



## BUSINESS RETENTION AND ATTRACTION INCENTIVE PROGRAM

### 1. APPLICANT INFORMATION

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

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

Property Address: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Home: \_\_\_\_\_

### 2. TYPE OF IMPROVEMENT(S)

a) Check all categories that apply and provide a brief description of the project (attach a separate sheet if necessary):

Internal/External Enhancements to Existing Building (Section 4.8): \_\_\_\_\_

\_\_\_\_\_

Demolition of Existing Buildings (Section 4.9): \_\_\_\_\_

\_\_\_\_\_

New Build on Vacant Land (Section 4.10): \_\_\_\_\_

\_\_\_\_\_

Addition to Existing Building (Section 4.10): \_\_\_\_\_

\_\_\_\_\_

b) What is the estimated value of the work you will be undertaking? (Section 4.4.1) \$ \_\_\_\_\_

### 3. DECLARATION

I, (print name) \_\_\_\_\_, hereby request the City of Cold Lake to administer the Business Retention and Attraction Incentive Program in regard to the above designated improvement(s) on my behalf. I am aware that such improvement(s) shall be subject to assessment verification and applying under this program requires acceptance that will coincide with the issuance of all permits necessary for the project to be undertaken. Determination of increase in assessed value resulting from improvements shall be determined by the City's Assessment Agency. I further acknowledge that I have read and understand the policy and the terms and conditions upon which my application will be reviewed and any approved funding shall be disbursed.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Application Checklist

- Pre-application consultation meeting with the Project Review Officer regarding the application process, criteria, and rules of eligibility.
- Application form. Completed application forms will be submitted to the General Manager of Planning and Development. This process does not require an application fee.
- A detailed explanation, written and with plans/drawings where applicable, of the proposed improvements to be made (if plans/drawings have been submitted as part of a development and/or building permit application, these do not need to be resubmitted).
- Written confirmation of the elements for which the applicant is seeking grant approval.
- Photographs of the current state of the building or condition of the land and in the case of enlargement of existing buildings or construction of new buildings, elevation drawings/renderings of the proposed development (if plans/drawings have been submitted as part of a development and/or building permit application, these do not need to be resubmitted).
- Any other information that may be deemed necessary by the Project Review Officer to support the application.

5513 - 48 Avenue, Cold Lake, AB • T9M 1A1 • Ph: 780-594-4494 • Fax: 780-594-3480

The information on this form is collected for the sole use of the City of Cold Lake and is protected under the authority of the Freedom of Information and Protection of Privacy Act, Sec. 33 (c) which regulates the collection, use and disclosure of personal information.