



THE DISTRICT OF CENTRAL SAANICH

Permissive Tax Exemption Application

Permissive Tax Exemption Applications are due by **4:30 p.m. on the 3rd Friday in September** each year:

In person to: The Corporation of the District of Central Saanich
1903 Mount Newton Cross Road
Saanichton, BC V8M 2A9

Or by email to: municipalhall@csaanich.ca

Exemptions are applied to the taxes of the following year and are subject to the availability of sufficient funding within the District's Annual Operating Budget.

Exemptions are generally intended for qualified "not for profit" organizations which provide a direct benefit to the community. Further information and a copy of the District's Permissive Taxation policy are available online at www.centralsaanich.ca

Further information may also be obtained by contacting the Director of Financial Services at telephone 544 4207.

Application:

Pursuant to Section 224 of the Community Charter:

I, _____ of _____,
Name **Street Address**

City/Town Telephone No. (____) _____ or (____) _____

certify THAT:

1. I am the _____ of the
Position Currently Held Within Organization

Name of Corporation, Association, Society or Organization

have knowledge of the facts hereinafter detailed with respect to the following property for which a tax exemption is being applied for:

Property Address

Property Zoning

Tax Roll/Folio No.

Legal Description of Property

ORGANIZATION INFORMATION

2. Full name or title of organization: _____

3. Mailing address of the organization (including postal code):

4. Registered Non-Profit Organization?

Yes

No

5. Religious or Church property?

Yes

No

6. Registered Charity?

Yes Charity Number _____

No

7. Name and phone number of two other officials in organization (i.e. Pastor, President, Manager, etc.)

(i) Name: _____

(ii) Name: _____

Title: _____

Title: _____

Day Phone No.: _____

Day Phone No.: _____

Night Phone No.: _____

Night Phone No.: _____

8. The lands are registered in the name of: _____

(in the case of a Society, Corporation, Association, and if this is the first year an exemption has been applied for, please include a copy of the Certificate of Title)

9. This exemption is claimed under the Community Charter, Section 224, pursuant to Subsection 2 as the organization is (please indicate the relevant designation for eligibility):

USE OF PROPERTY INFORMATION

10. The gross floor area of the building: _____

11. Number of parking spaces:

Gravel: _____ Blacktop: _____ Undeveloped: _____

12. What is the principal use of the property?

13. Is any part of the building or of the property used or rented by commercial or private operators or by any group other than your organization? If yes, provide details *including percentage of building/property allocated to this use.*

14. **We require a current site plan of the property** indicating the grounds and buildings and their uses. This would include buildings, storage buildings, walkways, parking lot, playgrounds, bush areas, etc. Show all dimensions.

15. Does anyone live in the buildings? _____ If yes, how many people? _____

16. Square footage of living area: _____

17. Has there been any change in the status or use of the buildings or property in the last 12 months? _____ If yes, please explain briefly. _____

INFORMATION ON THE SERVICES PROVIDED BY THE ORGANIZATION

18. Please provide details of other activities on your property; such as daycare centers, catering and hall rental, thrift shop. The following information is required for each activity:

19. (a) Describe your organization's non-profit activities.

(b) Describe how your organization is accessible to the general public. *For example – is access to services restricted to members?*

(c) Provide usage statistics by jurisdiction.

ie. % use by District of Central Saanich residents

% use by residents outside of District of Central Saanich

20. Other activities which may be pertinent to your application (attach a separate page if necessary):

21. **CHURCH PROPERTY ONLY** complete the following additional questions:

(i) Every building on the lands is in use and continues to be set aside for public worship or for a Church Hall. YES _____ No _____

(ii) For a manse or a building of similar kind:

_____ is not used in association with the place of public worship

_____ is used for public worship; and an exemption is claimed for the land and improvement.

If the manse or a building is used for public worship, specify what area of the building and the square footage.

Note: Manses may be considered if they are used for Sunday School, Bible Class, etc., but not for office, elders meetings, storage or residential purposes.

Applicants Name

Witness Name

Applicants Signature

Witness Signature

NOTES:

(1) The personal information on this form is collected for the purpose of an operating program of the District of Central Saanich as noted in Section 26(c) of the *Freedom of Information and Privacy Act*. If you have any questions about the collection and use of this information, please contact the Director of Financial Services at 250-544-4207