



City of Melfort

Application to Access Expanding/New Business Incentive Policy 7.22

Any business that wishes to access the Expanding/New Business Incentive Policy will be required to complete the following Application for Expanding/New Business Incentive. This will outline the nature of the expansion or new construction.

Once the application is received by the Community Development Manager or the Department of Planning, Development & Leisure Services, should the scope of work fall within the framework of the Expanding/New Business Incentive Policy, the Director of Planning, Development & Leisure Services will review the application.

Should the request be approved, the Director of Planning, Development & Leisure Services shall provide a letter to the business, indicating that the increased assessment, caused by the project, will be granted exemptions based on the appropriate policy.

Prior to any construction, all necessary provincial and municipal permits (i.e. development permit, building permit) will be required.

Once a building permit is obtained, the City of Melfort Building Inspector will provide a copy to the Finance Department so it can be brought to the attention of the City's assessment agency.

Once the new construction is completed and the building is ready for occupancy, it will be become assessable and the exemption period will commence. This date will be determined by the assessment agency.

*****PLEASE PRINT*****

Business Name: _____

Business Owner: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

Business License Number: _____ Building Permit Number: _____

Location of Construction/Business: _____

Type of Construction Activity:

- New Building
- Addition to Existing Building
- Interior Improvements to Existing Building

Estimated Construction Cost: _____

Start Date: _____ Completion Date: _____

Description of Business: _____

Estimated New Jobs To Be Created:

Construction Jobs: _____

Full Time Jobs: _____

Part Time Jobs: _____

Please check which incentive you are applying for:

- Expanding Business Incentive Policy
- New Business Incentive Policy

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

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: _____

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:

Date Application Finalized: _____

Notification will be forwarded to the entrepreneur on the status of his/her application.