

## City of Melfort Policy Manual

<b>POLICY TITLE:</b> <b>Heritage Building Incentive Policy</b>	<b>POLICY NUMBER:</b> <b>7.4.48</b>	<b>EFFECTIVE DATE:</b> <b>January 1, 2017</b>
<b>ORIGIN:</b> <b>Community Development Advisory Committee</b>	<b>ADOPTED BY COUNCIL ON:</b> <b>December 12, 2016</b>	<b>AMENDED DATE:</b>

### **HERITAGE BUILDING INCENTIVE POLICY**

#### **1. PURPOSE**

- 1.1 To promote heritage preservation by encouraging the rehabilitation of Designated Heritage Properties in the community and encouraging economic development by rehabilitation of commercial facades to Heritage Buildings in the Main Street Saskatchewan Main Street Zone.

#### **2. GENERAL POLICY**

- 2.1 This policy will be evaluated annually.
- 2.2 This policy is established under the authority of Section 28(a) of *The Heritage Property Act* and Section 262(4) of *The Cities Act* and applies to Municipal Tax for Designated Heritage Properties and Municipal and School Tax for Heritage Buildings in the Main Street Zone.
- 2.3 This Policy is intended for property owners of;
- a) Designated Heritage Properties located within the City of Melfort and,
  - b) For existing Heritage Buildings that are located in the Main Street Zone:
- 2.4 The Heritage Incentive Policy is meant to provide property owners a development incentive to:
- a) Extend the effective life and/or ensure the structural integrity of Designated Heritage Properties located in the City of Melfort and,
  - b) Stimulate economic development of the Main Street Zone through rehabilitation of commercial facades of Heritage Buildings.

### 3. **DEFINITIONS**

#### 3.1 Definitions

##### a) Heritage Building

*Any Municipal Heritage Property or Provincial Heritage Property and any building within the Melfort Main Street Zone that is forty years of age or older.*

##### b) Main Street Zone

*Area recognized by the Main Street Saskatchewan Program. Refer to the attached map.*

### 4. **INCENTIVE**

4.1 Property owners of Heritage Buildings that have not received a Heritage Building Incentive within the past 5 years can apply.

4.2 The property owner of any Heritage Building who completes approved upgrades will qualify for the following incentive:

a) Designated Heritage Buildings will be granted a tax abatement equal to 25% of the eligible costs, up to a maximum of \$5,000.00 or 3 years Municipal Tax abatement on assessment, whichever is less. In all cases the property owner will continue to be responsible to pay the base tax and the education tax.

b) Heritage Buildings in the Main Street Zone will be granted a tax exemption equal to 25% of the eligible costs, up to a maximum of \$10,000.00 or 3 years Municipal and School Tax exemption on assessment, whichever is less. In all cases the property owner will continue to be responsible to pay the base tax.

4.3 The Incentive provided under this policy may be stacked with incentives provided through programs offered by Municipal, Provincial and Federal Governments.

### 5. **APPLICATION**

5.1 Applicants must submit an application form and project budget, accompanied by a building permit application that includes detailed plans and drawings of the proposed repairs and upgrades, to the Community Services Department for review and recommendation.

5.2 Applications that conform to this policy will be forwarded to the following committees for review:

a) Designated Heritage Properties to the Heritage Advisory Committee to ensure the rehabilitation work outlined conforms to the Standard and Guidelines for Historic Buildings.

b) Heritage Buildings in the Main Street Zone, to the Melfort Business Revitalization Corp. who will review all façade upgrades to ensure the work

outlined complies with the Main Street Visioning Report Standards and Guidelines.

- 5.3 Approved applications will receive written confirmation of approval. Eligible costs include: materials, contracted labour, engineering and architectural design fees. Cost of preparing and submitting the application, including any consulting fees, are the sole responsibility of the applicant.

In all cases, incentives will be granted once the upgrades have been finished and the final building inspection has been completed. The tax abatement will commence on January 1<sup>st</sup> of the year following granting of the incentive.

*\* Council reserves the right to approve each incentive package individually and to customize incentives to any specific project.*

# City of Melfort

## ***Application To Access Heritage Incentive Policy***

Any property owner that wishes to access the Heritage Incentive Policy will be required to complete and submit the following Application along with a project budget and building permit issued by the City of Melfort.

Once the application is received by the Community Development Manager or the Department of Community Services, it will be reviewed to determine whether the scope of the proposed upgrades are eligible for the Heritage Incentive Policy and if so, it will be presented to the Heritage Advisory Committee for their recommendation.

Should the request be approved, the Community Development Manager or Director of Community Services shall provide a letter to the property owner indicating what costs are eligible under the policy.

**\*\*\*PLEASE PRINT\*\*\***

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Property Owner: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Civic Address of Building: \_\_\_\_\_

Designated Heritage Property: Yes \_\_\_\_\_ No \_\_\_\_\_

Main Street Zone Heritage Building: Yes \_\_\_\_\_ No \_\_\_\_\_

Estimated year of original construction: \_\_\_\_\_

Estimated Upgrade Costs: \_\_\_\_\_

Proposed Construction Start Date: \_\_\_\_\_

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

Description of Upgrades: \_\_\_\_\_

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**Declaration of Applicant**

I, \_\_\_\_\_ of the \_\_\_\_\_  
(Name of Applicant – Please Print) (Municipality)

in the Province of Saskatchewan, solemnly declare that all the above statements contained within the Application are true, and I make this solemn declaration conscientiously believing it to be true, knowing that it is the same force and effect as if made under oath, and by virtue of “The Canada Evidence Act”.

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_

**For Office Use Only**

Date Application Received: \_\_\_\_\_

Application Reviewed By: \_\_\_\_\_

Attachments included (i.e. Building Permit, Drawings and Plans, Quotes or Estimates, Project Budget etc.):

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

Approved:  Comments: \_\_\_\_\_

Rejected or  Reasons specified: \_\_\_\_\_  
Delayed: \_\_\_\_\_  
\_\_\_\_\_

Committee  Conditions specified: \_\_\_\_\_  
Approval \_\_\_\_\_  
\_\_\_\_\_

Copied to  Comments: \_\_\_\_\_  
Finance: \_\_\_\_\_

Date Application Finalized: \_\_\_\_\_

*Notification will be forwarded to the property owner on the status of his/her application.*