

REVITALIZATION TAX EXEMPTION PROGRAM APPLICATION

APPLICANT INFORMATION:	
Name:	Phone:
Address:	Cell:
Postal Code:	Fax:
Email:	
OWNER INFORMATION:	
Name:	Phone:
Address:	Cell:
Postal Code:	Fax:
Email:	
PROPERTY INFORMATION:	
Civic Address:	
Legal Description:	
CONSULTANT INFORMATION:	
Name of Architect:	Phone:
Address:	Cell:
Postal Code:	Fax:
Name of Engineer:	Phone:
Address:	Cell:
Postal Code:	Fax:
Name of Contractor:	Phone:
Address:	Cell:
Postal Code:	Fax:



PROJECT INFORMATION:

Present Use of Building: _____

Project Timeframe: _____

PROJECT COST:

Estimated Total Construction Cost: _____

Estimated Seismic/Building Code/Sprinkler/Facade Upgrade Cost: _____

APPLICATION REQUIREMENTS:

Please attach the following:

- Certificate of Title
- Cover letter outlining scope of work
- Scaled drawing(s) of proposed work (four sets).
- A total construction cost estimate - itemized (preference is to be completed by an architect, engineer or building contractor). Receipts will be required at project completion to verify estimate accuracy.
- Letter from professional structural engineer certifying seismic upgrading costs if applicable. The cost estimate should be based on the NRC-CNRC Guidelines for Seismic Evaluation of Existing Buildings.
- Colour photographs of building exterior (where external building alterations proposed).
- Colour sketch (where external building alterations proposed).
- Material and colour samples (where external building alterations proposed).
- Application fee of \$250.00 to be paid upon approval in principle of the project (Bylaw # 1752).

The Town of Ladysmith reserves the right to decline approval of applications not in keeping with the Revitalization Tax Exemption Program guidelines.

I, being the registered owner or authorized agent make this application.

(If applicant is not the registered owner, a letter of authorization from the owner is required before the application can be processed).

Signature of Applicant: _____

Date: _____