

**APPLICATION FOR**  
**Non – Residential Development Incentive Bylaw -**  
**Downtown Revitalization**



The Town of Two Hills

Phone: 780-657-3395

Email: info@townoftwohills.com

SHADED AREAS FOR OFFICE USE ONLY	
Date Received:	Date Approved:
Approved by (INITIALS):	Grant Amount Approved:

**1. Required Documents – Incomplete Applications Will Not Be Processed**

Please indicate that the required documents are attached by placing a checkmark in the box provided.

- ☐ **The Non – Residential Development Initiative Bylaw form is to be completed** in full and submitted to the Town of Two Hills.
- ☐ **Photographs** of the façade of the building
- ☐ **Drawings/ Sketches** of proposed improvement
- ☐ **Documentation of appropriate approvals** from other departments (as required and determined at a re-consultation meeting with staff)
- ☐ **At least two quotes** from contractors for the proposed work

**2. Owner / Applicant / Architect Information**

Please list the contact information for each of the following (if applicable):

Name	Mailing Address & Postal Code	Contact Information
Owner*		Phone:
		Email:
Applicant**		Phone:
		Email:
Agent or Solicitor**		Phone:
		Email:
Architect/Contractor/Designer		Phone:
		Email:

\*If there is more than one owner, attach a list of each owner. If the owner is a company, provide the name and address of company owner(s)

\*\* An Owner's authorization is required if the applicant is not the owner. If the applicant is a prospective purchaser, also attach a copy of the Offer to Purchase.



### 3. Primary Contact:



3.1 Correspondence relating to this application should be sent to (select one only):

- ☐ Owner
- ☐ Applicant
- ☐ Agent / Solicitor
- ☐ Architect / Contractor / Designer

3.2 Date of Pre-Consultation with Town of Two Hills EDO and/or Development Officer:

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### 4. Property Information:

Location of Subject Land(s) and Status:	
Municipal Address: (Street # and Street Name)	Assessment Roll #
Property Taxes in Good Standing	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
Improvement Plans Area	<input type="checkbox"/> Downtown
	<input type="checkbox"/> Not within Downtown

### 5. Community Improvement

Please provide a brief description of the property improvements that are being applied for:

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## 6. Construction



### 6.1. Construction Timeline:

Approximate date of construction commencement: \_\_\_\_\_

Approximate date of construction completion: \_\_\_\_\_

### 6.2 Total Value of Work:

Please attach quotes to the application and complete the chart below at least 2 or more quotes are required to complete the application.

Applied Grant	
Non-Residential Development Incentive (Downtown Revitalization)	

## 7. How did you hear about the Non-Residential Development Incentive Bylaw Grant?

- ☐ Town of Two Hills
- ☐ Two Hills Economic Development
- ☐ Word of mouth
- ☐ Other: \_\_\_\_\_

## 8. Applicant's Acknowledgement

The Applicant hereby acknowledges:

That this application and the attached supporting documentation, information, and materials if any, contains information collected and maintained specifically for the purpose of creating a record available to the general public and is open to inspection by any person during normal office hours pursuant to the provisions of the *Freedom of Information and Protection of Privacy Act (FOIP)*

That conceptual development plans and/or drawings submitted with this application are not reviewed for compliance with Bylaw 2024-1039 Non-Residential Development Incentive Bylaw and/or Alberta Building Code requirements;

That the submission of the application constitutes tacit consent for authorized Town staff representative(s) to inspect the subject lands or premises, and to carry out inspections, tests and investigations as may be required; and

That additional information and/or materials may be required, and therefore, the application may not be deemed complete, nor processed unless the additional information and/or materials are submitted.

Questions about the collection and inspection of this information should be directed to the Town of Two Hills @ [info@townoftwohills.com](mailto:info@townoftwohills.com).



## Owner's Authorization



If the applicant is not the owner of the land that is the subject of this application, then written authorization by the owner, authorizing the applicant to prepare and submit this application MUST be attached, or the owner MUST complete the authorization set out below (please print)

Is written authorization attached?

☐ Yes

☐ No

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and I authorize \_\_\_\_\_ to prepare and submit this application on my behalf.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

## Declaration

I, \_\_\_\_\_ (please print), of the \_\_\_\_\_ (e.g. Town of Two Hills) make an oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the Sections above is true. Sworn (or declared) before me at \_\_\_\_\_ (e.g. Town of Two Hills) this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Commissioner of Oaths

