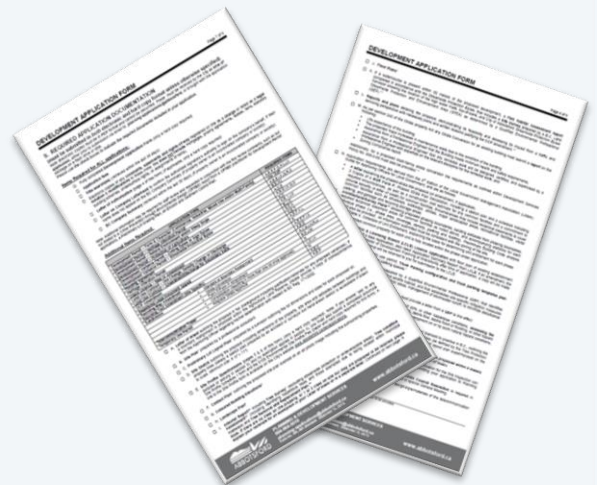


Changes to Development Application Requirements

Effective October 2, 2017:

- **Both Paper & Electronic** copies are required for all items, unless specified otherwise
- **Only Electronic** Copies (not paper) are required for **Documents on Title** (Covenants, Easements & Right of Ways)
- Electronic Documents must accompany the submission (ie. flash-drive/CD) or they need to have been emailed to planning-applications@abbotsford.ca **prior to submission**

For more information, please see the most recent applicable Development Application Form



HISTORIC DOWNTOWN REVITALIZATION TAX EXEMPTION APPLICATION FORM

1. REQUIRED APPLICATION DOCUMENTATION

(must be submitted in **both** electronic and hard copy format unless otherwise specified)

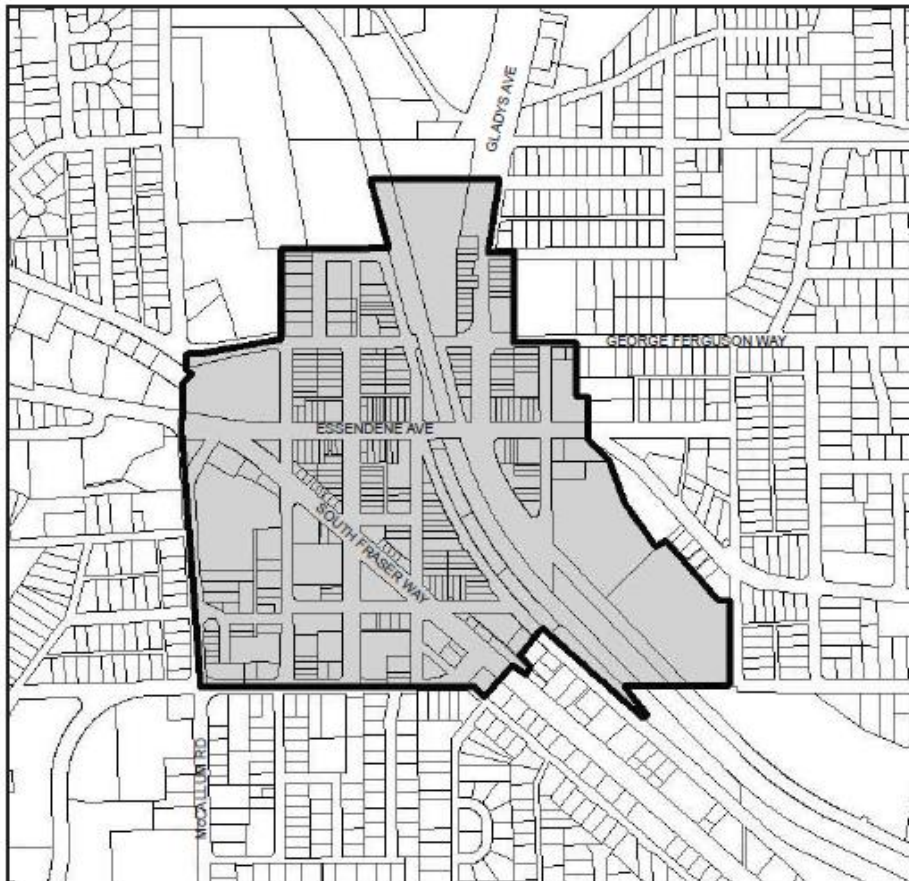
Note: Electronic Copies must be in PDF format and cannot be secured. These must be received by the City **at time of application**, either prior to submission via email to: **planning-applications@abbotsford**, or brought with the application package on a flash drive or disk.

Use the check boxes to indicate that the required documents are included in your application.

- Fully completed **Historic Downtown Revitalization Tax Exemption Application Form**
- Non-refundable application fee of \$10.00
- Letter of intent providing the following information:
 - Description and evidence as to the extent of the commercial use component of the property
 - Description of the new improvement(s) of the alteration of the existing improvement(s) and evidence as to the aggregate construction cost or estimated cost of the improvement(s)
- Copy of issued **Building Permit** related to the improvements or new building/addition
- Title search(es)** (retrieved within the last 30 days)
- BC Company Summary** (retrieved within the last 30 days) (if property owner is an incorporated company or society).

2. ELIGIBILITY

A revitalization tax exemption program is established in accordance with the Consolidated Abbotsford Downtown Revitalization Tax Exemption Bylaw, 2005, Bylaw No. 1494-2005 ("Bylaw No. 1494-2005") for properties located within the Eligible Revitalization Area, as shown in the City of Abbotsford's Official Community Plan (OCP):



A revitalization tax exemption will be granted if all of the following conditions apply:

- a) the construction of a new building/structure or alteration of an existing one ("the improvement"), where the improvement has a total minimum estimated construction cost of \$100,000, as determined by the City; and
- b) a property must contain a commercial use, and the improvement must be a minimum of fifty (50%) percent related to the commercial uses on the property, based either on total floor area or BC Assessment Authority property values; and
- c) a building permit is issued for the improvements.

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Property located in the Historic Downtown Revitalization Area (HDRA)?

Yes No

HISTORIC DOWNTOWN REVITALIZATION TAX EXEMPTION APPLICATION FORM

3. PROPERTY *List all properties involved. If insufficient space, please attach a separate sheet.*

CIVIC ADDRESS: _____

PID: _____

LEGAL DESCRIPTION: _____

CIVIC ADDRESS: _____

PID: _____

LEGAL DESCRIPTION: _____

4. APPLICANT

COMPANY NAME (IF APPLICABLE): _____

PRIMARY CONTACT NAME*(REQUIRED): _____

ADDITIONAL CONTACT NAME(S) (IF APPLICABLE): _____

MAILING ADDRESS: _____

POSTAL CODE: _____

OFFICE PHONE: _____ CELL: _____

DIRECT LINE: _____ EMAIL: _____

(REQUIRED)

**All correspondence will be addressed to the Primary Contact Name at the mailing address or e-mail address (maximum one e-mail address) provided.*

5. REGISTERED OWNER(S) *List all registered owners as they appear on title (if insufficient space, please attach a separate sheet).*

NAME: _____ PHONE: _____

ADDRESS: _____ EMAIL: _____

NAME: _____ PHONE: _____

ADDRESS: _____ EMAIL: _____

NAME: _____ PHONE: _____

ADDRESS: _____ EMAIL: _____

HISTORIC DOWNTOWN REVITATLIZATION TAX EXEMPTION APPLICATION FORM

6. LETTER OF AUTHORIZATION *This section must be completed if the Registered Property Owner(s) (per Title Search) is(/are) not the Applicant OR if there are more than one Registered Property Owner and not all of the Registered Property Owners are signing as Applicants. Those Registered Property Owners who are not signing as Applicants must provide their written approval for (all of) the Applicant(s) acting on their behalf by signing this Letter of Authorization.*

I/We, (list all of the Registered Property Owner(s) on Title - attach additional completed sheets if necessary) _____

_____ (the "Owner"),
own the lands described within this application form listed under Section 3 and confirm the appointment of:

(Applicant Company Name (if Applicable)) (All Contact Names Permitted to Work On This Application (Required))

with the following contact information: _____
(Applicant's Mailing address (Required))

() - _____ as agent (the "Applicant")
(Applicant's Phone Number (Required)) (Applicant's Email Address (Required))

with respect to this Development Application (the "Application") regarding the lands described in Section 3.

It is understood, that:

1. the City of Abbotsford shall deal exclusively with the above-noted applicant with respect to all matters pertaining to the Application and is under no obligation to communicate with the Owner or any other person;
2. the above-noted applicant has authority to make all necessary arrangements with the City of Abbotsford, to perform all matters and to take all necessary proceedings with respect the Application;
3. a written letter from the Owner is required to cancel this appointment and an Administrative Change Fee will be required; and
4. If the owner is a corporation or society, the signature located below is an authorized signatory of the corporation/society.

By signing this authorization/application, I hereby agree that all information, including personal information, contained on this document including all attachments will be made available to the public.

If **Incorporated Company or Registered Society** is a Registered Owner, then complete the signature block below. If more than one Company/Society, attach additional completed pages with those signatures, as required.

Signature of Witness

Print Name of Witness: _____

Phone: _____

**Name of Corporation/Society
By its Authorized Signatory(ies)**

Signature of Authorized Signatory

Print Name: _____

Date: _____

If Registered Owners are **individual persons**, then complete the signature block below. If more than two individual owners, attach additional *completed* versions of this page signed by those owners, as required.

ALL INDIVIDUAL PERSONS WHO ARE A REGISTERED PROPERTY OWNER AND ARE NOT AN APPLICANT MUST SIGN THIS AUTHORIZATION:

Signature of Witness

Print Name of Witness: _____

Phone: _____

Signature of Owner

Print Name: _____

Date: _____

Signature of Owner (if applicable)

Print Name: _____

Date: _____



HISTORIC DOWNTOWN REVITALIZATION TAX EXEMPTION APPLICATION FORM

7. ADDITIONAL INFORMATION

Term of Exemption

A revitalization tax exemption shall be for a maximum term of five (5) years unless earlier terminated by cancellation of the revitalization tax certificate that is issued by the City.

Deadline for Exemption

In order for real property to be eligible for a revitalization tax exemption in any particular year, the owner must notify the City by September 30 of the year before the year when the real property will be eligible for a revitalization tax exemption, that the construction or alteration of the improvement(s) on the real property is substantially completed and the requirements of the Agreement referred to below are met.

Maximum Exemption

A revitalization tax exemption must not exceed the Increased Assessed Value of the real property between the year before the construction began, and the year in which the tax exemption certificate is issued.

Value of Exemption

The amount of a revitalization exemption from municipal property value taxes shall be as follows:

- Year 1: 100% of the Increased Assessed Value;
- Year 2: 80% of the Increased Assessed Value;
- Year 3: 60% of the Increased Assessed Value;
- Year 4: 40% of the Increased Assessed Value;
- Year 5: 20% of the Increased Assessed Value.

Agreement

Upon receipt of application, complete with supporting documents, the City will provide the owner with an agreement establishing the terms and conditions upon which the City will grant a revitalization tax exemption. The agreement must be signed by all of the registered owners and returned to the Director of Development Planning.

Revitalization Tax Exemption Certificate

Once the City agrees that the requirements and conditions of Bylaw No. 1494-2005 and the agreement are met, the City of Abbotsford shall issue a tax exemption certificate to the owner of the real property specifying:

- the amount of the tax exemption or the formula for determining the exemption;
- the term of the tax exemption;
- any conditions on which the tax exemption is provided; and
- the amount re-payable to the City if the certificate is cancelled and how that amount was determined.

Cancellation of Tax Exemption Certificate

A tax exemption certificate may be cancelled by Council in one or more of the following circumstances:

- (a) upon written request of the property owner; or
- (b) if any of the requirements of Bylaw No. 1494-2005 or the conditions contained in the agreement are not met.

Signature of Applicant

Date

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► If application is incomplete, indicate reason(s) and return to applicant:

► If application is complete, date stamp all documents:

Date Stamp:

Received by: _____