

Requirements

The City of Quesnel provides a tax exemption to encourage hotel development and renovations, improving the visitor experience in Quesnel.

Eligibility Requirements:

- The project must be a hotel or motel development project that:
 - has 18 units or more, available to the general public for short term daily occupancy;
 - have a new construction value, or demolition and reconstruction value of \$500,000 or greater, based on the building permit for the project;
 - meet the requirements set out in the City of Quesnel Zoning Bylaw and must be consistent with the future land use designation for the Parcel, as set out in the Official Community Plan; and
 - an approved Development Permit must be obtained where required, or where only interior improvements are proposed, specified exterior improvements to meet the intent of the Development Permit Guidelines may be required.

Properties not Eligible for this Incentive:

- a parcel subject to another tax exemption from the City;
- a parcel in respect of which there are property taxes in arrears;
- a parcel with an existing multi-family housing development which would be converted to hotel accommodations

Application Process:

- Provide at the time of application for a building permit:
 1. This completed and signed application form;
 2. An administration fee in the amount prescribed by the Comprehensive Fees and Charges Bylaw; and
 3. Verification from the owner's design professional, in a satisfactory form to the City's Director of Development Services, certifying construction value of the Project.
- Provide prior to the issuance of a building permit:
 4. A completed and signed revitalization agreement (Schedule A of Hotel Revitalization Tax Exemption Bylaw); and
 5. A certificate demonstrating all property taxes are paid.

Completing the Application Form:

- You will be asked to provide personal information and information relating to the project. Please ensure that each section is completed fully and accurately, which will help staff when reviewing this application form.
- It is recommended that applicants review the [Hotel Tax Revitalization Bylaw](#) before completing this application form.
- You may be asked to provide additional information throughout the application process regarding the status of any eligible development for which an exemption has been approved.
- It is recommended that the applicant consult with the Development Services Department as they prepare this application form to ensure complete and accurate information.

Extent of Incentives

- 100% tax exemption on the assessed value of improvements of the municipal portion of property taxes for 10 years.
- The tax exemption assessment will be registered on title through a covenant and is transferrable to subsequent property owners within the term of the agreement.

Limit of Incentives

- The tax exemption applies ONLY to the municipal portion of property taxes.
- The tax exemption applies ONLY to the Assessed Value of Improvements (i.e. increase in improvements as a result of this project) and DOES NOT apply to the Assessed Value of Land or value of existing improvements (i.e. the increase in assessed level of land due to the project).
- The tax exemption applies ONLY to the hotel/motel development portion of the development.
- The City reserves the right to reduce the amount of tax exemptions, or deny applications for tax exemptions in cases where the City has sold the land to the applicant for below market value.

Online Links

[Hotel Revitalization Tax Exemption Bylaw](#)

Owner Information

Hotel Ownership (name of individual or corporation): _____

Owner Mailing Address: _____ Postal Code: _____

Contact Name: _____

Phone: _____ Cell: _____ Email: _____

Comments or contact instructions: _____

Property Information

Hotel Name: _____

Physical Address: _____ Postal Code: _____

Legal Description: _____

Property Identification Number (PID): _____

Project Information

Total number of rooms: _____

Number of rooms available for short term accommodation, annually: _____

Project construction value: _____

Brief description of planned improvements:

Application Acknowledgement

Personal information provided on this form is collected under the authority of the community Charter/Local Government Act. Your name will be treated as public information. Home address and telephone number will not be released except in accordance with the freedom of Information and Protection of Privacy Act. Questions about the collection of personal information may be referred to the Director of Corporate and Financial Services, Kari Bolton, at 250-992-2111.

I accept responsibility for delay caused by incorrect or insufficient submission materials. Processing begins only when an application is certified as complete. To be considered complete, the application must include this completed form, required fees, completed site profile form, and supporting plans, documents and/or drawings as required.

Applicant or Authorized Representative Name (Print)

Signature

Date



Every project is different and includes different land-use/building considerations, please contact us to discuss your project.

This checklist must be followed and submitted with your application form. If the application is incomplete it will affect the processing time of the pending application. Please complete the application by initialling in the box under "Copies Attached" to verify completion of each submittal requirement. City staff will review the checklist and application package. Only complete applications will be accepted and assigned for review.

Documents and Fees

Document	Copies Required	Details	Notes	Copies Attached	Accepted (staff)
Step 1 - Provide at building permit application stage					
Application Form	1	Hotel Revitalization Tax Exemption Form		☐	
Payment	1	Application fee.	Amount determined by the Fees and Charges Bylaw.	☐	
Design Professional Letter	1	Letter from the Project's Design Professional certifying the construction value of the project		☐	
Step 2 - Provide prior to issuance of building permit					
Revitalization Agreement	1	A completed and signed Revitalization Agreement. (Schedule A of Bylaw)	To be provided following approval of the application form.	☐	
Confirmation	1	Confirmation that all taxes assessed and rates, charges and fees imposed have been paid.	Contact the City to confirm payments.	☐	
Step 3 - Provide prior to occupancy					
Registered Professional Letter	1	A letter from the Project's Registered Professional confirming that the Project meets the eligibility requirements.	The applicant must notify the City of Quesnel to confirm Final Occupancy by a date agreed to within the Agreement and prior to Final Occupancy.	☐	

If any outstanding information is not submitted within one year of being notified of such requirements, the application shall be considered inactive and closed.

Office Use Only

Property is located in City limits? ☐ Yes ☐ No

Existing zoning?_____ Consistent with OCP? ☐ Yes ☐ No

Does the project meet the minimum Construction Value requirement of \$500,000? ☐ Yes ☐ No

Does the project meet the minimum requirement of 18 rooms available to the general public for daily short term occupancy? ☐ Yes ☐ No

Does the project include exterior improvements to an existing property? ☐ Yes ☐ No

If no, will any exterior improvements be required to meet Development Permit Guidelines? ☐ Yes ☐ No

Does the project include components that will not be eligible for the tax exemption? ☐ Yes ☐ No