

## City of Melfort Policy Manual

<i>POLICY TITLE:</i> <b>Existing Vacant Commercial Incentive Policy</b>	<i>POLICY NUMBER:</i> <b>7.24</b>	<i>EFFECTIVE DATE:</i> <b>November 8, 2005</b>
<i>ORIGIN:</i> <b>Community Development Advisory Committee</b>	<i>ADOPTED BY COUNCIL ON:</i> <b>November 7, 2005</b>	<i>AMENDED DATE:</i> <b>December 13, 2010</b>  <i>NEW EFFECTIVE DATE:</i> <b>January 1, 2011</b>

### **EXISTING VACANT COMMERCIAL INCENTIVE POLICY**

#### **1. PURPOSE**

- 1.1 To promote economic development by stimulating commercial development in the City of Melfort

#### **2. GENERAL POLICY**

- 2.1 This policy will be evaluated annually.
- 2.2 This policy is established under the authority of Section 262(4) of *The Cities Act* and applies to Municipal Tax and School Tax.
- 2.3 This Policy is intended for property owners of businesses looking at starting up in existing buildings or spaces that:
- Have no opportunity for expansion based on physical limitations of building or site
  - Have no opportunity to making improvements to the existing building, therefore no chance of increasing assessment.
  - Exist within the commercial (C1, C2, C3, C4) or industrial zones (M1, M1A, M2) of the City of Melfort.
- 2.4 The Existing Vacant Commercial Space Incentive Policy is meant to be an economic development incentive policy for businesses that are unable to utilize the Expanding and New Business Incentive Policy No. 7.22.

#### **3. DEFINITION**

- 3.1 Definition of an Existing Vacant Commercial Building:

*Any existing building that has not had a business venture with an economic activity operating out of it for a continuous one-year period, and located within the designated commercial or industrial zones.*

4. **INCENTIVE**

4.1 The property owner of any existing vacant commercial building will qualify for the following tax abatement:

An abatement of taxes will be provided to a property owner for a business utilizing an existing vacant commercial building within the designated commercial and industrial zones of the City of Melfort.

4.2 The tax abatement for a new business in an existing vacant commercial building will be applied as follows:

a) 50% of the current taxes only, capped at \$2,500.

b) The Existing Vacant Commercial Space Incentive will be granted upon date of application.

*\* Council reserves the right to approve each incentive package individually and to customize incentives to any specific project.*

# City of Melfort

## ***Application To Access Existing Vacant Commercial Incentive Policy***

Any property owner that wishes to access the Existing Vacant Commercial Incentive Policy will be required to complete the following Application for Existing Vacant Commercial Incentive. This will outline the nature of the enterprise.

Once the application is received by the Community Development Manager or the Department of Community Services, should the scope of the enterprise fall within the framework of the Existing Vacant Commercial Incentive Policy, the Community Development Manager or Director of Community Services will review the application.

Should the request be approved, the Community Development Manager or Director of Community Services shall provide a letter to the property owner, indicating that a 50% tax credit, up to a maximum of \$2,500, will be granted to the property owner based on the policy.

**\*\*\*PLEASE PRINT\*\*\***

\_\_\_\_\_  
Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Owner: \_\_\_\_\_

Business License Number: \_\_\_\_\_ Roll No.: \_\_\_\_\_

Location of Business: \_\_\_\_\_

Amount of time Building has been Vacant: \_\_\_\_\_

Estimated Construction or Renovation Costs: \_\_\_\_\_

Opening Date: \_\_\_\_\_

Description of Business: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Estimated New Jobs To Be Created:

Construction Jobs: \_\_\_\_\_

Full Time Jobs: \_\_\_\_\_

Part Time Jobs: \_\_\_\_\_

If any of the above information needs to be treated as confidential, please indicate reasons:

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**Declaration of Applicant**

I, \_\_\_\_\_ of the \_\_\_\_\_  
(Name of Applicant . Please Print) (Municipality)

in the Province of Saskatchewan, solemnly declare that all the above statements contained within the Application are true, and I make this solemn declaration conscientiously believing it to be true, knowing that it is the same force and effect as if made under oath, and by virtue of %The Canada Evidence Act+.

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_

**For Office Use Only**

Date Application Received: \_\_\_\_\_

Application Reviewed By: \_\_\_\_\_

Attachments included (i.e. business plan, letter about business, letters of support, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved:  Comments: \_\_\_\_\_

Rejected or  Reasons specified: \_\_\_\_\_  
Delayed:

\_\_\_\_\_  
\_\_\_\_\_

Referred to  Reasons specified: \_\_\_\_\_  
Planning &  
Development  
Committee:

\_\_\_\_\_  
\_\_\_\_\_

Copied to  Comments: \_\_\_\_\_  
Finance:

Date Application Finalized: \_\_\_\_\_

*Notification will be forwarded to the property owner on the status of his/her application.*