

**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.

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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 \_\_\_\_\_

Floors Above Grade To Be Renovated \_\_\_\_\_

Linear Feet of Street Frontage Facing Public Way \_\_\_\_\_

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 grant 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 grant commitments are contingent upon the availability of program funds.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Applicant: \_\_\_\_\_ Title: \_\_\_\_\_