

Application for Tax Exemption

City of Wetaskiwin · [Tax Incentives Bylaw No. 2110-26](#) — Multi-Family Residential · Industrial · Commercial

Deadline	Send to	Decision
January 31 each year	ecdev@wetaskiwin.ca · 780.361.4450 · or City Hall, 4705 50 Avenue	10 business days from a complete application

Which exemption is yours?

	Building type	Expansions?	Minimum cost	Statutory declaration?
Multi-Family Residential	Apartment, townhome or stacked row housing — 5+ dwellings	Yes	\$2,000,000	Yes
Industrial	Any industrial building	Yes	None	No
Commercial	Any commercial building	No	\$2,000,000	Yes

Quick check — if you answer **No** to any of these, call us before you fill anything in.

- ☐ My project is **finished** and all permits are in place
- ☐ I am the **owner** of the property (or I have the owner's written authorization)
- ☐ The property has **no overdue amounts** owing to the City — taxes, utilities or anything else
- ☐ My project is **new construction** or a **qualifying expansion** — not a renovation

Send it to: ecdev@wetaskiwin.ca · or Economic Development, Wetaskiwin City Hall, 4705 50 Avenue, Wetaskiwin AB T9A 2E9 · 780.361.4450

The bylaw requires all applicable approvals and permits to be **in place** (s.4.1(d)) and your actual Construction Cost to be confirmed by statutory declaration (s.5.1(c)). Neither is possible before the building is complete. **This is an application made on a finished building, not a pre-approval.**

Commented [ES1]: should we indicate that this is the info sheet and the actual application form to be submitted begins on the second page?

Application for Tax Exemption

Complete this after your project is finished and your permits are in place.

1 · WHAT YOU ARE APPLYING FOR

Exemption ☐ Multi-Family Residential ☐ Industrial ☐ Commercial

Project type ☐ New construction (Development Project) ☐ Expansion of an existing building

Expansions do not qualify for the Commercial exemption. Renovations do not qualify for any of them.

2 · OWNER, CONTACT & PROPERTY

Owner's Name:	Contact Person:	Phone:	Email:
Property Address:		Legal Description (Title)/Roll #:	

☐ I am the owner. **or** ☐ I am acting for the owner — the owner's written authorization is required.

3 · THE PROJECT

Construction Started (Month/Year):	Completed (Month/Year):	Total Construction Cost (\$):
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Capital cost of building only — not land, anything already on site, maintenance, or legal, regulatory and permit fees.

Residential applications only — your building must be one of these:

- ☐ **Apartment building** — 5 or more dwelling units in one building
- ☐ **Townhome** — a row of more than 4 dwelling units, each with its own direct entrance
- ☐ **Stacked row housing** — more than 4 dwelling units stacked, or attached at the rear as well as the side

NUMBER OF DWELLING **UNITS** BUILT _____

Industrial and commercial applications only:

WHAT WAS BUILT, AND WHAT IT WILL BE USED FOR:

Is this one phase of a larger project? ☐ No ☐ Yes — phase number: _____ of _____ *Each phase applies separately and earns its own three years. Attach your phasing schedule.*

4 · PERMITS

Development Permit Number:	Building Permit Number:	Date Building Permit Closed:
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5 · ANYTHING WE SHOULD KNOW

A "yes" does not automatically disqualify you — but not telling us is itself a breach of the bylaw.

Are there any overdue amounts owing to the City, or is the owner in bankruptcy or receivership?

☐ No ☐ Yes — please explain: _____

Has this project received, or applied for, any other City of Wetaskiwin incentive or grant?

☐ No ☐ Yes — which one: _____ Amount: _____

Commented [ES2]: for consistency with our Land Use Bylaw definitions

Commented [ES3]: suggest "Date Building Permit Closed" as we do not formally close Development Permits

6 • WHAT TO SEND WITH THIS FORM

If something is missing we will write within five business days — but the January 31 deadline still applies, so send it complete the first time.

- ☐ **Certificate of Title**, dated within the last 60 days
- ☐ **Statutory Declaration of Construction Cost** — the separate one-page form. *Residential and commercial only*
- ☐ **Proof of your construction cost** — final contract summary, cost consultant's certificate, or equivalent
- ☐ **Permit Services Reports** showing your safety codes permits closed compliant
- ☐ Owner's written authorization, if you are acting for the owner
- ☐ Phasing schedule, if the project has more than one phase

7 • DECLARATION

I/we apply for a tax exemption under the City of Wetaskiwin *Tax Incentives Bylaw* No. 2110-26 and declare that:

- everything in this application and its attachments is **true and complete**, the City may verify any of it, and I/we are the Assessed Person for this property or have the owner's **written authority** to apply;
- except as disclosed in section 4, the owner is **not in arrears or in bankruptcy or receivership**, the property complies with all approvals, agreements and bylaws, and all required permits are in place;
- I/we have read the Program Guide and understand that **no exemption exists until the City issues a Tax Exemption Approval**, that the bylaw's eligibility criteria are **continuing conditions for all three years**, and that breaching one results in cancellation and the tax for those years becoming payable; and
- I/we will tell the City in writing **within 30 days** if the property is sold, transferred, subdivided, or made subject to a condominium plan.

SIGNATURE	PRINTED NAME AND TITLE	DATE
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COLLECTION OF PERSONAL INFORMATION

Privacy disclaimer needs to be updated on any forms that you use: The personal information being requested on this form is being collected for the purposes of the Tax Incentive Application under the authority of section 4(c) of the Protection of Privacy Act (POPA). If you have questions about the collection, use, or disclosure of this personal information provided, please contact the City of Wetaskiwin's ATIA Coordinator at 780.361.4456, legislative@wetaskiwin.ca, or in-person at Wetaskiwin City Hall (4705 50 Avenue, Wetaskiwin, Alberta, T9A 0R8).

OFFICE USE ONLY • FULL CHECKLISTS ARE IN THE ADMINISTRATION PROCEDURE

RECEIVED	FILE NO.	STREAM:	COMPLETE CONFIRMED	DECISION DUE
ROLL NO.	PERMITS CLOSED:	ASSESSED VALUE BEFORE (\$)	CURRENT VALUE (\$)	EST. 30YR FORGONE (\$)

- ☐ Complete ☐ Threshold met ☐ Form verified ☐ On or before Jan 31 ☐ Planning ☐ Finance ☐ Complete at Dec 31 condition date
- ☐ **Granted** — Approval issued (s.11.1), taxation years _____ to _____ ☐ **Rejected** — reasons and 15-day review deadline issued

Statutory Declaration of Construction Cost

City of Wetaskiwin · [Tax Incentives Bylaw No. 2110-26](#)

Required for Multi-Family Residential and Commercial applications (bylaw ss.5.1(c), 7.1(d)). **Industrial applicants do not need this form.** Attach it to your Application for Tax Exemption. It must be sworn before a **Commissioner for Oaths in and for Alberta** — most law offices, and many insurance and real estate offices, can commission one.

CANADA · PROVINCE OF ALBERTA · TO WIT — **IN THE MATTER OF** an application for a tax exemption under the City of Wetaskiwin *Tax Incentives Bylaw*, Bylaw No. 2110-26

I, _____, of _____, in the Province of Alberta, **DO SOLEMNLY DECLARE THAT:**

PROPERTY ADDRESS

ROLL NUMBER

PHASE (IF APPLICABLE)

1. I am the Applicant, or an officer or authorized signatory of the Applicant, and have personal knowledge of the matters declared here.
2. The project described above is a **Development Project / Expansion Project** (*strike out whichever does not apply*) as defined in the Bylaw.
3. The total Construction Cost of the project is the amount stated below. That amount is the actual total capital cost of building — labour, engineering, materials and other construction costs — and **excludes** the land, improvements existing before construction began, maintenance, and non-capital costs such as legal, regulatory and permit fees.
4. The supporting documentation attached to this declaration is true and complete.

TOTAL CONSTRUCTION COST — IN FIGURES (\$)

IN WORDS

AND I MAKE this solemn declaration conscientiously believing it to be true, knowing it is of the same force and effect as if made under oath.

SIGNATURE OF DECLARANT

PRINTED NAME AND TITLE

DECLARED BEFORE ME AT (CITY / TOWN)

IN THE PROVINCE OF ALBERTA, THIS ____ DAY OF _____, 20____

SIGNATURE OF COMMISSIONER FOR OATHS IN AND FOR ALBERTA

PRINTED NAME, APPOINTMENT EXPIRY OR DESIGNATION

Check the figure before you swear to it. Construction Cost is narrower than a project budget — land, pre-existing improvements, maintenance and professional or permit fees all come out, and on a project near the \$2,000,000 threshold those exclusions can decide the application. Confirm the number with your contractor or cost consultant. Call 780.361.4450 if you are unsure what falls inside the definition.

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