

## Local Government Committee

### Application Form for Local Improvements 5(1)(c)

#### Section 1: Applicant Contact Information

Name of Municipality:

Contact Person:

Title:

Street Address:

Town/City:

Province:

Postal Code:

Business Telephone:

Cell/Other Phone:

Email Address:

Fax Number:

#### Section 2: Required Document Checklist

##### REQUIRED:

Resolution to Adopt Local Improvement Report

Map of Area of Work or Service (measurements in metres)

Preliminary Assessment Schedule (PAS)

List of Properties to be Assessed (include assessable amounts)

Most Recent Audited Financial Statements (AFS)

Consultations Record

Local Improvement Report

##### IF APPLICABLE:

Required Permits, Approvals and Grant Confirmation(s)

Draft Financial Statements (provide if the prior year AFS is not available)

Current Budget (if it includes funding for this local improvement, highlight section)

Uniform Rate Bylaw

Flankage Policy, Irregular Lot Policy

#### Section 3: Application Details

##### LOCAL IMPROVEMENT DETAILS:

1. Describe the type of work(s) or service(s) undertaken.      New      Renewal or Replacement

2. Describe each location(s) of the work undertaken. Use a separate line for each location. *(You may attach a separate schedule if the provided space is insufficient.)*

3. Are any assessed lands owned by the municipality?      Yes      No

*If Yes, indicate the assessable frontage and dollar amount:*

4. Are any of the lots deemed unfit?      Yes      No      (If yes, indicate those lots on the map.)

5. What is the estimated total cost? (a)

6. What is the municipality's share of the total cost? (Not including costs associated with lands owned by the municipality.)  
(b)

7. What is the property owners' share of the total cost? (Includes costs associated with lands owned by the municipality.)  
(c) **(a)-(b)=(c)**

8. Did the municipality use uniform rates to determine the estimated total cost? Yes No (If 'Yes', send the uniform rate bylaw with the application.)

9. What measurement was used to determine the assessment?

|                                                                 |              |                      |
|-----------------------------------------------------------------|--------------|----------------------|
| Lineal metres of frontage                                       | Area of land | Equal amount per Lot |
| Assessed Value of the land                                      | Multiple     | Other                |
| Lineal metres of connection (water and sewer improvements only) |              |                      |

10. What is the estimated lifetime of the work or service?

**EXEMPTION DETAILS:**

11. Are there any parcels that have work/service being done on more than one side?      Yes      No

*If yes, complete the following table for each affected parcel. Indicate any flank exemptions applied.*

*(If the space provided space is insufficient, please attach a separate list including the details as set out below.)*

| Address | Parcel Number | Side designated to Front the Work/Service | Flank Exemption (%/metre) |
|---------|---------------|-------------------------------------------|---------------------------|
|         |               |                                           |                           |
|         |               |                                           |                           |

12. Were any other exemptions/reductions of the special assessment given?      Yes      No

*If yes, complete the following table for each affected parcel. Indicate any flank exemptions applied.*

*(If the space provided space is insufficient, please attach a separate list including the details as set out below.)*

| Address | Parcel Number | Reason for Exemption/Reduction | Percentage Exemption/Reduction Given |
|---------|---------------|--------------------------------|--------------------------------------|
|         |               |                                |                                      |
|         |               |                                |                                      |

13. Has council included lands exempt from taxation in the owners' share (that the municipality will pay for)?      Yes      No

## FINANCIAL DETAILS:

### Total Project Cost Details

- i) Cost of construction of the work / cost of providing the service:
- ii) Design and engineering expenses:
- iii) Cost of advertising and service of notices:
- iv) Interest on temporary loans:
- v) Land costs and related expenses:
- vi) Costs related to the issue, sale and/or discount of related debentures:
- vii) Other (specify):

#### **(A) Total Project Cost**

(should equal number in Application and the Total Cost as per the PAS)

### Municipal Share – Financing Details

- i) Borrowing:    Debenture    Loan    Other (specify)
- ii) Grant(s) – confirmation required:
- iii) Reserve funds:
- iv) Current budget:
- v) Other:
- vi) Other:
- vii) Other:

#### **(B) Total Municipal Share**

(should equal number in Application and the Total Cost as per the PAS)

### Owners' Share – Financing Details

- i) Estimated Prepaid:
- ii) Unprepaid financing:
- iii) Borrowing:    Debenture    Loan    Other (specify)
- iv) Grant(s) – confirmation required:
- v) Reserve funds:
- vi) Current budget:
- vii) Other:
- viii) Other:
- ix) Other:

#### **(C) Total Owners' Share**

(should equal number in Application and the Total Cost as per the PAS)

|              |            |   |            |            |            |
|--------------|------------|---|------------|------------|------------|
| <b>Note:</b> | <b>(B)</b> | + | <b>(C)</b> | must equal | <b>(A)</b> |
|              |            | + |            | =          |            |

14. If the municipality doesn't receive the estimated amount of prepayments, how will this be financed?

#### Section 4: Additional Comments

#### Section 5: Authorization

Date submitted:

Authorized by:

***Disclaimer:** Signing or e-signing this form indicates you have the authority to file the application.*

#### Section 6: Application Submission



Save Form



Print Form



Email to SMB

***Remember to attach to your email the required documents and any supplemental pages.***

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