



# TOWN OF DALMENY ECONOMIC DEVELOPMENT INCENTIVES FOR NEW AND EXISTING BUSINESSES

## APPENDIX A APPLICATION TO ACCESS ECONOMIC DEVELOPMENT INCENTIVES

New or existing businesses as defined in the Town of Dalmeny's *Economic Development Incentives Policy for New and Existing Business (1/13)* are required to complete the following application information and acknowledge their understanding of this policy for economic development incentives (municipal tax exemptions on permanent improvements).

**Businesses are hereby notified that completing the following application does not signify approval by the Town for tax exemptions. Each complete application is evaluated on an individual basis and is subject to Town Council approval before any tax exemption is provided. Council, in its sole discretion, may reject or approve applications under this policy.**

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### Application Procedures for New and Existing Businesses

1. Businesses are required to review Town of Dalmeny's *Economic Development Incentives Policy for New and Existing Business (1/13)* to ensure their understanding of the policy and business eligibility criteria.
2. **Before obtaining a building permit**, eligible businesses are required to complete the accompanying application form and submit the required documentation. Business development incentive **applications received after obtaining a building permit will not be considered under any circumstances.**
3. Once the application has been completed by the eligible business and returned to the Town of Dalmeny office, it will be verified for completeness and prepared for Town Council's consideration at the next regularly scheduled Town Council meeting.
4. Town Council will review the application and if approved, an agreement between the Applicant and the Town of Dalmeny will be prepared. The tax exemption provisions become effective upon both authorized parties signing the agreement.



# TOWN OF DALMENY

## ECONOMIC DEVELOPMENT INCENTIVES FOR NEW AND EXISTING BUSINESSES

### APPLICATION FORM

#### SECTION 1. CONTACT INFORMATION

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

Applicant's Name and Title: \_\_\_\_\_

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

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

Office Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Website: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### SECTION 2. APPLICANT DECLARATION

I, \_\_\_\_\_ of \_\_\_\_\_  
(Name of Applicant - please print) (City/Town)

in the Province of Saskatchewan, solemnly declare that the enclosed statements contained within this Application are true, knowing that it is the same force and effect as if made under oath, and by virtue of "The Canada Evidence Act". I certify that the information contained within this application is true and accurate to the best of my knowledge. I understand that knowingly providing false information will void any economic development incentives should they be provided.

\_\_\_\_\_  
(Applicant's Signature here)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Witness Signature here)

\_\_\_\_\_  
(Name of Witness - please print)

I, \_\_\_\_\_ have reviewed the Town of Dalmeny's  
*(Name of Applicant)*  
*Economic Development Incentives Policy for New and Existing Business (1/13)* and declare that I have read and understand the nature of the policy and business eligibility criteria. I understand that the application is not the incentive and that Town Council will review my application for consideration of tax incentives.

### **SECTION 3. BUSINESS INFORMATION**

Please check the appropriate answers

1. Is your business a legal business entity in the Province of Saskatchewan?

Yes  No

2. Please determine your development project type:

New Business  Expansion of Existing Business

In the case of an existing business, please list the total number of existing employees on staff

\_\_\_\_\_ Full-time

\_\_\_\_\_ Part-time

### **SECTION 4. DEVELOPMENT PROJECT INFORMATION**

Please complete the following section

1. Proposed Development Civic Address: \_\_\_\_\_

2. Legal Land Location: \_\_\_\_\_

3. Is the property owned or leased in which the development will occur?

Owned  Leased

In the case of a lease, a copy of lease agreement must be provided

4. Estimated Construction Start Date: \_\_\_\_\_

Estimated Construction Completion Date: \_\_\_\_\_

5. Please provide a detailed description of the proposed development including a clear description of the proposed project and products/services to be offered.

6. Projected number of new jobs created through new business development or business expansion:

\_\_\_\_\_

Full-time

\_\_\_\_\_

Part-time

7. Please describe the economic benefits (fiscal impacts, construction impacts, community support and other overall potential economic impacts) the development will bring to the Town of Dalmeny.

8. What is the total estimated capital investment for this project? \$ \_\_\_\_\_

**INVESTMENT DETAILS**

Please complete all applicable sections as they relate to the proposed development

<b>LAND</b> include purchase value and servicing costs here	<b>ESTIMATED COSTS*</b>
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL LAND INVESTMENT</b>	\$

\* Please submit copies of supplier/contractor quotes with this application for verification of estimated costs. Please note GST and PST are not considered as eligible costs.

<b>FACILITY</b> include applicable construction costs here for new builds or expansion/renovation of existing facilities	<b>ESTIMATED COSTS*</b>
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL FACILITY INVESTMENT</b>	<b>\$</b>

\* Please submit copies of supplier/contractor quotes with this application for verification of estimated costs. Please note GST and PST are not considered as eligible costs.

<b>OTHER INVESTMENT</b> Include any fixed equipment and other applicable project costs here	<b>ESTIMATED COSTS*</b>
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL OTHER INVESTMENT</b>	<b>\$</b>

\* Please submit copies of supplier/contractor quotes with this application for verification of estimated costs. Please note GST and PST are not considered as eligible costs.

## **SUPPORTING DOCUMENTATION REQUIREMENTS**

**Please submit the following supporting documents to be reviewed with your application to be considered for economic development incentives:**

- Background information on your business, its key personnel, history, products and services and any other applicable business information that supports your application.
- Technical drawings/blueprints of the proposed new build, expansion of existing facility or renovations of an existing facility. Drawings should include all applicable items such as: facility details, adjacent parking, highway access, landscaping and details of drainage, grades and utility locations.
- Copies of all supplier/contractor quotes for costs listed within this application for verification of estimated costs.

### **PLEASE SUBMIT COMPLETED APPLICATIONS TO:**

Please submit the completed application form, any additional information regarding your development proposal and copies of supplier/contractor quotes in hard copy or an acceptable electronic file copy (Microsoft Word or .pdf) to:

**Shelley Funk, Chief Administrative Officer (CAO)**

**Town of Dalmeny**

**Box 400**

**Dalmeny, SK S0K 1E0**

**Phone: (306) 254-2133**

**Fax: (306) 254-2142**

**Email: [dalmenyadmin@sasktel.net](mailto:dalmenyadmin@sasktel.net)**