

Revitalization Tax Exemption

Application Requirement Checklist

FORM 1220

All the following information is necessary to facilitate a thorough evaluation and timely decision on your application. To expedite the evaluation, all materials submitted must be clear, legible and precise. To achieve this level of customer service, staff are instructed to only process complete applications. Please note that each application is somewhat unique, and that additional information may be required.

A complete application must be submitted prior to any Building Permits being issued for the project. Projects that have received occupancy are not eligible for the RTE program.

1. ☐ Completed **Application Form** (ensure it is dated).
2. ☐ **Fee** (\$390.00).
3. ☐ **USB Stick** with all application documents.
Note: USB sticks will not be returned as they become property of the City of Kelowna.
4. ☐ Development Permit Application has been submitted.
5. ☐ Property has the rental subzone or has progressed to 3rd reading.
6. ☐ Copy of the **State of Title**.
(State of Title documents are available at a BC Land Titles Office or a "Title Service" Business. This document must be less than 30 days old.)
7. ☐ A **tax certificate** demonstrating that all taxes assessed and rates, charges and fees imposed on the property have been paid and where taxes, rates or assessments are payable by installments, that all installments owing at the date of the application have been paid.
8. ☐ Copy of the current **Property Assessment Notice** for the property as issued by the British Columbia Assessment Authority.
9. ☐ A **Cover Letter** that includes the below information:
 - ☐ Details regarding the extent of the project including gross floor area, net residential floor area, net commercial floor area, net parking area (must involve construction that results in floor space being added to an existing building or in a new building).
 - ☐ Details regarding the extent of the project including the number of buildings, number of storeys, number of units by bedroom count, and the anticipated occupancy date (must involve construction that results in floor space being added to an existing building or in a new building).
 - ☐ Details regarding the value of the project (must exceed \$50,000.00) to be confirmed via the building permit process.

- ☐ Confirmation that the proposal does not include a building listed on the City of Kelowna Heritage Register.
 - ☐ Confirmation that the proposal is consistent with the zoning and the future land use designation for the property.
 - ☐ Confirmation that the property is not currently receiving a municipal tax exemption.
10. ☐ An **Owners Authorization Form** from the registered owner of the land, their agent, or other persons having legal or equitable interest in the site if a person other than the owner is the applicant.
 11. ☐ A copy of the **BC Corporate Summary** or **Article of Directors** demonstrating that you have signing authority on behalf of a numbered company (if applicable).
 12. For **Cooperative Housing Projects**:
 - ☐ Provide proof of incorporation under the Cooperative Association Act.
 13. For **Non-Profit Housing Projects**:
 - ☐ Provide documentation proving registration as a non-profit organization.

It is the applicant's sole responsibility to confirm the accuracy of all information. Staff are not responsible for any errors or omissions on submitted items. Thank you for your cooperation

