HISTORIC DOWNTOWN REVITALIZATION TAX EXEMPTION APPLICATION FORM

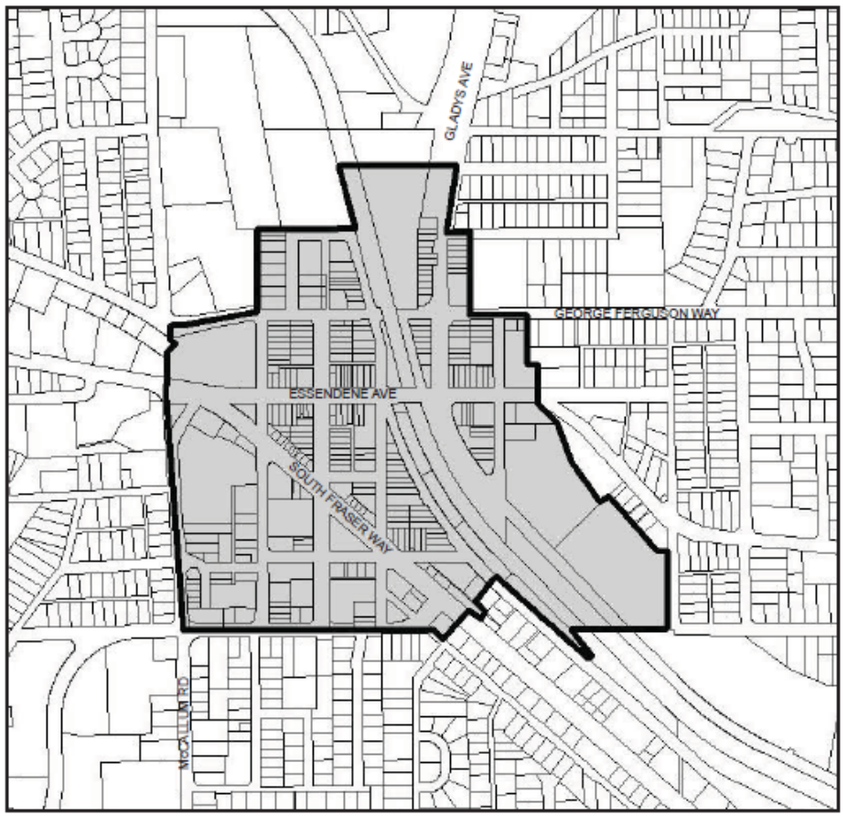
1. REQUIRED APPLICATION DOCUMENTATION

All required documentation must be submitted in <u>both electronic and hard copy</u> format unless otherwise specified. Electronic Copies must be in PDF format and cannot be secured. These must be received by the City <u>at time of application</u>, either prior to submission via email to: <u>planning-applications@abbotsford.ca</u>, or brought with the application package on a flash drive. Failure to do so will result in your application being incomplete.

- ☐ Fully completed **Historic Downtown Revitalization Tax Exemption Application Form** *(electronic copy <u>not</u> required)*
- ☐ 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.

FOR OFFICE USE ONLY Property located in the Historic Downtown Revitalization Area (HDRA)? Yes ☐ No ☐

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)**: _____

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).*

If registered property owner is an incorporated company or society, a **BC Company Summary must accompany this application.**

NAME: _____ PHONE: _____

ADDRESS: _____ EMAIL: **(REQUIRED)** _____

NAME: _____ PHONE: _____

ADDRESS: _____ EMAIL: **(REQUIRED)** _____

NAME: _____ PHONE: _____

ADDRESS: _____ EMAIL: **(REQUIRED)** _____

NAME: _____ PHONE: _____

ADDRESS: _____ EMAIL: **(REQUIRED)** _____

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 Owners. Those Registered Property Owners who are not signing as the Applicant must provide their written approval for the Applicant 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*)) (Name of Primary Contact 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. the above-noted applicant has authority to alter this original Development Application by submitting a subsequent related development application and providing an Administrative Change Request Form (No. APL-006) together with the required documents and fees; and
4. a written letter from the Owner is required to cancel this appointment and an Administrative Change Fee will be required.

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, Registered Society or Not for Profit Organization** 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. By signing, you are confirming that you're an authorized signatory of the company. Proof must be provided at time of application.

_____ _____

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

Print Name of Witness:_____

Phone:_____ _____

***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** ***Signature of Owner**

Print Name of Witness:_____ Print Name:_____

Phone:_____ Date:_____

_____

***Signature of Owner** (if applicable)

Print Name:_____

**Electronic Signatures not accepted*

Date:_____

HISTORIC DOWNTOWN REVITALIZATION TAX EXEMPTION APPLICATION FORM

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.

Application Submission
Applications will be accepted between the hours of 8:30 am - 4:00 pm.
Please allow 15-30 minutes to process the application in-take; additional time required if paying by cash or debit.
Per Development Application Procedures Bylaw No. 2521-2016, incomplete applications cannot be accepted.

_____ _____

***Signature of Applicant** **Date**

**Electronic Signatures not accepted*

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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:** _____
(See DAP-044)