



**TOWN OF FORT MACLEOD  
BUSINESS INCENTIVE  
APPLICATION**

FOR OFFICE USE ONLY
Date Received:
Accepted By:
Date Deemed Complete:
Application No. (if applicable):
Roll No.:
Fee:

Date of Application: \_\_\_\_\_

**IMPORTANT NOTICE:** *"Before" pictures MUST be submitted at time of Building and/or Development Permit Application.*

**APPLICANT INFORMATION**

Name of Applicant: \_\_\_\_\_

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

\_\_\_\_\_ Phone (alternate): \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

The Town will provide a three-year tax incentive for: (choose applicable)

- New construction**
- Renovation and improvements or business expansion which increases the commercial building's physical space of an existing commercial building**
- Renovations and improvements, approved by the Town, of an existing or new business located in a Provincially Designated Historic Building**

**1.1 New Construction:**

The business owner must own the land being developed. Tax exemption includes municipal portion only.

The incentive offered is:

- Year 1: 100% building and improvements tax exemption
- Year 2: 100% building and improvements tax exemption
- Year 3: 50% building and improvements tax exemption

**1.2 Business Expansion or renovation:**

Business incentive includes adding to an existing commercial building which increases the commercial building's physical space, or replacing an existing commercial structure. Applicable expansion or renovations must total a minimum of \$25,000 in expenditures (as outlined in the Building Permit Application at time of Development).

- Receipts included with this application to a total of \$ \_\_\_\_\_
- "Before" Pictures received and attached, dated \_\_\_\_\_
- "After" Pictures received and attached, dated \_\_\_\_\_



**DECLARATION OF APPLICANT/AGENT**

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application. The contents and conditions of this application are fully understood by the applicant.

**IMPORTANT:** This personal information is being collected under the authority of the Town of Fort Macleod. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. For more information contact the Town of Fort Macleod FOIP Coordinator at 403-553-4425.

\_\_\_\_\_  
APPLICANT/AGENT

\_\_\_\_\_  
REGISTERED OWNER (if not the same as applicant)

\_\_\_\_\_  
DEVELOPMENT OFFICER

\_\_\_\_\_  
DATE

**Development Officer's Additional Notes/Comments:**

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# TOWN OF FORT MACLEOD

## BUSINESS INCENTIVE APPLICATION

### APPLICATION SUBMISSION CONDITIONS

1. If at any time the taxes are in arrears on the business property, all incentives will be withdrawn and full taxes will become payable for the project.
2. All construction, renovations or improvements must commence under pre-approved Building Permit from the Town of Fort Macleod, as outlined in the Land Use Bylaw, where required.
3. In all cases, Year 1 is the year that the improvements are seen on the assessment and taxation notice.
4. Building incentives must be applied for NO LATER THAN 1 YEAR AFTER the building and/or development permits are complete, inspected and approved for occupancy (unless an extension has been agreed upon in writing).
5. Business incentive applications can be picked up at the Town Office and will be available for download at [www.fortmacleod.com](http://www.fortmacleod.com). Confirmation of intent must be indicated on the Initial Development Permit Application and “before pictures” must be submitted at time of building and/or Development Permit Application.
6. Incentive 1.2 and 1.3 applicants must provide the Town of Fort Macleod with copies of receipts or paid contract totalling a minimum of \$25,000 once that total has been reached before tax exemption can be applied to the applicant’s Year 1 tax bill. Applicants for incentives 1.2 and 1.3 will also provide after pictures of the renovation project.
7. The Town Administrator and/or Development Officer shall administer this policy.
8. All projects will be subject to inspection by Town staff or designate to ensure the validity of the incentive application.
9. In all cases, tax exemption includes municipal tax portion only. School and Willow Creek Foundation tax portions must be paid on full taxable amount to ensure fair, proportionate contributions to all businesses and residents.
10. Council reserves the right to approve each incentive package individually, and customize incentives to any specific project when investment dollars of the commercial improvements exceed \$500,000.00.
11. This BUSINESS STIMULUS POLICY and all its incentive programs are subject to amendment as needed, by Council decree.
12. Assessed Land Values are not eligible under this incentive program.

#### **INFORMATIVE NOTE:**

**IT IS THE APPLICANT’S RESPONSIBILITY TO COMPLETE THE BUSINESS INCENTIVE APPLICATION PROCESS. THE TOWN OF FORT MACLEOD WILL NOT BE HELD RESPONSIBLE FOR REFUSED OR EXPIRED APPLICATIONS DUE TO EXPIRATION OF VALID PERMITS OR TIME FRAME CONSTRAINTS SPECIFIED IN THE APPLICATION.**