

Belleville Downtown Development Authority Facade Improvement Program Application

Name of Applicant: _____
(Property Owner)

Property Address: _____

Business Name: _____

Mailing Address (if different from Above): _____

Phone Number(s): _____

Email Address: _____

Proposed Improvements (Please check all that apply):

- Exterior façade improvements
- Historical exterior restoration of buildings
- Brickwork/Stonework/Siding
- Storefront or rear entry improvements including ADA improvements
- Signage
- *Addition or enhancement of landscaping
- *Exterior cleaning and/or painting
- *Exterior Lighting
- *Restoration/Repair/replace windows, doors, trim
- Other: _____

** items may be considered only in conjunction with other façade improvements*

Please provide a description of work to be done. Attach preliminary designs and sketches of a professional quality in a minimum scale of one-eighth inch (1/8") for every one foot (1'), photos of the existing façade and any photos of facades similar to what the Applicant is proposing, samples of the proposed color and materials that are being proposed for the façade. These items will be used by the DDA assist in the evaluation of your application.

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Facade Improvement Program Application

Total Estimated Improvement Cost: \$ _____
(Attach cost estimates and detailed breakdown)

Funding Request:

(A) Total Amount Requested: _____ (This amount shall not exceed \$10,000)

(B) Grant Amount Requested: _____ (maximum grant amount shall not exceed 50% of (A) above. This amount shall not exceed \$5,000)

(C) Loan Amount Requested: _____ (maximum loan amount shall not exceed 50% of (A) above. This amount shall not exceed \$5,000)

By signing this Application, I affirm that I am the property owner of the above Property. I further affirm that all the statements made on this application are true, and I understand that any falsification or willful omission will be sufficient cause to void my Application and any grant or loan awarded. In such a case that any grant or loan awarded by the DDA is voided due to any falsification or willful omission, I agree to repay the grant and/or loan to the DDA within sixty (60) days, plus all of the costs and attorney fees incurred by the DDA to collect the grant and/or loan proceeds if I fail to repay the DDA within the sixty (60) days.

I have read and understand and agree to comply with all requirements of the DDA's Façade Improvement Program (hereinafter the "Program"). I further understand that if my application is accepted by the DDA, I may receive a preliminary approval letter. After receipt of the preliminary approval letter from the DDA, I will be required to submit sealed plans, obtain all required permits, and execute all of the necessary forms given to me by the DDA in order to qualify for reimbursement of the project expenses pursuant to the limitations set forth in the forms.

I hereby acknowledge that this Application and all supporting documents are to submitted to the DDA Coordinator. I further acknowledge that I may be required to submit additional documentation or information that was not required on this application if requested by the DDA.

I further hereby acknowledge that the DDA's Executive Board reserves the right to reject any or all applications received pursuant to the Program.

Applicant's Signature

Date

The following documentation must be included with this Application when submitted to the DDA:

- Provide proof of ownership of the subject property.**
- Proof that all real and personal property taxes for the subject property have been paid.**
- Proof that all City Obligations are current, including, but not limited to, all water and sewer bills and all special assessment payments.**
- Provide three (3) detailed estimates from independent contractors that itemize all costs of the proposed improvements.**
- Provide a preliminary design and/or sketch of professional quality in a minimum scale of one-eighth inch (1/8") for every one foot (1').**
- Provide photos of the existing façade and any photos of facades similar to what the Applicant is proposing.**
- Provide, if possible, samples of the proposed color and materials that will be used if the improvement is approved and funded by the DDA.**
- Provide a non-refundable application fee via check or money order in the amount of \$50.00, payable in United States Funds.**

APPLICANTS PLEASE NOTE: As a condition of receiving Façade Improvement Program funds from the DDA, the Applicant consents to the DDA using any of the materials submitted and any photos thereafter taken of the Applicant's improved façade in any type of promotion and marketing materials published or used by the DDA.

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