are accepted at the Community Development Department Permit Center on the 4th floor of the Marine View Building, located at 230 South Franklin Street. Staff will be available to provide assistance and answer any questions.

Availability of funding currently allows for 12 grant awards. Applications are received on a first come, first served basis. Grant application approval will be determined by the Community Development Department; approval is subject to meeting preliminary eligibility requirements. The first 12 eligible applicants will be awarded after meeting the final eligibility for award requirements. After the first 12 applications have been received, eligible applicants will be placed on a waitlist in the event more funding becomes available, or an applicant on the primary list fails to meet award eligibility requirements.

Grant proceeds will be disbursed after a full Certificate of Occupancy is issued by the CBJ Building Division within the 1 year timeframe and all other award eligibility requirements are met. Extension of grant deadlines will not be provided. Temporary Certificates of Occupancy are insufficient to receive an incentive grant award.

## Final Inspections

Applicants are cautioned that the building inspection process often takes more time to complete than one may anticipate. Inspectors may have several inspections pending. Depending on the season, inspectors may be unable to respond rapidly to a request for an inspection. Please allow adequate time after inspections to make necessary corrections. **Final inspections should be scheduled at least 1 month in advance of the 1 year deadline.**

## Income and Taxes

Applicant is solely responsible for any tax implications upon receiving this incentive grant.

# Application

## CBJ Accessory Apartment Incentive Grant Program

**AAG Application Number:**      AAG20

Note: *Only one application permitted per person.*      (Filled in by CDD Staff)

**Building Permit Number:**    BLD20

(Filled in by CDD Staff)

**Building Permit Issued Date:**

(Filled in by CDD Staff)

**Application Expiration Date:**

*One Year after Building Permit Issuance*      (Filled in by CDD Staff)

**Certificate of Occupancy Issued:**

(Filled in by CDD Staff)

**Name of CDD Intake Staff:**

**Parcel Number:**

**Owner's Name:**

**Mailing Address:**

**Owner's Signature:**

1. **Grants:** Grants are limited based on available funding. The CBJ is free to reduce or eliminate the funding for this program. Applicants do not vest any rights in this program.
2. **Certificate of Occupancy:** The CBJ intends to award \$6,000 grants to the first 12 eligible applicants who also receive a *full* Certificate of Occupancy within one year of issuance of associated building permit. A temporary Certificate of Occupancy is insufficient.
3. **Eligible applicant:** Only the property owner may apply and a person may not receive more than one grant. Only one grant per lot is permitted. This award is non-transferable; therefore, if there is a conveyance of property prior to awarding this grant, this application becomes null and void.
4. **Taxes and Assessments:** All taxes and assessments, including bonds, due to the CBJ at the time of issuance of a Certificate of Occupancy shall be in good standing prior to the award of this grant.
5. **Compliance:** All development on the subject property shall comply with all applicable laws, including CBJ Title 19, Title 49, and Engineering Code. This application is void if there is an outstanding code enforcement case or if the apartment development creates a code enforcement case before award of the grant.