



# PERMISSIVE PROPERTY TAX EXEMPTION APPLICATION

\_\_\_\_\_  
*Name of Organization*

\_\_\_\_\_  
*Contact Person*

\_\_\_\_\_  
*Mailing Address*

\_\_\_\_\_  
*Telephone*

\_\_\_\_\_  
*Civic Address (if different than mailing address)*

\_\_\_\_\_  
*Email Address*

\_\_\_\_\_  
*Legal address of Subject Property*

\_\_\_\_\_  
*PID Number (if known)*

**Permissive property tax application for:**

- Area of land surrounding a church or church hall
- Charitable, philanthropic or non-profit community organization
- Municipality, regional district, or other local authority

**Please note that applications for permissive tax exemptions must include the following documentation:**

- Copies of financial statements for the last 3 years (for first time applicants) and for the last year for current tax exemption applicants;
- Copy of state of title certificate or lease agreement, as applicable;
- A letter addressed to the Community Partnership Committee including:
  - 1. A description of the programs/services/benefits delivered from the subject lands/improvements including participant numbers, volunteer hours, benefitting groups/individuals/special needs populations and fees charged for participation;
  - 2. The organization's mission statement, or a clear description of the organization's mandate;
  - 3. A description of any third party use of the subject land/improvements including user group names, fees charged, and conditions of use;
  - 4. Financial information on how the tax exemption amount is put back into the community through charitable means or reduced fees paid by the general population of the City of Campbell River;
  - 5. Confirmation that the organization's activities do not compete with any other duly licensed business in the City.
- If the property is leased, a separate letter of understanding signed by the landlord and tenant providing written confirmation that the applicant will receive the tax exemption benefit.

**Certification by authorized signatory:**

*I hereby certify that I have read the attached City of Campbell River Council Finance Policy, Section 2.6.1; that this application complies with Policy requirements; and that the information contained in this application is complete and correct:*

\_\_\_\_\_  
*Name (please print)*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

*For information or clarification on the application process, please contact Dennis Brodie, Finance Operations Supervisor at 250.286.5754. The contents of this application are considered public information and may be released to a third party upon request.*

**APPLICATION DEADLINE: 4:30 p.m. Friday, June 21, 2019**