

Appendix "A"
Application Requirements for Non-Residential Tax Incentives
Pursuant to the Non-Residential Tax Incentives Bylaw No. 2005

1. All applications for an Exemption under to the Non-Residential Tax Incentives Bylaw must include the following information:
 - a) a signed and dated application form:
 - b) the non-refundable Application Fee:
 - c) if the Applicant is not an individual, an agent authorization form or directors' resolution:
 - d) if the Applicant is a corporation, a corporate registry record of the Applicant dated within 60 days of the date of the application:
 - e) a land titles certificate for the lands on which the Qualifying Property is located dated within 60 days of the date of the application:
 - f) copies of all building/development permits issued with respect to the development of the Qualifying Property:
 - g) a description of the Business conducted or to be conducted in the Qualifying Property:
 - h) an indication of whether the development is New Construction or an Expansion:
 - i) an estimate of when the Qualifying Property will be approved for occupancy after completion of the New Construction or Expansion:
 - j) an explanation of how the application meets the criteria for an Exemption; and
 - k) With regards to Expansions the following additional information:
 - i. photographs of the Qualifying Property before the Expansion; and
 - ii. a financial summary and copies of receipts or paid invoices in relation to the development showing the location of the Expansion. (Minimum of \$50,000.00)
2. Applicants may provide any other material, including additional print, visual or audio-visual material, which the Applicant believes will support their application.

NOTE: Applications and material provided may be included in reports to Council and the Council agenda packages that are available to the public.

All Qualifying Properties may be subject to inspection by Town staff to ensure the validity of the application.

Appendix "B"
Application Form for Non-Residential Non-Residential Tax Incentives
Pursuant to the Non-Residential Tax Incentives Bylaw No. 2005

Applicant Information:

Applicant Name:	
Registered Corporate Name, If Different:	
Legal Description of Assessed Property:	
Mailing Address of Assessed Property:	
Corporate Registry Office Address of Applicant:	

Agent Information:

Name of Authorized Agent for Applicant:	
Mailing Address for Agent:	
Email Address for Agent:	
Telephone Number for Agent:	

Note:

Complete applications must be received by March 31st of the year when the requested Exemption is to commence.

Applications and materials may be included in reports to Council and Council agenda packages. All Qualifying Properties may be subject to inspection by the Town Administration to ensure the validity of the application.

Personal Information required by Town of Fort Macleod application forms is collected under authority of sections 33(a) and (c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. Your personal information will be used to process your application(s). Please be advised that your name, address and details related to your application may be included on reports that are available to the public as required or allowed by legislation. If you have any questions, please contact the Town's FOIP Head at 780-553-4425 or l.gillingham@fortmacleod.com.

Provide, or append, a brief description of the Business:

The Applicant is applying for a three-year Non-Residential Tax Incentive for: (choose applicable)

☐ New Construction

☐ Expansion

Describe, or append, an explanation of why you are seeking an Exemption and how you meet the criteria for one of the Non-Residential Tax Incentive programs listed above:

What date is the subject property expected to be approved for occupancy:

Indicate if the application includes the following:

☐ Building/Development Permits (required)

☐ Application Fee (required)

☐ Tax Assessment Notices (required)

☐ Land Titles Certificate (required)

☐ Agent Authorization Form/Directors' Resolution (if applicable)

☐ Photos (if applicable)

☐ Financial Summary and Receipts/ Invoices (if applicable)

☐ Other materials (optional)

☐ Corporate Registry Record (if applicable)

Date of the Application

Signature of Applicant (or Applicant's Agent)

Print Name of Applicant (or Applicant's Agent)

FOR OFFICE USE ONLY

DATE APPLICATION WAS RECEIVED

NAME OF RECIPIENT