

ALL FAÇADE IMPROVEMENTS MUST BE APPROVED
PRIOR TO WORK COMMENCING

DOWNTOWN FACADE IMPROVEMENT PROGRAM

*“Painting the Town” - Paint Assistance Façade Renovation
Design Assistance Funds - Signage Assistance*

Application Form

1. Application Information

Name _____
Address _____
Phone _____ Fax _____

2. Project Information

Building Location _____
Owner of Record _____
If Leased: Lease Expires _____ Renewal Term _____

3. Project Description

Describe in detail the proposed scope of work, use additional sheets if necessary. Attach any architectural sketches or drawings, if applicable. Provide cost breakdowns by major categories such as signs, awnings, painting, repair, carpentry, electrical, etc., as an attachment.

Application is for (check all that apply):

_____Paint Program _____Facade Renovation _____Design Assistance _____Signage _____

Anticipated Project Cost_____

Anticipated Construction Start Date_____ Completion Date_____

4. Mortgage Information

Is there a current Mortgage on the property? YES_____ NO_____

If YES, Holder of Mortgage:_____

Date of Mortgage_____ Original Amount_____ Current Balance_____

5. Building Information

Type of Construction_____

Present Use (if mixed use, indicate percentage of type of use)

_____Retail _____Office/Professional _____Residential _____Other

Level of Occupancy _____Fully occupied _____ % Occupied _____Vacant

Will project result in a change of use for the building? YES_____ NO_____

If YES, uses of the building after completion of the facade project:

1st Floor: _____

2nd Floor: _____

Other: _____

6. Other Required Documents

- a. Two (2) contractor quotes / construction bids for total facade project. If applicant is also applying for a painting grant, and is to perform the work, labor and materials must be broken out into two different categories
- b. *A signed lease agreement which leases the first 12" of the facade of the building and/or sign to the City of Allegan DDA for \$1.00.*
- c. A property deed with the legal description of property
- d. Proof that all property taxes are paid and current
- e. Proof of property and liability insurance, *with the City of Allegan DDA listed as additionally insured on the property for the life of the lease.*
- f. Copies of any leases associated with property
- g. If tenant is applying, please provide a letter from the owner expressing approval of the project proposal.

I / We certify that all information set forth in this application is a true representation of the facts pertaining to the subject property for the purpose of obtaining funding under the Facade Improvement Program. I understand and acknowledge that any willful misrepresentation of the information contained in this application could result in the disqualification from the program, requiring any funds already disbursed to be repaid in full to the Allegan Downtown Development Authority.

The applicant understands that he or she will be responsible for all closing costs, including but not limited to recording fees. The applicant further certifies that he/she has read and understands the Facade Improvement Guidelines. If a determination is made by the City that loan proceeds have not been used for eligible program activities, the applicant agrees that the proceeds shall be returned, in full, to the Allegan Downtown Development Authority and acknowledges that, with respect to such proceeds so returned, he/she shall have no further interest, right or claim. It is understood that all loan commitments are contingent upon the availability of program funds.

The applicant is responsible for compliance of all local, State and Federal laws. This includes, but is not limited to, lead and asbestos removal. The City of Allegan and the Downtown Development Authority shall not be held responsible for violations.

Signed this _____ Day of _____, Year of _____

Applicant: _____ Title: _____