



Application for Downtown Revitalization Tax Exemption Certificate

This application form must be completed **in full** by the registered owner of the land or by the authorized agent acting on behalf thereof. This will assist the City in its processing of the application. PLEASE PRINT

Application Number: _____

Application Fee: \$350.00

REGISTERED OWNER(S):

Registered Property Owner Name: _____

Day Time Telephone Number: _____

Alternate Number (Cell / Pager): _____

Mailing Address: _____

Fax Number: _____

Email Address: _____

INFORMATION OF LAND:

Civic Address: _____

Legal Description: _____

Parcel Identifier No (PID): _____

Property Size: _____

OCP Land Use Designation: _____

Zoning Designation: _____

Current Use: _____

Prior Use (ie Vacant Land): _____

Description of revitalization improvements (attach separate page if necessary): _____

Calendar Year Development Commenced or Proposed to Commence: _____

Cost to Construct Improvements: _____

Building Permit No: _____ Development Permit No: _____

THE FOLLOWING MUST ACCOMPANY THE APPLICATION TO BE DEEMED COMPLETE:

Date Received: _____ Date Deemed Complete: _____

File No: 6950.30. _____ City Official: _____

OFFICE USE ONLY

Application Form

Completely filled out and including all supporting information. Any questions with regards to zoning or land use designation contact Planning Staff.

Development Proposal

An accompanying letter with the following information clearly articulated:

- Describe Existing Use
- Describe Proposed Revitalization Improvement
- Proof of construction value for appropriate qualifying criteria

Copy of Current Certificate of Title(s) for the lands involved

Dated no more than 10 days prior to the date of application. Include copies of all Restrictive Covenants and Caveats.

Letter of Authorization

If any agent is making the application on behalf of the current property landowner, a letter from the property owner must authorize the application, dated no more than 10 days prior to date of application.

Land Owned by Numbered Companies

If the owner of the land is registered as a numbered company, the names of the principals of the numbered company shall be supplied.

Payment of Fees Applicable

Application Revitalization Tax Exemption.....\$350.

Certificate of Proof

That all taxes assessed and rates, charges and fees imposed on the parcel have been paid, and where taxes, rates or assessments are payable by installments, that all installments owing at the date of application have been paid.

Miscellaneous Information

Any other information deemed necessary by the City, including but not limited to:

- Legal Survey Certificate**
May be required to confirm land parcel dimensions, shape, size and location of all built structures and improvements. The survey shall be undertaken by a registered BC Surveyor.
- Color Photographs**
That provide a comprehensive visual account of the entire site and adjacent properties.
- Technical Documentation**
May be required to provide support for the proposed Amendment Application.

Personal information contained on this form is collected under the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of processing the application. For questions or additional information pertaining to your personal information, contact City Hall at 250.426.4211.

Please Note: The land owner in the process of submitting this application hereby recognizes and accepts that this material will become available to the public as part of the application, review and approval process.

Land Owner's Initials

The applicant is advised to discuss the proposed Amendment Application with City Staff to clarify what additional information may be required.

PLEASE NOTE: The City reserves the right to request additional information once they have reviewed the application.

I/We hereby declare that the information contained herein is, to the best of my/our knowledge, factual and correct.

Owner/Agent Name

Signature of Applicant

Date